



Empowering Minds & Transforming Lives since 1958

COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS

Pragati House, 3rd Floor, 47-48, Nehru Place, New Delhi – 110019

Tel: +91-11-29564831, 29564833, 26411706, 26413820

Email: ces@cisce.org | www.cisce.org

Chief Executive & Secretary

Dr. Joseph Emmanuel

PV/Practical/Project Assessment/ISC/2025

September 25, 2024

To: Heads of Schools presenting candidates for the ISC Year 2025 Examination

Dear Principal,

Subject: **Method of conduct of the ISC Year 2025 Practical Examinations and Evaluation of Project Work & SUPW**

This is with reference to the conduct of Practical Examinations and the evaluation of Project Work and Socially Useful and Productive Work (SUPW) for the ISC Year 2025 Examination.

The conduct of Practical Examination and evaluation of Project Work can be held between 1st October 2024 and 31st January 2025.

The subject wise Practical Examination Instructions and Guidelines for Visiting Examiner have been uploaded on the CAREERS Portal

The methodology that needs to be followed for the conduct of the Practical Examination and the evaluation of Project Work and Socially Useful and Productive Work (SUPW) is given below:

Conduct of Practical Examinations

(Only applicable for Subjects: Physics, Chemistry, Biology, Home Science, Fashion Designing, Indian Music - Hindustani, Western Music, Computer Science and Biotechnology.) The detailed subject-wise instructions and other related documents pertaining to the conduct of the Practical Examinations are available on the CAREERS Portal under 'Circular Section'.

- The *Head of the School* has been provided with a set of Guidelines for the conduct of Practical Examination. These *Guidelines* are required to be shared with the *Supervising Examiner* appointed for the school.
- The *Head of the School* has also been provided with detailed instructions (along with the sample questions) for the use of *Visiting Examiners*. The *Visiting Examiner* should utilise these documents to prepare Question Paper/s for different batches taking the examination at the school (as applicable).
- The *Visiting Examiners* would be required to visit the school to check the size of the laboratory/laboratories and then plan, in consultation with the *Head of the School* and the *Supervising Examiner appointed for the school*, the number of batches in which the Practical Examination for the subject concerned would be conducted at the school.
- The dates of Practical Examination for a particular subject, for different batches should be finalised by the *Visiting Examiner* in consultation with the *Head of the School and the Supervising Examiner appointed for the school*

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- After the dates for different batches are finalised, the *Head of the School* must forward this information to the Convener.
- The *Head of the School* should thereafter inform the candidates of the date of the Practical Examination at least one week prior to the scheduled date on which the Practical Examination is to be conducted for the subject.
- After the candidates take the examination, the *Visiting Examiners* must evaluate the work done by the candidates and submit the marks to CISCE through the CAREERS Portal.
- **The *Head of the School* would be required to send to CISCE the copies of question paper(s) set by the *Visiting Examiners* along with the evaluated answer scripts of the candidates.**

Dates for conduct of Practical Examinations

Please note that the Practical Examinations must be scheduled between **October 01, 2024, and January 31, 2025.**

Last date for Uploading Marks.

The last date for uploading marks awarded to the candidates for the Practical Examination is **January 31, 2025.**

Answer Scripts to be used for the Practical Examinations

The schools may use the leftover stationery of the previous year(s)' examination(s) by changing the year printed on the stationery to read as 2025 or alternatively use the school stationery.

In case the school plans to conduct the Practical Examination in January 2025 and receives the freshly ordered 16-page answer booklets by then, these 16-page answer booklets may then be used for the Practical Examination.

Alternatively, the schools may contact M/s Nova Publishers requesting them to provide you with 16-page answer booklets on priority.

Envelopes to be used for sending the Practical Examination Answer Scripts

The schools may use the leftover answer script envelopes of the previous year(s)' examination(s) or alternatively use any other tamper-proof and durable envelopes.

The schools may also write to CISCE through their Conveners requesting CISCE to send you Answer Script Envelopes for dispatch of the Practical Examination Answer Scripts.

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Evaluation of Project Work

Please note that all candidates confirmed to appear for the ISC Year 2025 Examination will have to submit the projects in the subjects offered by them for the Examination.

Candidates are permitted to submit their Project work in any one of the following modes:

- Handwritten
- Typed (as soft copy or hard copy)
- Power Point presentation (PPT)

The Project Work must be submitted by the candidates within the stipulated time fixed by the school.

The last date for uploading marks awarded to the candidates for the Project Work is **January 31, 2025**.

The Guideline for the Evaluation of the Project Work are attached herewith for your reference.

Evaluation of SUPW

Regarding the evaluation of Socially Useful and Productive Work (SUPW), you are requested to refer to the detailed guidelines as mentioned in the Year 2025 Regulation & Syllabuses Booklet (page numbers 382 – 388) available on CISCE's website (www.cisce.org).

Additionally, you are requested to kindly ensure that all SUPW related activities are conducted within the stipulated time and grades are awarded accordingly to the candidates.

The last date for uploading the SUPW Grades awarded to the candidates is **January 31, 2025**.

For any further clarifications, you may contact the CISCE on any of the following contact numbers/email ids:

Mrs. Elizabeth Johnson, Assistant Secretary (ISC) - 9971497722 / email id asisc@cisce.org

Mrs. Annu Arora Tandan, Education Officer (ISC) - 9339359714 / email id annu@cisce.org

With warm regards,

Yours sincerely,

Dr. Joseph Emmanuel

Encl. as above

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Guidelines for the Evaluation of Project Work

ISC Year 2025 Examination

1. The candidates are required to prepare Project work as per the subject specific guidelines provided by CISCE.
2. The Project work may be submitted to the school in any of the following formats:
 - (a) Handwritten Projects
 - (b) Typed Projects (in hard copy or in soft copy format)
 - (c) Power Point Presentations (ppt)
3. The Visiting Examiners should be provided with the Projects of the candidates either in hard copy format or soft copy format.
4. The Visiting Examiners will be required to evaluate the Projects of the candidates at the Examination Centre / School assigned to them.
5. The Project Work must be evaluated as per the subject specific parameters provided in the ISC Year 2025 Syllabus.
6. The Examiners must ensure that the marks awarded to the candidates are as per the performance and quality of the work submitted by them.
7. The marks should be submitted to CISCE through the CAREERS Portal.
8. For the Visiting Examiners, CISCE will provide the credentials to login to the CAREERS Portal to upload the Marks of the candidates. In case of any query related to the handling of the CAREERS Portal, the Visiting Examiners may contact Mr. M.R. Felix, Education Officer (IT) of the ISC Department through email eoitisc@cisce.org or through mobile number 9312943113.
9. The Examiners must maintain the confidentiality of the work done by the candidates. No Project Work of the candidates, in part or full, should be shared with any other person through any means.
10. The Head of the School, in consultation with the Visiting Examiner may prepare a schedule for the conduct of Viva - Voce for each candidate depending upon the number of candidates at the Examination Centre.
11. All the documents related to the evaluation of the Projects of each candidate along with the Projects submitted (soft/hard copies) etc. must be kept in the custody of the Head of the School after the evaluation process is completed. CISCE reserves the right to call for them, as and when required. The Projects should therefore be retained by the respective schools for at least 60 days from the date of declaration of results.

