**FAQ’s regarding Secrecy (duplicate mark sheet, rechecking and examination staff duties)**

|  |  |
| --- | --- |
|  | **How can I get my duplicate result card/marks sheet?** |
| Ans | The service can be availed through one of following options:  **ONLINE**  Log on to FBISE website, download Bank Challan Form for online application from FBISE website ( [www.fbise.edu.pk](http://www.fbise.edu.pk)) for fee payment in any HBL branch. After fee payment, fill in the Online Application Form for Duplicate Result Card/Marks Sheet complete in all respects like Roll Number, Name of Candidate, Passing year and mailing address, Mobile Phone Number etc on FBISE website and then submit it electronically.  **OR**  **By post**  Download the Bank Challan form alongwith Application Form for Duplicate Result Card/Marks Sheet from FBISE website. After fee payment complete the Application form in all respects and enclose Board Copy of the Bank Challan and send it to Asstt: Controller of Examinations of concerned sections i.e. (HSSC/SSC Secrecy) Federal Board of Intermediate and Secondary Education, Islamabad.  **IN CASE OF ABROAD CANDIDATE**  In case of Abroad candidate the fee will be deposited (in US$) in allocated bank branches/EFT (Electronically Fund Transfer) and case/ application will be sent to ACE of section concerned (HSSC/SSC Secrecy) FBISE Islamabad.  **THROGH ONE WINDOW CELL**  The candidate can obtain duplicate Marks sheet from One window of the FBISE also after fulfilling the requirements i.e. application form and fee. |
|  | **Can I get more than one duplicate result card/marks sheet at a time?** |
| Ans | Yes, you can. Fee is required for every request. |
|  | **What is the provisional certificate?** |
| Ans | Provisional certificate is a document issued on demand of the candidate before issuance of the certificate (Sanad). |
|  | **How can I apply for rechecking of papers?** |
| Ans | The service can be availed through one of following options:  **ONLINE**  Log on to FBISE website, download Bank Challan Form for payment from FBISE website ([www.fbise.edu.pk](http://www.fbise.edu.pk)) .Deposit requisite fee i.e. **@ Rs.630/- per paper** in any HBL branch within Pakistan. After fee payment in the bank, fill in Online Application Form for Rechecking of Papers in all respects like Name of candidate, Roll No. , applied paper(s) SSC-I&II OR HSSC-I&II and Bank Challan No. then submit it electronically.  **OR**  **BY POST**  Download Bank Challan Form and application form from FBISE website ([www.fbise.edu.pk](http://www.fbise.edu.pk)). Deposit requisite fee by bank challan **@ Rs.630/- per paper** in any HBL branch within Pakistan, then send the application complete in all respects along with Board’s Copy of bank challan in original to the Controller of Examinations (Secrecy) FBISE, H-8/4, Islamabad, Pakistan.  **IN CASE OF ABROAD**  In case of Abroad candidate, the fee will be deposited (**@ US$ 20/- per paper) in any** allocated bank branches in a country Abroad/EFT (Electronically Fund Transfer), the application complete in all respects will be sent to the Controller of Examinations (Secrecy) FBISE, H-8/4, Islamabad, Pakistan. |
|  | **Can I see my answer scripts?** |
| Ans | Yes, a candidate has the right to see his/her answer script(s) to the extent of identification only on fixed date and time conveyed through SMS or letter sent by the Board. Only candidate has the right to identify his/her answer script (s) for which he/she has applied for rechecking. Reassessment is NOT allowed in any case. |
|  | **Does rechecking mean reassessment?** |
| Ans | No Rechecking does not mean reassessment or re-evaluation of the answer book. It ascertains only that:   1. There is no mistake in the grand total on the title page of the answer book; 2. The total of various parts of a question has been correctly made at the end of each question; 3. All totals have been correctly brought forward on the title page of the answer book; 4. No portion of any answer has been left un-marked; 5. Total marks in the answer book tally with those in the mark sheet; 6. The hand-writing of the candidate tallies in the question/answer book; 7. The answer book or any part thereof has not been changed/detached; |
|  | **How can one know about the outcome of rechecking process?** |
| Ans | After finalization of rechecking process, candidates are informed electronically in case of online submission, followed by a formal letter dispatched on given address of candidate. In case of receipt of hard copy of application, status of final outcome is updated on website, followed by dispatching a formal letter on given address of candidate. |
|  | **What is required qualification to apply for Head Examiner at SSC level?** |
| Ans | BA/BSc, B.Ed, having minimum 10 (ten) years teaching experience and 05 (five) years experience as a sub examiner in relevant subject. |
|  | **What is required qualification to apply for Sub Examiner at SSC level**? |
| Ans | BA/BSc, B.Ed, having minimum 03 (three) years teaching experience in relevant subject. |
| Q 10 | **What is required qualification to apply for Head Examiner at HSSC level?** |
| Ans | MA/MSc or equivalent in respective subject, having minimum 10 (ten) years teaching experience and 05 (five) years experience as a sub examiner in relevant subject. |
| Q .11 | **What is required qualification to apply for Sub Examiner at HSSC level?** |
| Ans | MA/MSc in respective subject, having minimum 03 (three) years teaching experience in relevant subject. |
| Q .12 | **How can I apply for the job of secrecy officer, assistant to secrecy officer, assistant to head examiner, and supervisor during marking process?** |
| Ans | Prescribed proforma for these temporary jobs **(purely occasionally and seasonal work) are** available on FBISE website ([www.fbise.edu.pk](http://www.fbise.edu.pk)). |
| Q.13 | **What should I do if I realize that I have written or might have written incorrect roll number on the answer script?** |
| Ans | Write an application immediately to Controller of Examinations (Secrecy), FBISE, H-8/4, Islamabad or write an email on this address ( [controller.s@fbise.edu.pk](mailto:controller.s@fbise.edu.pk) ) for rectification. |
| Q.14 | **What is the grading scheme in FBISE?** |
| Ans | 80 % and above A1 Exceptional  70% and above but below 80% A Excellent  60% and above but below 70% B Very Good  50% and above but below 60% C Good  40% and above but below 50% D Fair  40% to minimum pass marks E Satisfactory |
| Q.15 | **What will happen if I appear in examination for improving my result but instead of improvement I get fewer/less marks as compared to my previous marks?** |
| Ans | Better marks are awarded. |
| Q.16 | **What is the Attempt Certificate?** |
| Ans | It denotes appearing chances availed by a candidate to pass an examination. |
| Q. 17 | **How can I get my Attempt Certificate?** |
| Ans | Download proforma from FBISE website. Complete it in all respects, remit prescribed fee (indicated on the form) through Online Bank Challan (at any online branch of HBL) and submit the same to Controller of Examinations (Secrecy), FBISE, H-8/4, Islamabad, Pakistan OR visit One Window Cell, FBISE, H-8/4, Islamabad |