

**ASSESSMENT & PROMOTION RULES
FOR MATRIC VOCATIONAL FOR
2012**



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**The Matric Vocational Assessment
& Promotion Rules will be
applicable for the Academic
Session 2011-12 & onward.**

ASSESSMENT & PROMOTION RULES FOR MATRIC VOCATIONAL

Definition

Board

Means the Punjab Board of Technical Education.

Institutions

Means an Institute affiliated with the Board for offering Matric Vocational

Principal

Means the Head of the Institute affiliated with the Board.

Course

Means a subject comprising theory and practical components or any one of them prescribed in the scheme of studies of Matric Vocational.

Scheme of Studies

Means a table for Matric Vocational showing number of courses, their names, the number of periods allocated to theory and practical and marks assigned thereto.

Theory:

Means that part of a course, which is based on cognitive abilities.

Practical

Means that part of a course which falls under psycho motor domain and in laboratory.

ATTENDANCE AND PROMOTION RULES FOR MATRIC VOCATIONAL PART-I

1. The Board will hold theory as well as practical examinations of Matric Vocational Part-I & II, Materials for the Practicals will be supplied by the Institutes and jobs prepared by the Candidates retained by the Institutes concerned.
2. **Maximum Marks:**
Maximum Marks for each course will be as per the scheme of studies.
3. **Distributions of Marks:**
Sessional Part:
40% marks will be assigned to the work done during the session including operations, jobs, practical, note books, internal tests etc. These marks will be duly vetted by the Head of Department and Principal of the institution
Note:
Immediately after completion of the session the results of internal evaluation shall be sent to the Board for reflection in the mark sheets to be issued by the Board.
Final Part:
60% marks will be assigned to the final practical examination (to be conducted by the Board).
4. **PASS MARKS**
A student will be considered to have passed a theory course if he / she has secured at least 33% marks. The pass marks in practical course shall be 50% but he/she pass in Sessional and final practical separately. In case of failing in Sessional / internal Examination, His/her Sessional award shall be sent to the Board subject of the completion of necessary requirement i.e. Job / Note Book / assignment / test etc. in the next appearing Examination.
5. **Classification of certificate:**
Classification of certificates shall be determined on the basis of the total marks secured by a student in the Sessional as well as the Board's final examination.

6. **Grading will be determined as under**

80% above	A ⁺
70% & above but below than 80%	A
60% & above but below than 70%	B
50% & above but below than 60%	C
40% & above but below than 50%	D
below 40% to minimum passing marks	E
F = Fail below 33% in Theory Below 50% in Practical.	

7. A student who passes any theory or practical course in more than one attempt or clears the courses of year in parts in the Board's examination shall not be eligible for any academic prize or distinction.

8. Permission to repeat the year shall be granted at the discretion of the Principal.

9. The Matric Vocational Examination shall consist of two parts.

- (a) Matric Vocational Examination Part-I &
- (b) Matric Vocational Examination Part-II.

10. **MATRIC VOCATIONAL EXAMINATION PART-I**

The Matric Vocational Examination Part-I shall be open to a student who:

- i. Has pursued the prescribed courses of study in class IX in an institute recognized by the Board and has complied with all the requirements of the course.
- ii. Has been registered by the Board within three months after the commencement of the academic session of Matric Vocational Part-I or as deemed fit by the Board.
- iii. Is certified by the head of the Institution.
 - a) To possess good character and conduct.
 - b) To have satisfactorily performed the work of the class throughout the academic year preceding the Examination.
 - c) To have attended class IX for not less than 75 % of the total number of working days from the beginning of the Academic session upto the 14th day preceding the commencement of the Examination. The Principal of the Institute may however condone shortage of attendance upto 10% on Medical and other exceptional ground. In the case of failures / Ex- students attendance of any one year in class IX may be taken into account.
- iv. The minimum age of regular / private candidates of 9th class on 1st August of the year in which he / she will appear in exam SSC Part-I should be 13 years, "while 14 years on 1st August of the year in which he / she will appear in 10th class (Part-II) examination.

EXPLANATION:

- 1. (a) Attendance of Candidates shall be counted from the beginning of the academic session upto the 14th day preceding the commencement of the Examination or the close of the session whichever may be earlier.
- (b) In the case of candidates who rejoin the 9th class after having failed at the Matric Vocational Examination Part-I, attendance shall be counted from the 10th day following the announcement of the results of the Matric Vocational Examination Part-I or from the beginning of the academic session, whichever may be later, upto the 14th day before the commencement of Examination.

