



STATE COUNCIL FOR OPEN AND LIFELONG EDUCATION-KERALA

Diploma in Computer Application (DCA) Examination (Second Batch)-2017

NOTIFICATION



SCOLE-Kerala

Vidyabhavan, Poojappura, Thiruvananthapuram -695012

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STATE COUNCIL FOR OPEN AND LIFELONG EDUCATION-KERALA
DIPLOMA IN COMPUTER APPLICATION (DCA) EXAMINATION, JUNE - 2017
NOTIFICATION

No. DCA/1111/17/SCOLE-Kerala

Dated :03.05.2017

Sub:- SCOLE-Kerala - Diploma in Computer Application (DCA) Examinations, June-2017- reg

- Ref:-
1. G.O.(Rt) No.4664/2013/ G.Edn. dated 04.11.2013
 2. G.O.(Ms) No. 206/15/G.Edn., dated 30.07.2015
 3. G.O.(Rt) No.1065/2017 G.Edn. dated 15.04.2017

The Examination Board of State Council for Open and Lifelong Education-Kerala shall conduct the Diploma in Computer Application (DCA) Examination, June 2017. The Final Examination of DCA course consists of practical and theory examination.

1 Eligibility for appearing Final Examination

- i) The candidates who have registered online by remitting course fee completely for SCOLE-Kerala DCA course and have completed the course with a minimum of 60% attendance (in hours) and further qualified in internal examination are eligible for appearing final examination. (See appendix 3)
- ii) Only students who secure 30% of the overall internal marks in each paper shall be permitted to appear for the terminal examination.
- iii) Candidates who have failed in the previous Examination need appear only for the failed subjects in the subsequent examination. Such candidates should register for the subsequent examination for the subjects in which they have failed in the previous examination.
- iv) Candidates who have registered for the first batch DCA Examination, but could not appear for all or a few subjects due to various reasons, can register for the subjects for which they were absent .

2. Practical Examination

- i) The practical examination shall be based on the syllabus prescribed for the SCOLE-Kerala DCA Course.
- ii) Candidate who have not attended or failed only practical examination during their earlier appearances shall attend the same during the subsequent examination.
- iii) A candidate who has appeared for practical examination once shall not appear for the practical examination again, The score once obtained for the practical examination shall be reckoned for all subsequent appearances.
- iv) The time table for practical examination shall be made available by the schools concerned.

3. Distribution of Mark

The mark distribution of papers to DCA course is listed below:

Sl. No.	Paper		Marks				Total
	Code	Name	Internal		Terminal		
			Theory	Practical	Theory	Practical	
1	DC 01	Informatics	50	-	100	-	150
2	DC 02	MS Office and Internet	30	20	50	50	150
3	DC 03	Linux and Open Office	30	20	50	50	150
4	DC 04	PC Techniques	30	20	50	50	150
5	DC 05	Malayalam Computing	30	20	50	50	150
Total Marks							750

4. (a) Components of Internal Marks for Theory Part (DC 01)

Sl. No.	Component	Marks	Remarks
1	Class tests	15 X 2 = 30	1. Minimum 2 class tests are to be conducted. 2. Each test carries a weightage of 15 marks. 3. If more than 2 tests are conducted, the best two results are to be considered.
2	Assignment	10 X 2 = 20	1. Each assignment carries a weightage of 10 marks. 2. Minimum 2 assignments are to be submitted 3. If more than 2 assignments are submitted, the best two results are to be considered.
Total		50	

5. (b) Components of Internal Marks for Theory Part (DC 02, DC 03, DC 04 and DC 05)

The components of internal marks include class tests and assignments. For each theory paper, following format is to be applied.

Sl. No.	Component	Marks	Remarks
1	Class tests	10 X 2 = 20	1. Minimum 2 class tests are to be conducted. 2. Each test carries a weightage of 10 marks. 3. If more than 2 tests are conducted, the best two results are to be considered.
2	Assignment	5 X 2 = 10	4. Each assignment carries a weightage of 5 marks. 5. Minimum 2 assignments are to be submitted 6. If more than 2 assignments are submitted, the best two are to be considered.
Total		30	

6. Components of Internal Marks for Practical Part

The practical components are divided into two units:

Sl. No.	Unit	Portion for Practical	
1	I	DC 02	MS Office & Internet
		DC 05	Malayalam Computing
2	II	DC 03	Linux and Open Office
		DC 04	PC Techniques

The performance in the lab and class test conducted in lab are accountable for scoring the practical part of internal examination. The mark distribution in each unit is detailed below.

