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BOARD OF INTERMEDIATE AND SECONDARY EDUCATION
86-MOZANG ROAD, LAHORE.

VERY URGENT/OUT TODAY

To,

All the worthy Practical Examiners (Male & Female),
Appointed for SSC & HSSC 1st Annual, 2025 &
(All Practicals Examinations to come in future too)

2. All Resident Inspectors/Heads of the Govt/Affiliated Institutions
Districts Lahore, Kasur, Sheikhupura & Nankana Sahib.

No.2504/PRACTICALS

Dated:25-04-2025.

Subject: SPECIAL INSTRUCTIONS FOR STRICT IMPLEMENTATION REGARDING THE CONDUCT OF PRACTICAL EXAMINATIONS SSC & HSSC 1ST ANNUAL EXAMINATIONS 2025 & FOR ALL PRACTICAL EXAMINATIONS TO COMMENCE IN FUTURE TOO.

Apropos the meeting of the PBCC convened under the Chairmanship of worthy Minister for Higher & School Education Departments, Government of the Punjab, Lahore on 25-04-2025 at PHEC Secretariat, Lahore in in continuation of all previously issued SOPs/instructions/directions/guidelines and booklets, on the subject referred to supra.

2. I am directed by the Competent Authority/the worthy Chairman BISE Lahore/Commissioner Lahore, to communicate the following instructions/guidelines/Standard Operating Procedures (SOPs) regarding the conduct of the Practical Examinations for SSC & HSSC 1st Annual Examinations 2025 and all the practical examinations to be conducted by the BISE Lahore in future too for strict and meticulous implementation/compliance by all in true letter and spirit failing which very strict action shall be taken by BISE as per its rules and the same will also be recommended to the worthy Competent Authorities concerned for departmental action against the delinquent officers/officials/practical examiners accordingly:

- (a) The Practical Examination of the theory part of all subjects having practical part of each candidate shall be got conducted on the similar pattern as it is conducted like the main theory paper/general examination by making the candidates sit in/on separate chairs/desks and there shall be no compromise

on it. The candidates shall not be allowed to remain present in the laboratories in the postures of standing together or in the form of cluster or circle at a time. However, the actual conduct of the practical by the candidates must be allowed to be conducted/executed as per the requirements of each practical in the respective laboratories.

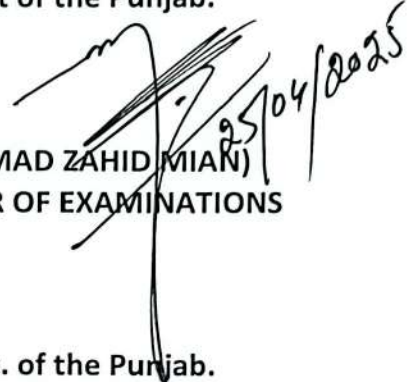
- (b) The practical apparatuses/articles shall not be displayed in the laboratories rather the same shall practically be used by the candidates for actual conduct of the subject practicals.
- (c) All the charts displayed/pasted in the laboratories, where the practicals are being conducted, either be removed or covered properly so that no candidate can get any kind of help out of them.
- (d) Marks for the practicals **MUST BE AWARDED** as per the actual performance of the candidates while executing their practicals and marks must not be awarded on the basis of any other extraneous influence of any kind from anywhere. If anywhere in any BISE established examination laboratory, it is noted by the authorities/inspecting officers or brought into the notice of any authority through complaint, information or it is detected through BISE internal sources that marks are being awarded by the Practical Examiners on the basis of any other base/motive except the actual performance of the candidates, the Practical Examiners shall permanently be disqualified, upon proven charge, from all BISE duties besides recommendation of departmental action accordingly.
- (e) The marks obtained by each candidate, in 9th Class in General theory Examination Paper appearing for the practical examinations, have been provided by the BISE to each Practical Examiner to have a fair analysis of the performance of the candidate in the theory paper of the subject hence marks of practicals be awarded by keeping in view the theory marks and actual performance of practicals of the candidates so that transparency and fairness be maintained. The authority has decided to get conducted a performance audit of the practical examiners awarded marks to check the fairness of the award of the practical marks as in some cases, based on the internal analysis, the candidates have altogether failed in theory papers or having very less marks but they are awarded 30/30 marks in practicals which results into creation of serious doubts and suspicions about the award of the practical marks. In some instances, it has been noted that the candidate has obtained highest and max marks in theory part of the paper but the Practical examiners have either awarded him/her very less marks or have altogether failed the candidate which further raises questions on the award of practical marks. If any practical examiner is found guilty of the unfair award of marks beyond justification and actual performance of the candidates, very strict action shall be taken/got taken against him/her without exception.

