

**COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS**  
**EXAMINATION TIMETABLE**

**INDIAN CERTIFICATE OF SECONDARY EDUCATION EXAMINATION, YEAR 2021**

**IMPORTANT NOTICE TO CANDIDATES**

**The Indian Certificate of Secondary Education Examination, Year 2021 results will be issued through the Conveners to the Heads of Schools by the month of July 2021. The results will NOT be available from the office of the Council in New Delhi. Queries about the results by candidates / parents / guardians will not be entertained by the Council.**

**INSTRUCTIONS TO CANDIDATES**

*TEACHERS are advised to take care that their pupils are carefully drilled to carry out the following directions.*

1. Be seated in the Examination Room five minutes before the time fixed for the start of the examination in the subject.
2. If an Examination Paper for which you are not entered is handed to you, or if the questions indicate that a map or any other stationery should also have been given out, bring it to the attention of the Supervising Examiner at once.
3. Attend carefully to all general directions that may be given at the head of a paper, e.g. directions attempting the number of questions that may be answered etc.
4. **You are advised to answer only that number of questions as mentioned in the question paper.**
5. On the Top-sheet of the Standard Answer Booklet, you are to put your signature in the space provided for the purpose. **DO NOT** write or scribble anywhere on the Top-sheet.
6. Clearly and correctly write your UID (Unique Identification Number), Index Number and Subject on the Top-sheet of the Standard Answer Booklet in the space provided. This information should also be given on the front sheet of each continuation booklet used. If you are using loose maps, graph papers, etc. write this information on these also. **All entries on the Answer Booklet are to be made with Black / Blue ball-point pen ONLY.**
7. Write on **both** sides of the answer booklet and leave a margin at both the right-hand and the left-hand edges. Begin the answer to each separate part of a question on a separate line.
8. Write the number of the question clearly in the left-hand margin at the beginning of each answer. **Do not copy the question. Be careful to use the same system of numbering as that used in the question paper.** Leave a blank space after the answer to each question.
9. Remember that handwriting and spelling will be taken into account. You may use a fountain pen or ball-point pen for writing your answers, but pencils may be used only for diagrams. Bring mathematical and drawing instruments and colour pencils for subjects for which they will be needed. **The use of any electronic devices, hand, desk or other types of calculating machines are not permitted.**
10. In addition to the time indicated in the timetable for writing the paper, 15 minutes time is given for reading the questions.
11. Read the questions very carefully. Time should not be wasted in writing down information that is not asked for as no marks will be given for it.
12. Do not spend too much time on one or two questions so as to leave yourself no time to answer the others.
13. When the time allotted for writing the examination has concluded, arrange your answer scripts sequentially in ORDER, THE FIRST PAGE AT THE TOP etc. See that they have your **Index Number, UID (Unique Identification Number) and Subject** written on them. Fasten them together at the left-hand top corner and hand them over unfolded.

14. A candidate who arrives late will be required to give a satisfactory explanation and reason to the Supervising Examiner. Except in exceptional circumstances, a paper will not be given to any candidate who is more than half an hour late. Absolute punctuality is essential. Candidates are not allowed to leave the Examination Room before the conclusion of the paper.
15. *Candidates must write on both sides of each sheet of the Answer Booklet, unless the rubric of the question paper prohibits this.*

**Note:**

1. **The continuation booklets will be issued on request only after you have completed writing on all pages of the Standard Answer Booklet/continuation booklet already issued.**
2. **All continuation booklets used/unused must be attached to the main answer booklet.**
3. **All working including rough work, should be done on the same sheet as the rest of the answer.**

**CAUTION**

**USE OF UNFAIR MEANS**

1. If the **Awarding Committee** is satisfied that a candidate has made arrangements to obtain unfair help in connection with the question papers from any person connected with the examination centre or any agency within or outside the examination centre, the candidate is liable to have his/her results in the examination as a whole cancelled.
2.
  - (i) Candidates who are detected in giving or obtaining, or attempting to give or obtain, unfair assistance, or who are otherwise detected in any dishonesty whatsoever relating to the examination will be reported to the **Chief Executive and Secretary of the Council** and may be expelled from the examination room forthwith and refused admission to subsequent examination papers.
  - (ii) The Supervising Examiner or any member of the supervisory staff shall seize the answer scripts in which the use of unfair assistance is detected/suspected.
  - (iii) The Supervising Examiner shall send the seized answer scripts with a report giving the details of the evidence and the explanation of the candidate concerned to the Chief Executive and Secretary of the Council without delay and, if possible, on the day of the occurrence.
  - (iv) In case the candidates concerned refuse to give explanatory statements they should not be forced to do so, only the fact of refusal shall be recorded by the Supervising Examiner and attested by one /two member(s) of the supervisory staff on duty at the time of the occurrence, as the case may be.
  - (v) The Supervising Examiner has the discretion to permit such candidates to answer the remaining part of the question paper but on answer sheets that are separate from those in which the use of unfair means was detected/suspected.
3. Candidates found guilty of:
  - (i) bringing in answer sheets; or
  - (ii) taking out or attempting to take out answer sheets; or
  - (iii) substituting answer scripts or getting answer scripts replaced during or after the examination with or without the help of any person connected with the examination centre, or any agency within or outside the examination centre, shall be reported to the **Chief Executive and Secretary of the Council** and their results in the examination as a whole will be cancelled.
4. If it is subsequently discovered and the **Awarding Committee** is satisfied that candidate/s has/have either copied from other candidate/s or given opportunity to other candidate/s to copy from them or dishonestly communicated with other candidate/s, their results in the paper or subject or subjects in question or their results in the examination as a whole will be cancelled.