Sl. No.	Unit	Portions for Practical		Components for Internals	
1	I	DC 02	MS Office Internet	Performance in the lab *	1 5
				Class Test (Lab)	5
				Total	20
		DC 05	Malayalam Computing	Performance in the lab	1 5
				Class Test (Lab)	5
				Total	20
2	II	DC 03	Linux and Open Office	Performance in the lab *	15
				Class Test (Lab)	5
				Total	20
		DC 04	PC Techniques	Performance in the lab	15
				Class Test (Lab)	5
				Total	20
Total Internals for practical components					80

* Scoring indicators of performance in Lab are 1) Problem identification 2) Typing/Editing Skill 3) Error correction carrying 7,4,4 marks respectively.

Note:-

- Each student has to maintain a rough record book for each Unit. Rough record should contain the question to be done and procedures for completing the task. Faculty has to verify the rough record and out put.
- Each student has to maintain two fair records (for Unit I and II) which contain the following information:
 - Name of Expt.
 - Date of Expt.
 - Expt.no.
 - Aim
 - Date of completion
 - Procedures done - steps used to solve the question.
 - Output obtained should be pasted in right page (page without lines) of the fair record.
- Class test for practical should be conducted for each portions of Unit I and Unit II.
- The minimum number of experiments that should be done in each Unit are given below.

Sl. No.	Unit	Portion for Practical	Minimum number of experiments to be done
1	I	MS Office & Internet (DC 02)	8
		Malayalam Computing (DC 05)	2
2	II	Linux and Open Office (DC 03)	8
		PC Techniques (DC 04)	2
Total			20

7. Final Examination Marks - Theory

- For DC 01, there is no practical component. The DC 01 paper the maximum is 100 and duration of examination is 2.5 hours.
- Format of the question paper for DC 01, is as follows:

Section	Type	Number of Questions	Marks
I	Objective	6	6 X 1 = 6
II	Multiple choice questions (MCQ)	5	5 X 1 = 5
III	Very short answer	10	10 X 2 = 20
IV	Short answer	9 out of 10	9 X 5 = 45
V	Essay	3 out of 4	3 X 8 = 24
Total		100	

- For other papers (DC 02, 03, 04 and 05), maximum marks is 50 and duration of examination is 1.5 hours
- Format of the question paper for DC 02, 03, 04 and 05 is as follows:

Section	Type	Number of Questions	Marks
I	Objective	6	6 X 1 = 6
II	Very short answer	8	8 X 2 = 16
III	Short answer	6 out of 7	6 X 3 = 18
IV	Essay	2 out of 3	2 X 5 = 10
Total		50	

8. Final Examination Marks - Practical

Mark distribution for practical examinations (for each unit) is as shown below:

Sl. No.	Unit	Portions for Practical		Components for Internals	
1	I	DC 02	MS Office & Internet	Record book (for DC 02 section)	5
				Procedure, skill	10+20=30
				Output	10
				Viva	5
				Total	50
		DC 05	Malayalam Computing	Record book (for DC 05 section)	5
				Procedure, skill	10+20=30
				Output	10
				Viva	5
				Total	50
Total for Unit I				100	

Sl. No.	Unit	Portions for Practical		Components for Internals	
2	II	DC 03	Linux and Open Office	Record book (for DC 03 section)	5
				Procedure, Skill	10+20=30
				Output	10
				Viva	5
				Total	50
		DC 04	PC Techniques	Record book (for DC 04 section)	5
				Procedure, Skill	10+20=30
				Output	10
				Viva	5
				Total	50
				Total for Unit II	100
				Total for Unit I & II	200

Note :

- " For the conduct of practical examination, SCOLE-Kerala DCA board shall appoint an External Examiner to evaluate the practical performance of the students appearing for the examination. The Chief Superintendent shall appoint an Internal Examiner considering the experience in the conduct of practical classes of DCA course.
- " Duration for practical examination is 2 hours for each Unit. Examination for Unit I and Unit II will be done in the forenoon and afternoon session, respectively.
- " For each Unit there will be two questions.
 - o Unit I will have one question each from DC 02 and DC 05.
 - o Unit II will have one question each from DC 03 and DC 04.
- " Minimum 5 questions are to be asked in the viva section from each unit.
- " There will be only two record books - one each for each unit.

Record book should contain the following

- o the name and address of institution from which the course is done.
- o the name of examiners both internal and external.
- o register number and date of exam.

Index page of record books contains.

Sl. No., Name of Experiment, Page Number, Date of Experiment.

The practical examination should be conducted in between 24th and 27th May 2017. The question paper will be provided by SCOLE-Kerala Examination Wing. The valued answer scripts of the practical examination to be handed over to the Chief Superintendent of the examination centre.

9. Time Table for DCA Examination June 2017

TERM END PRACTICAL EXAMINATION

Term end external practical examination shall be conducted in between 24th and 27th May 2017.

TERM END THEORY EXAMINATION

Term end theory examination shall be conducted as shown below.