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- (f) The Controller Squad, the worthy Members of the BOG of the BISE and the Chairman Squad (All worthy Assistant Commissioners) are inspecting the laboratories on daily and routine bases hence the above instructions must meticulously be got implemented to avoid any adverse action against the practical examiners or Resident Inspectors please.
- (g) The practical laboratories, where the practicals are being conducted, must be kept neat and clean.
- (h) No unauthorized person/official/officer is allowed to enter into the practical laboratory established for examination purpose, if anyone having no authority letter tries to enter into the examination laboratory or tries to influence the smooth conduct of the practicals, an FIR must be got lodged against such person/official/officer.
- (i) There is a strict ban of having cell phones in the laboratories (either in off or on mode) by the Practical Examiners or any other deputed official/officer. The cell phones must be in the custody of the Head of the Institution/Nominated official/officer.
- (j) The Resident Inspectors/Heads of Institutions or any other officials/officers/teachers are also not allowed to enter into the Practical Examination Laboratory in any case except in the case of emergency/dire need of the Practical Examiner or in the light of the BISE SOPs.
- (k) The timings for the conduct of the Practical Examination must meticulously be adhered to. Late comers must not be allowed to enter into the laboratories at all for the sake of equal treatment to all candidates.
- (l) The Resident Inspectors/Head of the Institutions must direct their security guards/chowkidars not to allow entry of any unauthorized persons/officials or officers. In addition to that, the laboratory assistants must be appointed from amongst the honest and credibly fair officials of integrity.
- (m) The Practical Examiners must punch/tear off the practical note books so that the same may not be re-used by getting them put on sale in the market.
- (n) The candidates must prepare the practical note books with their own hands/in their own handwriting as no credit shall be extended to them on account of purchased and typed or market made practical note books.
- (o) The Resident Inspector/Heads of both the Govt and affiliated institutions must ensure the provision of uninterrupted supply of electricity, cold water, furniture and clean washrooms to the candidates appearing for practical

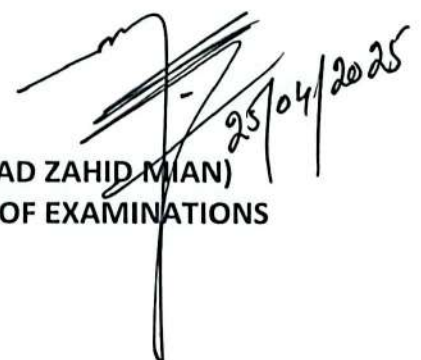
examinations failing which the RI/Head of the Institutions shall personally be held accountable and responsible please.

3. It is therefore requested kindly to adhere to the above special instructions in true letter and spirit for the smooth conduct and fair award of the practical parts of the papers to each candidate. This will not only ensure fair award of marks but will also help make a strong, competent, intelligent, meritorious and promising nation which is the vision of the present Government of the Punjab.


(MUHAMMAD ZAHID MIAN)
CONTROLLER OF EXAMINATIONS

TRANSMISSION

1. The PS to Secretary, Higher Education Department, Govt. of the Punjab.
2. The PS to Additional Secretary (Boards), Higher Education Department, Govt. of the Punjab with reference to the above directions.
3. The Section Officer (Boards), Higher Education Department, Govt. of the Punjab.
4. The PS to Chairman-BISE/Commissioner Lahore Division Lahore.
5. The PA/PS to Secretary School Education Department, Govt. of Punjab.
6. The Director Monitoring, School Education Department, Government of the Punjab with the request kindly to transmit the instant instructions to all the School Education Department staff engaged in all kinds of practical Examination related duties to perform their duties in the light of the instructions ibid.
7. All worthy Chief Executive Officers (Lahore, Kasur, Nankana Sahib & Sheikhpura) with the request kindly to transmit the instructions to all the staff of their respective districts engaged in the Practical Examination of BISE 2025 and all practical examinations to come in future too, to ensure implementation on the instant SOPs/Instructions in true letter and spirit in the performance of all kinds of practical duties assigned to them by the BISE Lahore.
8. PA to Secretary BISE, Lahore.
9. PA to Controller of Examinations with the direction to ensure transmission and receipt of the instructions/directions to all concerned.
10. The Office Record File-2024.


(MUHAMMAD ZAHID MIAN)
CONTROLLER OF EXAMINATIONS