- (c) In the case of a candidate whose result is declared late, the attendance shall be counted from the 10th day after the publication of his / her results or the date of his/her joining the institute whichever is earlier.
 - (d) Where a candidate's attendance upto the date of submission of application for admission to the examination falls short of the required percentage, the Head of the Institution may send up his / her application for admission to the Controller of Examinations provisionally, if the candidate has not completed the required percentage upto the 14th day before the commencement of the Examination or the close of the session, the head of the Institution shall report his / her name to the **CONTROLLER OF EXAMINATIONS** so as to reach him at least ten days before the commencement of the Examinations for cancellation of his / her candidature.
 - (e) If a candidature is not short of the required percentage of attendance at the time of submission of the application for admission to the Examination but subsequently falls short of such percentage the head of the Institution shall report his / her name to the Controller of Examinations so as to reach him at least ten days before the commencement of the Examination for cancellation of his / her candidature.
 - (f) The head of the Institute shall be required to cancel the candidature when authorized by the Board; in case the report of shortage of attendance is not sent to the Board before the dispatch of admits cards / Roll No. Slips.
2. Every candidate of the rolls of an Institution shall after getting himself/herself registered with the Board in the manner which may be laid down, submit his / her application for admission to examination of the prescribed form, and remit, the prescribed Examination Fee through the Head of the Institution concerned in such a manner as may pay a late fee as prescribed by the Board.
 3. A candidate submitting an application for registration of Admission to the examination within the grace periods/allowed (in the discretion of the Chairman) after the last date fixed for its submission to the Secretary / Controller of Examinations of the Board shall pay a late fee as prescribed by the Board.
 4. The General Scheme of Studies Including subjects, their combination and papers to be offered at the Matric Vocational Examination part-I shall be such as may have already been notified or may be notified in future by the Board to the Recognized Institutes.
 5. A candidate expelled, rusticated or debarred for a definite period shall neither be permitted during such period of rustication, expulsion or debarment to appear as a regular or private candidate nor can he / she apply for admission to the examination during the said period.
 6. A candidate who is found guilty of having concealed any fact in his / her application for registration / admission to examination or made any false statement shall be debarred from appearing at the Board's examination for such period as may be decided by the Board.
 7. The Board shall have the right to reject the Examination Form of a candidate if:
 - a) The form is not correctly filled in and any required information is wanting.
 - b) The candidate does not fulfill the conditions of eligibility to the Examination.
 - c) The candidate does not settle objections raised in accordance with the rules by the Examination Department within the specified period.
 8. A candidate who ignores the cautions, warnings and instructions printed on the form prescribed by the Examination Department shall himself / herself be responsible for any mistake or eventual mishap which may occur to him / her at the examination.

9. An examination fee once paid shall not be refunded generally, however on cancellation of his/her candidature for Examination before its commencement and on the recommendation of the concerned Principal, the Chairman may allow refunding the fee.
10. Candidates from recognized Institutions shall continue attending the next higher class provisionally while waiting for the result of the Matric Vocational Examination Part-I in case classes begin before the announcement of the results.
11. A candidate who fails in one or more papers at the Matric Vocational Part-I may be allowed to continue attending the next higher class.
12. A candidate who fails in one or more papers at the Matric Vocational Examination Part-I will be required to clear such papers in a maximum of four subsequent consecutive examinations (1+4).
13. There will be no Supplementary Examination in Matric Vocational Part-I.
14. The Matric Vocational Examination Part-I shall not in itself be a complete Examination and candidates who take this Examination shall, however, be required to obtain pass percentage marks in individual papers to be considered to have cleared them.

ATTENDANCE AND PROMOTION RULES FOR MATRIC VOCATIONAL PART-II

1. The Matric Vocational Examination Part-II shall be opened to student who:-
 - (a) Appeared in Matric Vocational Part-I will be promoted in Part-II.
 - (b) Has been enrolled by the Board as described in Para. 10 (ii). Matric Vocational Part-I.

OR

He is allowed to appear in all subjects of Matric Vocational Part-I & Part-II as the case may be subject to the fulfillment of the following:-

- i. Is certified by the Head of the Institution.
- ii. To possess good character and conduct.
- iii. To have satisfactorily performed the work of the Class through the academic year preceding the examination.
- iv. To have attended not less than
 - a) 75% of the total number of working days from the beginning of the Academic Session upto the 14th day preceding the commencement of Examination.
The Principal of the Institute may however condone shortage of attendance upto 10% on Medical and other exceptional ground.

EXPLANATION:

- (a) Attendance of candidates shall be counted from the beginning of the academic session upto the 14th day preceding the commencement of the Examination or the close of the session whichever may be earlier.
- (b) In the case of candidate who rejoin Class-IX after having failed at the Matric Vocational Examination Part-II, attendance shall be counted from the 19th day following the announcement of the results or from the beginning of the academic session, whichever may be later, upto the 14th day before the commencement of Examination.
- (c) In the case of a candidate whose result is declared late, the attendance shall be counted from the 10th day after the publication of his / her results or the date of his/her joining a recognized institution whichever is earlier.