Date	Time	Paper
03/06/2017	10 AM - 12:30 PM	DC 01 Informatics
04/06/2017	10 AM - 11:30 AM	DC 02 MS Office & Internet
10/06/2017	10 AM - 11:30 AM	DC 03 Linux and Open Office
11/06/2017	10 AM - 11:30 AM	DC 04 PC Techniques
18/06/2017	10 AM - 11:30 AM	DC 05 Malayalam Computing

10. Grading of term end evaluation

The learner is eligible to have the certificate of Diploma in Computer Application when he / she bags 30% mark in each theory and practical with 40% marks aggregate. The learner is entitled to have the following grades or places with respect to the percentage of the total marks secured for the practical and theory examination as detailed below.

Class	%
Distinction	80 and above
First	60 - 79
Second	50 - 59
Third	40 - 49
Not qualified	< 40

II. Guidelines regarding the submission of application for examination

1. The candidates eligible for appearing the DCA examination can download the prescribed application form (Appendix 9) and bank chalan from the SCOLE-Kerala portal (www.scolekerala.org)
2. The prescribed fee for DCA examination is ₹ 125/- per paper. The total fee is ₹ 700/- (fee for 5 papers is ₹ 625/- + ₹ 75/- as the fee of the certificate.)
3. The candidate should remit the prescribed examination fee of ₹ 700/- in any branch of SBI in Kerala by way of downloaded bank chalan and shall submit the **original** of fee remittance bank chalan along with filled up application of examination, to the co-ordinating teacher of the schools where they studied.
4. A passport size photograph shall be pasted in the space provided in the application form. The photo shall be attested by concerned Principal of study centre.
5. All DCA second batch study centres shall be the examination centres. (See appendix 2)

6. DCA previous batch candidates shall submit the application to the principal of the previous centre allotted to them. If previous centre is not an exam centre at present candidate must submit the application to the nearest exam centre in the same district or other district. The new exam centre will be allotted by SCOLE-Kerala head office and will be given in the new hall ticket.
7. Compartmental candidates shall submit self-attested copy of score sheet of the previous batch examination.
8. Application submitted after the last date shall be rejected
9. The amount once remitted as examination fee will not be refunded.

III. Duties of the Principal

1. The time limit prescribed for the examination shall be strictly observed.
2. The Principal shall collect duly filled in applications along with the bank remittance chalan with the help of co-ordinating teacher, chalan should be forwarded to SCOLE-Kerala Head Quarters before 20.05.2017.
3. The Principal shall ensure that co-ordinating teacher has uploaded the candidate details through SCOLE-Kerala webportal (www.scolekerala.org) before 17.05.2017
4. The Principals shall ensure the eligibility of the candidates as per the eligibility criteria in the notification.
5. The Principals shall download the admission ticket as and when it becomes available in the portal and distribute the same to the eligible candidate atleast three days before the commencement of the examination. **Before issuing the hall tickets, the Principal/attesting authority shall put his hand written signature on the photograph in the place provided. The signature on the photograph shall be in such a way that one part of the signature is on the photograph and other part shall extend to the admission ticket.**
6. The Principal should ensure that there are no defects in the admission tickets.
7. The Principals shall ensure that all entries in the application for condonation of shortage of attendance are made and enclosures submitted properly. Each application for condonation should be recommended by the Principal. Application for condonation which are complete in all respects alone shall be recommended and forwarded to the Secretary, Board of DCA Examination SCOLE-Kerala. On no account, a candidate with less than the minimum prescribed attendance or who is not in receipt of the order regarding condonation of shortage of attendance shall be permitted to appear for the DCA examination.
8. All communications/ circulars in connection with the examination will be communicated through the SCOLE-Kerala portal (www.scolekerala.org) only.

IV. Duties of Chief Superintendents

1. The Principal of the examination centre shall be the Chief Superintendent
2. The Chief Superintendent shall appoint a Deputy Chief Superintendent not below the rank of Higher Secondary teacher of a nearby Govt. / Aided Higher Secondary School. He shall also appoint sufficient Invigilators considering one Invigilator for 20 candidates among the teachers of same or nearby Schools. The name with designation of so appointed Deputy Chief /Invigilator should furnish to the Secretary, SCOLE-Kerala DCA Examination Board before the commencement of the examination for approval.
3. All the duties from the commencement of the examination till the despatch of answer scripts shall be done by the Chief Superintendent along with the Deputy Chief Superintendent.