5. A candidate detected in approaching directly or indirectly an examiner or any member of the staff of the Council with the object of influencing him/her regarding any candidate's examination result shall have his/her result in the examination as a whole cancelled.
6. Candidates found guilty of disorderly conduct or causing disturbance in or near the examination hall/room are liable to be expelled from the examination hall/room forthwith and will be refused admission for subsequent examination papers.
7.
  - (i) Candidates are not permitted to have in their possession, while in the examination hall/room, any book, memorandum or pocket book, notes, paper, calculator, mobile phones or wireless devices, except the correct question paper. Candidates using slide rules as permitted by the Regulations must see that any information (formulae or other data) shown on them is securely covered. They must also return any incorrect question paper to the Supervising Examiner immediately.
  - (ii) Candidates are not permitted to have in their possession any weapon, object or instrument which may be used as a weapon during the course of the Examination.
  - (iii) Candidates disregarding the above cautions are liable to have their results in the examination as a whole cancelled.
8.
  - (i) Persons obtaining admission to the examination on false representation shall be expelled from the examination hall / room forthwith and will be reported to the Police.
  - (ii) Candidates who are impersonated shall be reported to the **Chief Executive and Secretary of the Council** and their results in the examination as a whole will be cancelled.
9.
  - (i) The decision in respect of the results of candidates who are detected/suspected of using unfair means may be delayed considerably and their results may not be issued with the results of other candidates.
  - (ii) Candidates whose results in the examination as a whole have been cancelled may be debarred from entry to any subsequent examination.
10. A person who commits an offence under these Regulations, but is not a candidate, shall be dealt with as under:
  - (i) **The Chief Executive and Secretary** of the Council may, if he so decides, handover the case to the Police.
  - (ii) In the case of a teacher or a person connected with an institution, his/her misconduct shall be reported to the Governing (or Managing) Body of the institution for necessary action.
11. Entries for subsequent examinations may not be accepted from a school where any member of the staff has at any time committed any offence under these regulations.
12. If the **Awarding Committee** is satisfied that the use of dishonest means in a paper or papers has been widespread at a centre, the **Awarding Committee** reserves the right to cancel the results of all candidates of that centre in the paper or papers concerned, or of the entire examination as a whole at the centre, if several papers are involved.
13. For cases of use of unfair means not covered by these Regulations, the **Awarding Committee** may enforce penalties according to the nature of the offence.

#### **Last date for retaining answer scripts**

The Council will not retain answer scripts of candidates later than **60 days from the day of the declaration of results**. The same shall be destroyed thereafter.

For **enquiries concerning examination results**, attention is invited to Section H under CHAPTER II on page 7 of the INDIAN CERTIFICATE OF SECONDARY EDUCATION EXAMINATION YEAR 2021 REGULATIONS.

**Note:** Applications for the recheck of the Answer Scripts must be submitted online and be received by the Council's office not later than SEVEN days from the day of declaration of the ICSE 2021 Examination results.

1. Candidates who are entered as regular candidates for the ICSE Year 2021 Examination and who fail to secure Pass Certificates will be permitted to reappear for the ICSE Examination to be held in the Year 2022, but not thereafter, without further attendance, at an affiliated and registered School.
2. Candidates who are awarded Pass Certificates may appear for a Supplementary Pass Certificate in one or more subjects in the ICSE Year 2022 Examination. Such candidates must choose only those subjects which they had offered in the previous ICSE Examination.
3. Candidates reappearing for the ICSE Examination in the Year 2022 can be enlisted ONLINE during August and September Year 2021 through the Heads of Schools concerned.
4. Candidates who fail to secure Pass Certificates (**Pass Certificate Not Awarded**) will be permitted to appear for the **Compartmental Examination** in any **ONE** subject in which they have not secured the Pass Mark. However, the candidates should have secured the Pass Mark in English (Compulsory) and **three** other subjects in the ICSE Year 2021 Examination to be eligible to appear for the Compartmental Examination. The entries of all such candidates will be submitted online to the Council by the Head of the concerned school.

**Covid – 19 Safety Instructions to be strictly followed by Candidates at the Examination Centre**

1. Candidates must reach the examination centre well ahead of time to ensure staggered movement and smooth entry into the school, to avoid overcrowding.
2. Candidates must ensure that they maintain social distancing in their movement within the school campus and maintain a distance of at least 6 feet from each other.
3. Candidates must always follow the Covid-19 safety protocols strictly, by ensuring that they wear a face mask, carry a hand sanitizer, and avoid touching the face with their hands. The use of gloves is optional.
4. Candidates must carry their own stationery/art material and avoid sharing the same with other candidates.
5. Candidates should follow respiratory etiquette strictly while coughing or sneezing. This involves the practice of covering one's mouth and nose while coughing or sneezing.
6. Candidates must carry their own water bottles. They must not share food or water with others.
7. Candidates need to inform the Supervising Examiner/Invigilator and follow the protocol laid down by the school in case, they are not feeling well.
8. Candidates should avoid overcrowding at all places on the school campus i.e., washrooms, laboratories, classrooms, corridors, library, playground, etc.
9. Candidates need to strictly follow any additional safety instructions issued by the examination centre.

**GERRY ARATHOON**  
Chief Executive & Secretary