- (d) Where a candidate attendance upto the date of submission of application for admission to the examination falls short of the required percentage, the Head of the Institution may send up his / her Examination Form to the Controller of Examinations provisionally. If the candidates has not completed the required percentage upto the 14th day before the commencement of the Examination or the close of the session, the head of the institution shall report his / her name to the Controller of Examinations so as to reach Him at least 10 days before the commencement of the Examinations for cancellation of his / her Candidature.
 - (e) If a candidate is not short of the required percentage of attendance at the time of submission of the application for admission to the Examination but subsequently falls short of such percentage the head of the Institution shall report his / her name to the Controller of Examinations so as to reach him at least 10th days before the commencement of the Examination for cancellation of his / her candidature.
 - (f) The head of institute shall also be required to cancel the candidature, when authorized by the Board in case the report of shortage of attendance is not sent to the Board before the dispatch of admit cards / Roll No. Slips.
2. (a) A candidate shall be allowed to maximum four (4) consecutive attempts in four successive examinations started right from his / her 1st appearance in Annual Part-II of Matric Vocational examination to pass the same (1+3). If a candidate does not avail one or more chance. The chance or chances will be included for the above purpose.
 - (b) A candidate who is detained from appearing in the annual Examination for shortage of attendance shall be allowed to appear in the Supplementary examination provided he/she makes up the shortage of attendance before the summer Vacation or Commencement of the Supplementary Examination / whichever is earlier such candidate may be allowed by the Head of the Institution to attend the classes in the new class for the purpose of making up their deficiency.
3. Every candidate on the rolls of a recognized Institution in Class X shall after getting himself/herself enrolled with the Board in the manner which may be laid down, If not already done, submit his/her application for admission to the examination on the prescribed form, and remit the prescribed fee through the head of the Institution concerned so as to reach the Board within the date as may be fixed for the purposed and in such manner as may be prescribed.
 4. A candidate submitting an application for admission to the examination within the grace periods/allowed (in the discretion of the Chairman) after the last date for its submission of the Controller of Examinations of the Board, shall pay a late fee as prescribed, if at all allowed.
 5. The General Scheme of Studies Including subjects, their combinations and papers to be offered at the Matric Vocational Examination part-II shall be such as may have already been notified or may be notified in future by the Board to the affiliated Institutions.
 6. A candidate expelled, rusticated or debarred for a definite period by any Education Authority in the country shall not be permitted during such period of rustication, expulsion or debarment to the examination during the said period.
 7. A candidate who is found guilty of having concealed any fact in his / her application for Enrollment / Registration / Admission to Examination or having made any false statement shall be debarred from appearing at the Board's examination for such period as may be decided by the Board.

8. The Board shall have the right to reject the Examination Form of a candidate if:
- i. The form is not correctly filled in and required information is wanting.
 - ii. The candidate does not fulfill the conditions of eligibility to the Examination.
 - iii. The candidate does not settle objections raised in accordance with the rules by the Examination Department within the specified period.
 - iv. The candidate insists on taking the examination in subjects / papers / courses otherwise than what are prescribed by the Board for different categories of candidate.

9. A candidate who ignores the cautions, warnings and instructions printed on the form prescribed by the Examination Department shall himself/herself be responsible for any mistake or eventual mishap which may occur to him / her at the examination.

10. **IMPROVEMENT OF DIVISION/GRADE**

The candidate who is desirous of improving his/her grade / division / marks of Matric Vocational will be given a chance to appear in the examination within one year time after the examination he/she has passed and he/she is to take the same subjects with current courses in which he/she passed the Matric Vocational. He/she can apply for improvement (only theory) of any subject / subjects of Part-I or Part-II or both at the same time. If he/she fails to improve his/her grade / division / marks, his/her previous result will stand valid. Such a candidate will give neither concessional marks nor scholarship.

11. **RE-APPEARANCE**

If any candidate availed his/her all chances as prescribed in the rules, he/she will be allowed to re-appear once in all subjects of Part-I and Part-II simultaneously under the same Registration.

He will be required to clear Part-I and Part-II in a maximum of four subsequent consecutive examinations.

12. **GRACE MARKS POLICY:-**

- i. Grace marks will be 0.5% on theory part.
- ii. 0.5% marks will be calculated excluding Practical / Sessional marks and will be awarded on the basis of marks of Part-I and Part-II separately.
- iii. 0.5% marks will be awarded in not more than Two (02) subjects.
- iv. Grace marks will not be awarded to those candidates who are improving Marks / Grade / Division.
- v. No grace marks will be awarded in Practical / Sessional