4. An amount of advance shall be sanctioned and disbursed to the Chief Superintendent for meeting the expenses of remuneration of Chief Superintendent, Deputy Chief Superintendent, Invigilator, external examiners of Practical Examination and the contingent charges, postage charges, etc. The amount required for the expenses for the examination should be worked out as per the remuneration indicated in the appendix (7) and report the details to the SCOLE-Kerala head office for sanctioning the advance. He shall maintain the accounts of expenditure and forward proper acquittance bills and vouchers to the SCOLE-Kerala Head Office, Thiruvananthapuram immediately after the examination for the settlement of advance.
5. The Chief Superintendent shall be responsible for the smooth conduct of examination and he/she shall see that all instructions issued in this regard are strictly followed.
6. Chief Superintendents shall supervise the Deputy Chief Superintendents, Invegilator for the conduct of examinations in a centre and shall make all necessary arrangements for the conduct of the examination.
7. Chief Superintendent is responsible for the maintenance of all the registers (appendix 12) prescribed in connection with the examination.
8. Chief Superintendent is responsible for the maintenance of accounts of all examination materials.
9. The monogram of the Chief Superintendent so prepared for higher secondary examination should be affixed on all the pages of answer book.
10. Before opening the question paper packets the Chief Superintendent, Deputy Chief Superintendent and Invigilator shall ensure that the correct question papers for the day as per the time table is being opened. Chief Superintendent after proper certificate shall open the question paper packets in time in the presence of the Deputy Chief and Invigilator . Chief Superintendent shall distribute the right question papers to the Invigilator concerned at the room of examination.
11. The written answer scripts shall be under his/her custody and he/she shall send it to the name address of the Camp Co-ordinator concerned by Registered Parcel as per instructions in this regard, on the same day itself.
12. Chief Superintendent shall be responsible for the timely disbursement of remuneration for the persons engaged for examination duty as per rates in appendix 7
13. The malpractices from the part of students during the examination if any, should be reported to the board Secretary on the same day itself as it is done in Higher Secondary Examination

V. Duties of Deputy Chief Superintendents

- i. Deputy Chief Superintendent shall act under the supervision of the Chief Superintendent and render all assistance for the conduct of examination as per rules.
- ii. Deputy Chief Superintendent shall act as the Chief Superintendent in the temporary absence of the Chief Superintendent.
- iii. Deputy Chief Superintendent is competent to report directly to the Chairman, on any relevant matters for preserving the sanctity of the examination. Explanation:
 - a) Violation of examination rules by the chief superintendent /Invigilators /any other person in the Examination centre
 - b) Opening of question papers not meant for that days examination
 - c) Issue of wrong question papers to the candidates
 - d) Any other relevant matters

In the above cases the Deputy Chief Superintendent should send a report directly to the Chair-

man on the same day the event occurred, by fax/speed post/telephone.

- iv. Deputy Chief Superintendent shall check the seating arrangement in the examination halls and ensure that the arrangements will not pave way for any complaint.
- v. Deputy Chief Superintendent should verify all the question paper packets before the commencement of the examination each day. He/She should see that question papers of DCA Examination is kept in a separate safe with locker facility.
- vi. Deputy Chief Superintendent shall be present at the time of closing and opening of the locker containing question papers and shall sign in the register for entering the date, day and time of opening/closing the safe containing question papers.
- vii. Deputy Chief Superintendent shall be present at the time of opening the question paper packets and follow the rules in this regard.
- viii. Deputy Chief Superintendent shall visit all rooms when the examination is in progress and ensure that the Invigilators are performing their duties as per rules.

VI. Duties of Invigilators

- i. Invigilator shall discharge their duties as per instructions from the Chief and Deputy Chief Superintendent
- ii. They shall be responsible for maintaining discipline and decorum in the examination hall.
- iii. They shall put their initials in the additional sheets issued to the candidates and also on the last page of the answer script.
- iv. They shall identify the candidate as per hall tickets and see that the candidates have written the correct Register Number in the main sheet of the answer script. They shall ensure that no malpractice is indulged by the candidates during the examination.
- v. They shall see that no candidate is admitted to the examination hall after 30 minutes from the commencement of examination and no candidate leaves the examination hall before 30 minutes from the completion of the examination.
- vi. They shall see that the right question paper is distributed to the candidates.
- vii. They shall see that the candidates are writing their Register numbers correctly in figures and words, the name of the Examination, subject, question paper code number etc. in the space provided for the purpose in the facing sheet of the answer book. The Register Number written by the candidate should be verified with the Register Number in the Admission ticket and shall see that the register number is written in no other place in the answer script.
- viii. They shall maintain the accounts of the main answer books and additional sheets issued to the candidates in the room. The acknowledgement of the candidates should be obtained while issuing the additional sheets. They should ensure that the sheets already issued are completely used before issuing additional sheets
- ix. They shall see that all the supporting documents as per rules prescribed for the examination are maintained.
- x. They shall ensure that the candidates are seated in such away that there is no chance for copying or other malpractices. Seating arrangement should be noted in the seating arrangement register. They shall ensure that the seating arrangements made in the Examination hall has not been manipulated by the candidates for their benefit.
- xi. They shall ensure that the candidates receive no external help and candidates are not indulging in any kind of malpractices. Any such incident should be reported to the Chief Superintendent/

Deputy Chief Superintendent and steps as prescribed in these rules should be initiated.

