



**COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA**  
**PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR -751013.**

No. EC-I- 08 /202 3/4992 /CHSE(O), Dt. 29.10.2024

From,  
The Controller of Examinations,  
CHSE, Odisha, Bhubaneswar.

To,  
The Principals/Headmasters/ Headmistresses/Centre Superintendents of all Higher  
Secondary School affiliated to CHSE, Odisha.

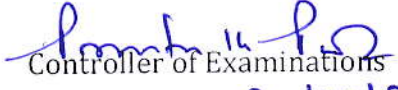
Sub:Conduct of Internal Assessment Examination/Project Examination of the Annual  
Higher Secondary Examinations, 2025: Arrangement and instruction thereof.

Madam/Sir,

This is for your kind information that Internal Examination/Project Examination  
of the Annual Higher Secondary Examinations, 2025 for different Non-Practical  
subjects/papers (Arts, Science, Commerce, Correspondence Course & Vocational Streams)  
are scheduled from 23.12.2024 to 30.12.2024 in all affiliated institutions of the Council.

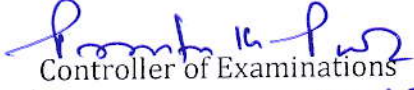
You are, therefore, requested to go through the instructions for conduct of Internal  
Examination/Project Examination of the Annual Higher Secondary Examinations, 2025  
appended with this letter and make necessary arrangements for smooth conduct of  
Internal Examination/Project Evaluation of the Annual Higher Secondary Examinations,  
2025

Yours faithfully,

  
Controller of Examinations  
29/10/24

Memo No.4993/CHSE, Date- 29.10.2024

Copy forwarded to the P.S. to Chairman/all officers/Deputy Secretary of three zonal offices  
for information and necessary action.

  
Controller of Examinations  
29/10/24

**COUNCIL OF HIGHER SECONDARY EDUCATION (CHSE), ODISHA  
ANNUAL HIGHER SECONDARY EXAMINATION-2025**

**INSTRUCTIONS FOR CONDUCT OF INTERNAL ASSESSMENT EXAMINATION  
AND PROJECT EVALUATION**

The principals/centre superintendents are requested to go through the following instructions/guidelines for smooth conduct of Internal Examination/Project Evaluation of the Annual Higher Secondary Examinations, 2025:

1. Please complete the Internal Examination/Project Examination of the Annual Higher Secondary Examinations, 2025 as per the schedule given by the CHSE, i.e. between 23.12.2024 to 30.12.2024.
2. Notify the schedule of the college well ahead to the candidates and others concerned.
3. The question papers for Internal Assessment Examination/ are to be set by the respective subject teachers of the H.S. Schools and the scripts are to be evaluated at H.S. School level by the subject teachers of the institution or of other H.S. School in case of non-availability of subject teachers in the institution.
4. **Pre- Examination preparations:**
  - i. Steps must be taken to notify groups as per instructions (Minimum candidates in a group must be twenty four in case of project evaluation)
  - ii. Internal Assessment Examination/Project Evaluation programme in respect of a H.S. School must be in such a manner that a student will not have two subjects on the same day.
  - iii. There must be sufficient arrangement of drinking water and First Aid.
  - iv. Functioning of CC TV is mandatory in all the Examination Room of H.S. Schools.
  - v. The H.S. School will supply of question papers and answer scripts to the students containing 4 pages (2 sheets) for Internal Assessment Examination and 6 pages (3 sheets) for Project.
  - vi. Project work should be hand written by the students within 6 pages (A4 size paper) on the topic from the prescribed syllabus assigned by the teacher.



## **5. During the Examination :**

- i. Students having valid admit card are to be allowed to enter into the examination hall before 15 minutes of commencement of examinations only.
- ii. Students arriving for examination late may be allowed to sit for examination maximum by half an hour; however, such students shall not be allowed compensatory time for the late coming.
- iii. Students should sit in their respective seats maintaining proper distance as it is required.
- iv. Candidates are to put their signature against their Roll Numbers in the Attendance sheets.
- v. The subject teacher must sign on the designated place of attendance sheet.
- vi. At the right hand top corner of the answer script/Project, a candidate should write the Paper, Roll No. Registration No. and AHSE-2025, which must be verified by the invigilator.

## **6. Post-Examination Works :**

- i. Marking must be done in the answer scripts by using **red ball point pens** only (No gel pen to be used).
- ii. If there is any bit/sub-questions of a main question, then each bit/sub-question is to be given mark, and finally all will be summed up at the end of the last sub question attempted, and total marks awarded to main question is to be mentioned there.

### **❖ Recording of Marks :**

- a) The CHSE will not provide mark foils/Non- standard mark foil for the purpose.
- b) After Internal Assessment Examination/Project Evaluation is over the subject teachers are required to evaluate the answer script preferably on the same day and prepare the register for recording the marks roll number wise. Then the DEO is required to enter the marks through on-line after SAMS e-Space is opened.
- c) The tabulation register of (Internal Assessment Examination marks/Project Evaluation marks) and answer scripts are to be preserved for 6 months from the publication of results of Re-checking/Re-addition of Annual H.S. Examination - 2025 at HSS level.



7. Internal Assessment Examination/Project Examination bill (Utilization Certificate) are to be submitted within 30 days after completion of Annual H.S. Examination-2025 with taking into the accounts of all expenses incurred by the H.S. Schools in centre Contingent bills as per the "Instructions to Centre Superintendents" Annual H.S. Examination-2025.

8. IMPORTANT NOTE:

- Copy of student's Attendance Sheet and memo form must be preserved by the H.S. School for future reference.
- Answer Scripts/Project Reports/Examiner's Reports and Tabulation Registers preserved at HSS must contain the signature of subject teacher and Principal, failing which the results will be held up and the Centre Superintendent will be held responsible for the same.

**PROGRAMME**

DATE	TIME		SUBJECT/PAPER
	DURATION	FULL MARKS	INTERNAL ASSESSMENT/PROJECT EXAMINATION
23.12.2024 TO 30.12.2024	45 MIN.	20	<b>SCIENCE:</b> ALL NON-PRACTICAL SUBJECTS. <b>ARTS:</b> ALL NON-PRACTICAL SUBJECTS. <b>COMMERCE:</b> ALL NON-PRACTICAL/NON-PROJECTS CORRESPONDENCE COURSE: ALL NON-PRACTICAL SUBJECTS/NON-PROJECT SUBJECTS.
		10 20	<b>VOCATIONAL:</b> ALL NON-PRACTICAL/NON-PROJECT SUBJECTS.
	2 HRS.	20	<b>PROJECTS:</b> PROJECT EVALUATION AND VIVA-VOCE (FOR SUBJECTS OF COMMERCE STREAM/VOCATIONAL STREAM HAVING COMMERCE SUBJECTS (ACCOUNTING/ BSM).

Controller of Examinations  
29/10/24

Memo No 4994/CHSE, Date- 29.10.24

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Controller of Examinations  
29/10/24