



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/XII-2/2025

11<sup>th</sup> July 2024

**To: All Conveners of ICSE and ISC Year 2024 Examination**

Dear Convener,

**Subject: Centre Arrangements ICSE / ISC Year 2025 Examination.**

This is with reference to the Centre Arrangements for ICSE and ISC Year 2025 Examinations. A detailed document on the **Procedure** to be followed for finalising Centre Arrangements for Year 2025 Examination has already been shared with you. The last date for submitting Centre Arrangement on the online portal is July 31, 2024. However, the points given below need special attention:

1. The elected/reappointed Conveners for the ICSE and ISC Year 2025 Examinations should ensure that they should not have more than 15 Examination Centres under their convenueership.
2. For the schools under the which are granted Independent Examination Centre, the elected/reappointed Conveners, must strictly ensure compliance of the following points :
  - Examinations should be conducted in an **Examination Hall and not in multiple classrooms.**
  - Supervising Examiner should be nominated for each Examination Hall adhering to the ratio **1:120** candidates. If the number of candidates exceeds 120 and/or the candidates are seated in more than one examination hall, additional Supervising Examiner/s should be appointed. In such a case, one of the Supervising Examiner will be the Chief Supervising Examiner.
  - An Invigilator should be appointed for **every 30 candidates for all theory papers and for every 15 candidates for all ISC practical papers.**
  - The candidates taking the examination and the personnel conducting the Examination in the Examination Hall should be under **CCTV** surveillance during the entire duration of the examination. The centres that presently do not have CCTV cameras at the required locations should make provision for the same latest by 16<sup>th</sup> August 2024. Non-compliance of this clause shall lead to the cancellation of the Independent Examination Centre.
  - The steel cupboard kept in the room of the Head of the Examination Centre, for **short duration storage** of confidential material, i.e., Examination stationery etc. should be under **CCTV** surveillance during the entire duration of the examination. The centres that presently do not have CCTV cameras at the required locations should make provision for the same latest by 16<sup>th</sup> August 2024. Non-compliance of this clause shall lead to the cancellation of the Independent Examination Centre.

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- **Recording** of the CCTV cameras of each day's examination should be preserved till the declaration of results. The schools will be required to produce the recording when asked for by the CISCE.
- Each Examination Centre will have to strictly follow the **Rules and Guidelines for the conduct of Examination at a Centre**. These Rules and Guidelines will be shared with the schools in due course of time.

Kindly note, no exceptions will be made to the above-mentioned points.

The elected/reappointed Conveners for the ICSE and ISC Year 2025 Examinations will be required to Inspect all the Examination Centres under their convenership to ensure that the necessary arrangements for the smooth conduct of the examination have been put in place by the Head of the Examination Centres concerned. Following this, the Conveners concerned will be required to submit a compliance report in the format which will be shared by CISCE in the first week of August 2024. This report should be submitted latest by August 20, 2024.

We solicit help and support of all concerned in the conduct of the Examination in a fair and transparent manner as per the rules and guidelines laid by the CISCE for the same.

With warm regards,

Yours sincerely,

Dr. Joseph Emmanuel  
Chief Executive and Secretary

**CC: Heads of Schools presenting candidates for ICSE/ ISC 2025 Examination**