- xii. They shall ensure that the candidate fills the column earmarked for filling the total number of pages in the main answer book.
 - xiii. They shall ensure that the Computer / Laptop, if any, provided for the candidate with special needs, does not contain any information related to the concerned Examination. They should also get the printout of the answer scripts in the presence of Chief Superintendent.
 - xiv. The Invigilators authorized by the Chief Superintendent shall certify on top of the question papers packet on verification of the correct question paper in the packet for the day as per the time table, is being opened.
 - xv. On the first day of the Examination all Invigilators shall reach the Examination centre allotted to them atleast one hour before the commencement of the Examination to become a part of the initial arrangements and also to attend the meeting to be convened by the Chief Superintendent.
- NB: All duties assigned in connection with the Examination are part of the official duties and the act of abstaining from such duties can be considered as an act of gross negligence and irresponsibility that invites disciplinary action.

VII. Revaluation of Answer Scripts

- 1. The SCOLE-Kerala provides the candidates the opportunity to get their answer scripts revalued.
- 2. Notification of revaluation shall be issued after publication of result of the Examination.
- 3. Fee of revaluation is ₹ 500/- per paper.
- 4. The fee remitted for revaluation will be refunded if there is a variation of 20% of the marks of the paper on revaluation. The variation marks will be awarded to the candidates only if there is atleast 10% variation of the total marks of the paper on revaluation.
- 5. Application in prescribed format should be submitted to the Principals of examination centres where the candidates registered for the examination, before the last date.
- 6. Format of the application is available in SCOLE-Kerala webportal (www.scolekerala.org)
- 7. Belated applications for revaluation will not be considered.
- 8. The facility of revaluation shall not be available for practical evaluation.

VIII. Supplementary Examination

- 1. Candidates who desire to improve scores of DCA Examination June 2017 and those candidates who were not appeared for the examination June 2017 can register for supplementary examination.
- 2. Notification for supplementary examination shall be issued later.

- IX.** In the case of disabled candidates, the norms and procedure will be followed as per the existing Govt. orders.

Secretary
Board of Exam, DCA
SCOLE-Kerala

Appendix 1

LAST DATES FOR SUBMISSION OF APPLICATIONS WITH PRESCRIBED FEES BY THE STUDENTS

1	Last date for receiving application of DCA Examination without fine	11.05.2017
2	Last date for receiving application of DCA Examination with fine Rs. 20/-	15.05.2017
3	Last date for receipt of application for condonation of shortage of attendance in the office of The Executive Director, SCOLE Kerala, Thiruvananthapuram	15.05.2017

Appendix 2

LIST OF SCOLE-KERALA DCA SECOND BATCH EXAMINATION CENTRES

- 1055 : PALLITHURA HSS
1059 : ST.JOSEPHS HSS, THIRUVANANTHAPURAM
2074 : MAHATHMAJI MEMORIAL HSS, UPPOODU
3042 : PSVPMHSS, AYRAVON
4016 : KKM GOVT HSS, ELIPPAKULAM
4041 : POPE PIUS XI, BHARANICKAVU
6003 : GOVT. HSS KALLAR
6024 : SN HSS, NANKICITY
7028 : GOVT.HSS , MANJAPRA
7146 : GOVT.HSS CENTRAL CALVATHY, FORT COCHIN
8002 : GHSS CHERPU, THRISSUR - 680561
8017 : GHSS PATTIKKAD, THRISSUR
8130 : GHSS VALAPPAD, THRISSUR
8137 : GOVT. MODEL HSS FOR GIRLS THRISSUR
8170 : ST.THOMAS HSS, VALLACHIRA, TRISSUR
9053 : PULIYAPARAMBIL HSS, KODUTHIRAPPALLY
11006 : GOVT. HSS, THIRURANGADI
11050 : HMY HSS MANJERY
11054 : ORIENTAL HSS,THIRURANGADI,MALAPPURAM
11079 : JNR HSS, SALAH NAGAR
11144 : GHSS THADATHIL PARAMBU
10009 : GHSS MAVOOR, KOZHIKKODE
10050 : JDT ISLAM HSS, MARIKKUNNU
10068 : NATIONAL HSS, VATTOLI
10154 : BAFAKHY THANGAL HSS, THURAYUR
12002 : GHSS MEENANGADI
13058 : ST. JOSEPH HSS VAYATTUPARAMBA
13143 : CHM HSS, ELAYAVOOR

Appendix 3

RULES FOR APPLYING FOR CONDONATION OF SHORTAGE OF ATTENDANCE

1. A minimum of 60% attendance is compulsory for students for appearing for DCA Examination. Those who fail to get minimum attendance shall apply for Condonation of attendance in the prescribed form (Appendix – 11). Condonation will not be granted as a matter of right. The Executive Director, SCOLE-Kerala has the power to grant Condonation for students with at least 50% attendance.
2. A candidate who secures less than 50% of attendance is not eligible for condonation of attendance.
3. Exemptions may ordinarily be granted to a student who has failed to keep 60% of the attendance if the following conditions are satisfied.
 - a) SCOLE-Kerala Chalan Receipt of remitting the fee for ₹ 100/-.
 - b) The exemption sought for is duly recommended by the Principal concerned.
 - c) The reasons given for failure to attain the minimum prescribed attendance are satisfactory and supported by documentary evidence.
 - d) Entries in each column of the application is correct and documents proper.
4. Only if the entries in each column of the application are correct, documents are proper and the candidate is eligible for condonation, the application need be recommended and forwarded to the superior authority.

Appendix 4

INSTRUCTIONS TO THE CANDIDATES APPEARING FOR THE DCA EXAMINATION

- i. Candidates shall take their allotted seats in the examination hall at least fifteen minutes before the commencement of the examination. Candidates presenting themselves more than half an hour after the appointed time will not be admitted to the examination hall. Candidates who are undoubtedly suffering from infectious disease of any kind will not be admitted. Candidates shall bring their admission tickets on all days of examinations.
- ii. Candidates are prohibited from writing upon their admission tickets or question papers. They are also prohibited from writing their name on any part of the answer books.
- iii. Candidates are permitted to write the examination either in English or Malayalam
- iv. Candidates shall write their register numbers in words as well as in figures in the space provided for the purpose on the facing sheet of the answer books. They shall also write the name of Examination, name of the subject and the code number of the question paper in the space provided. They are strictly prohibited from writing their Register Numbers on any other page of their answer book and additional sheets.
- v. Candidates are prohibited from bringing in the examination hall any book or portion of the book, manuscripts or paper of any description, mobile phones, programmable electronic gadgets and any other devices that can be used to breach the confidentiality of the examination. Candidates are prohibited from communicating with one another, or persons outside the examination hall during the examination. They are also prohibited from copying from the answer script of other candidates.
- vi. Candidates will be allowed to leave the examination hall only after 30 minutes of commencement of examination and 30 minutes before the completion of the examination. Candidate who leaves the examination hall before the expiry of the examination time will not be permitted to return till the end of the examination.
- vii. When a candidate has finished writing, his/her answer books should be handed over to the invigilator present in the hall. He/she should not leave the hall leaving the answer book in his/her seat.
- viii. On completion of the Examination the candidates shall tie up the main and additional sheets, number the pages in order and write the number of additional sheets used in the column provided in the main sheet.
- ix. Disciplinary action shall be taken against those candidates found violating the instructions issued.

APPENDIX - 5
INSTRUCTIONS FOR PACKING ANSWER SCRIPTS

- i. Before packing the answer scripts the Chief Superintendent should ensure that the candidates have written their correct Register number in the column allotted for the purpose.
- ii. The answer scripts should be arranged register number wise and packed with 13 numbers in each C.V cover for the paper DC 01. For DC 02, DC 03, DC 04 and DC 05, there shall be 18 answer sheets in each C.V.covers
- iii. The packing slip can be downloaded from the concerned link of SCOLE-Kerala web site.
- iv. The consolidated absentees' statement and subject wise absentees' statement should be sent in the prescribed proforma to the Chairman/Secretary DCA Examination Board. This should be prepared with utmost care.

APPENDIX - 6
INSTRUCTIONS FOR THE CONDUCT OF PRACTICAL EVALUATION

- i. On receipt of the appointment letter, the external examiner shall confidentially intimate the Chief Superintendents of the centres assigned to them, the date and time of examination in that centre and shall conduct the examination on the specified date.
- ii. Chief Superintendent shall make all necessary arrangements and make available all necessary materials for the conduct of Practical Evaluation in consultation with the External Examiner. The Principal shall appoint an Internal Examiner and Lab Assistant to assist the External Examiner, if required.
- iii. Practical Evaluation having 2 hour duration should be conducted in two sessions (Forenoon and Afternoon)
- iv. Question papers and blank mark sheets for entering marks shall be supplied to the Chief Examiner by the Examination Co-ordinator. The Chief Examiner shall issue the same to the External Examiners. The External Examiner shall conduct the Practical Evaluation as per the instructions given by the Chairman/Chief Examiner and the sole responsibility of correctness of the evaluation of the performance shall rest with the External Examiner.
- v. The mark sheets shall be prepared in duplicate as soon as the Practical Evaluation is over and put in a cover and sealed. Marks shall be entered in figures and words in black ink. In the case of single digit mark, a hyphen shall be put on both sides of the digit. Register Number of absentees should be marked in red ink as ABSENT.
- vi. The cover containing original mark sheets shall be put in a cover and sealed. The cover shall be superscribed as CONFIDENTIAL and sent by speed post on the same day or at the latest by the next working day to the Chairman/Secretary, DCA Examination Board, SCOLE-Kerala without fail. The postage stamp in this regard can avail from the Chief Superintendent of Examination centre.
- vii. An Examiner should keep the duplicate copy of the mark sheets under his/her safe custody in sealed covers, which shall be destroyed only after one year from the date of publication of results or otherwise instructed.
- viii. As soon as the practical examinations are over, the External Examiner shall hand over all the answer scripts in a sealed cover to the concerned Chief Examiner under proper receipt. The Principal shall keep the answer scripts of practical examination under safe custody for one year from the date of publication of results and produce the same before the authorities if directed.
- ix. Examiners should keep the scores awarded to the candidates strictly confidential.
- x. Admissible remuneration as per rules shall be disbursed by the Principal of the centre to the examiners
- xi. If an Examiner is not in a position to attend the work due to any unavoidable circumstances, such as serious illness, death of close relatives, etc. he/she should immediately intimate the fact to the Chief Superintendent of the centre to which he/she is posted as well as to the Chief Examiner for making substitute arrangements.

APPENDIX – 7

THE RATE OF REMUNERATION FOR THE CONDUCT OF THEORY AND PRACTICAL EXAMINATION - DCA - Second Batch 2017

A. Conduct of theory examination:

1. Chief Superintendent : ₹ 425 per day
2. Deputy Chief Superintendent : ₹ 400 per day
3. Invigilator : ₹ 375 per day

4. Clerk/Lab Asst : ₹ 200 per day

Principal can utilise Lab Assistant / Clerk as the supporting staff to assist the work in connection with the theory examination

5. Stationary charges : ₹ 300 per exam centre
6. Photo copying charges : ₹ 300 per exam centre
7. Postage charges : ₹ 600 per exam centre

B. Conduct of Practical Examination

1. Chief Superintendents : ₹ 425 per day
- Practical Examinor : ₹ 20 per student for each unit exam
- Internal Examiner : ₹ 100 for a batch in each unit
- Preparation charges : ₹ 50 for a batch in each unit

(Candidates consisting atmost 12 numbers shall be treated as one batch)

APPENDIX – 8
CV CAMP TA, REMUNERATION & CONTINGENT EXPENDITURES

TA, REMUNERATION TO EXAMINERS

- I. 1. Travelling Allowance & DA : As per KSR norms
- II. Remuneration :
1. Assistant Examiner :
- (i) For valuation of answer scripts : (a) ₹ 19/- per paper having maximum 100 marks
(b) ₹ 14/- per paper having maximum 50 marks

An Assistant Examiner is required to be valued 13 answer scripts each in the F.N. and A.N. sessions for the exam having maximum 100 marks. Others having maximum 50 marks, the Assistant Examiner to be valued 18 answer scripts each in the F.N. and A.N. sessions.

2. Chief Examiner :
- (i) For revaluation of answer scripts : (a) ₹ 19/- per paper having maximum 100 marks
(b) ₹ 14/- per paper having maximum 50 marks
- (ii) For scrutiny of answer scripts : (a) ₹ 8/- per paper having maximum 100 marks
(b) ₹ 6/- per paper having maximum 50 marks

A Chief Examiner is required to revalue 20% of answer scripts and scrutinise rest of the answer scripts. A chief examiner should revalue answer scripts valued by four assistant examiners.

- III. Contingent charges : ₹ 2/- per answer scripts

APPENDIX - 9
CENTRALISED VALUATION CAMP INSTRUCTIONS
INSTRUCTIONS TO CAMP CO-ORDINATORS

1. 'C.V Camp Manager' software should invariably be used in the camp for script distribution, payments, attendance certificate etc.
2. The upload file attached along with the C.V.camp manager should be uploaded within two weeks on completion of the camp (Click 'Make Upload File' in 'Basic Settings')
3. Time schedule should be strictly maintained in the camp
4. The mark sheets should be sent on the same day of valuation (Examination) to Secretary, Board of Examination, DCA, SCOLE-Kerala, Thiruvananthapuram – 695012
5. The Camp Co-ordinator should verify the basic pay of the examiners and the distance to the camp from their parent school. Camp Co-ordinator will be responsible for any excess payments found later.
6. Camp expenses should be grouped under the following categories
 - (1) TA / DA / Remuneration to Camp Staff & Examiners
 - (2) TA / DA / Remuneration to Examiners engaged in Scheme finalization.
 - (3) TA / DA / Vehicle fare relating to shifting of answer scripts and collection of cash from other CV camps, if needed.
 - (4) Allowance to a data entry operator
 - (5) Allowance to a night watchman.
 - (6) Allowance to a sweeper.
7. Postage : Actual amount on the strength of receipt/vouchers
8. Contingent expenses : Expenses which may be included under contingencies are as follows:
 - a) Telephone
 - b) Water Charges
 - c) Electricity Charges including hiring of fans/tube lights/generator etc.
 - d) Arrangement of storage room before & after valuation
 - e) Sanitation expenses
 - f) Stationery & Paper Charges
 - g) Catridge
 - h) Photostat
 - i) Audio System Charges
 - j) Projector Charges
 - k) Loading & Unloading Charges
 - l) Transportation Charges to despatch marksheets
 - m) Room Arrangement
 - n) Miscellaneous, if any.
8. The proper vouchers for the above said expenditures should be kept in the camp for further verification and audit. Each & every voucher or bill should be admitted and passed for payment by the camp co-ordinator. The camp co-ordinator will solely be responsible for fraud and fake bills or vouchers if any, found later.
9. The Camp Co-ordinator should submit the bill in TR59 with a copy of 'Summary Report' (Software generated) to the Directorate with in a week on completion of CV Camp. Supporting vouchers need not be sent to the Directorate. If the vouchers are to be verified, further directions to this effect will be issued separately. The genuineness and correctness of vouchers and invoices should be ensured by Camp Co-ordinator. Any delay in settlement of the advance bill due to nonsubmission of the bill in time will be the sole responsibility of the co-ordinator concerned.



Appendix 10

STATE COUNCIL FOR OPEN AND LIFELONG EDUCATION-KERALA
DIPLOMAIN COMPUTERAPPLICATIONFOR(DCA) EXAMINATION,2017

APPLICATION FOR EXAMINATION

*Affix a recently
taken passport size
phot (attested by
the School
Principal)*

1. Centre Name:		2. Centre Code:	
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3. Admission No.		4. Year of Admission	
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5. Register No., Month and Year of passing SSLC		
-------------------------------------------------	--	--

6. Details of previous batche DCA Examination Appeared (for supplementary candidates only)			

7. Name of the Candidate (Block letters as in SSLC)	English	
	Malayalam	

8. Sex:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	9. Religion		10. Caste	
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11. Whether belongs to:	<input type="checkbox"/> SC	<input type="checkbox"/> ST	<input type="checkbox"/> OBC	<input type="checkbox"/> OEC	<input type="checkbox"/> Others
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12. Date of Birth	<i>In figure</i>	
	<i>In words</i>	

13. Postal Address of the Candidate	
-------------------------------------	--

13. Papers appearing now (<i>Specify the subjects</i>)	
Code No of Paper	Name of the Paper
1.	
2.	
3.	
4.	
5.	

14. Details of previous appearance				
Reg.No	Month & Year	Code No.	Name & Paper	Eligible/not eligible

DECLARATION

I hereby declare that the details furnished above are true to the best of my knowledge and belief.

Name and Signature of Candidate:

Name and Signature of Father/ Guardian :

Place :

Date:

CERTIFICATE

Certified that the details furnished by the candidates were verified with this office records and found correct.

Name and Signature of Co-ordinating Teacher:

Name and Signature of Principal

Place:

Date:

(Office Seal)

*(Attach copies of SSLC or equivalent certificates,
mark sheets of previous appearances, memo card)*



Appendix 11

STATE COUNCIL FOR OPEN AND LIFELONG EDUCATION-KERALA
DIPLOMA IN COMPUTER APPLICATION (DCA) EXAMINATION, 2017

APPLICATION FOR CONDONATION OF SHORTAGE OF ATTENDANCE

1. Name of Study Centre:			
2. District of Study Centre:			
3. Name of the candidate as per the Admission Register [<i>in block letters</i>]	:		
4. Postal address of the candidate as per the Admission Register :			
5. Total No. of working hours during the academic year:			
6. No. of hours present:		7. No. of hours absent:	
8. Minimum percentage of attendance prescribed			
9. Percentage of hours for which condonation is required			
10. Reason for absence			
11. Particular of condonation fee remitted			
Chalan No.	Chalan Date	Fees (₹)	Name of Bank

Signature of the candidate

RECOMMENDATION OF THE PRINCIPAL

Certified that timely application for leave was made and leave has been granted. Condonation was granted / not granted to the student previously.

Name and Signature of Principal

Place:

Date:

(Office Seal)

Appendix 12

LIST OF REGISTERS TO BE MAINTAINED IN CONNECTION WITH THE DCA EXAMINATION

1. Question paper account register
2. Duty register
3. Stationery (Answer book and additional sheet account register etc..)
4. Seating arrangement register
5. Students attendance register
6. Stamp account cum despatch register

