**FAQ’s regarding Conduct (conduct of exams, roll no slips, exam centers, exam duties)**

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|  | What is the last date for submission of SSC and HSSC admission forms for Annual Examinations? |
| Ans | Admission forms can be submitted up to as per fee notification / submission and second week of January for SSC and HSSC Annual Examinations, respectively, with normal fee. However, these forms can be submitted prior to start of respective examination with varied fee over and above the normal fee which can be checked from respective notifications available on FBISE website or sending email on [controller.c@fbise.edu.pk](mailto:controller.c@fbise.edu.pk) |
|  | What is the last date for submission of SSC/HSSC Admission Forms for Supplementary Examinations? |
| Ans | Consult the Notification with regard to conduct of Examinations available on our website. However, tentative schedule for submission of Admission Forms is up to first week of July for SSC and 3rd week of August for HSSC Examination. However, these forms can be submitted prior to start of respective examination with varied fee over and above the normal fee which can be checked from respective notifications available on FBISE website or sending email on [controller.c@fbise.edu.pk](mailto:controller.c@fbise.edu.pk) |
|  | When will SSC annual Examination start? |
| Ans | From 2nd week of March. |
|  | What is the schedule of practical Examinations? |
| Ans | The schedule will be displayed on website well before commencement of SSC/HSSC Annual Examination. However, tentative schedules for commencement of practical examination for SSC and HSSC are 2nd week of April and 2nd week of May for SSC and HSSC, respectively. |
|  | Can a student download his /her roll number slip from FBISE Website? |
| Ans | Yes, he/she can. |
|  | Can a private candidate appear in Science Subjects/Group at HSSC level? |
| Ans | No, one has to be a regular student of an affiliated institution. |
|  | Can a private candidate appear in Science Group at SSC level? |
| Ans | Yes, one can appear in SSC Examination as a private candidate in Science Group. However, he/she will have to provide a practical certificate issued by a Head of an affiliated institution stating therein that the student has performed all the Practicals given in the syllabus (in the subjects of Physics, Chemistry, Biology, Computer Science etc.) in his/her institution. |
|  | Is it necessary for a private candidate to get attestation of his/her Admission Form from the Principal/Headmaster/Headmistress of an institution affiliated with FBISE? |
| Ans | No, any Govt officer of BPS 17 and above of Education Department or an officer of Armed Forces can also attest the admission form in addition to Principal of an affiliated institution. |
|  | I want to appear as a Private Candidate in Class IX, which documents are to be attached with Admission Form? |
| Ans | The following documents are to be attached to ascertain date of birth:  i) Attested copy of Form ‘B’ ( ب ), **OR**  In case of foreign national, attested copy of Passport **OR**  any other document of foreign nationality indicating date of birth.  ii) School Leaving Certificate indicating date of birth **OR**  In case no school has been attended, an affidavit showing date of birth duly attested by the Oath Commissioner to this effect may be attached. In case of candidate from overseas, an affidavit on white paper showing date of birth duly verified by the Principal of an affiliated Institution **OR**  by an officer of Embassy of Pakistan may be attached.  iii) If a candidate desires to appear in science subjects (having practicals), he/she will have to provide a Certificate issued by a head of an affiliated institution stating that the student has performed all the practicals given in syllabus (in the subjects of Physics, Chemistry, Biology, Computer Science etc.) in his/her institution. |
|  | I want to appear as a Private Candidate in Part-I (Class XI). Which documents are to be attached with Admission Form? |
| Ans | The following documents are to be attached:  i) Attested copy of SSC Result Card.  ii) Attested copy of Equivalence Certificate in case the candidate has passed O level or any other examination which is equivalent to SSC.  iii) Original Migration Certificate (NOC) in case SSC Examination has been passed from any other Board of the country. |
|  | Can I appear as a Private Candidate in both Parts together (HSSC-I & II) in HSSC Annual Examination? If yes, what documents are to be attached with Admission Form? |
| Ans | Yes, you can. The following documents are to be attached:  i) Attested copy of SSC Result Card. OR  ii) Attested copy of Equivalence Certificate in case the candidate who has passed O’ level or any other examination which is equivalent to SSC.  iii) Original Migration Certificate (NOC) in case SSC Examination has been passed from any other Board of the country.  iv) The candidate is not eligible if involve Practical Subjects. |
|  | Can I appear as a Private Candidate in both Parts together in the forth coming SSC examination? If yes, what documents are to be attached with Admission Form? |
| Ans | Yes, you can. The following documents are to be attached to ascertain date of birth:  i) Attested copy of Form ‘B’ ( ب ), **OR**  In case of foreign national, attested copy of Passport **OR**  any other document of foreign nationality indicating date of birth.  ii) School Leaving Certificate indicating date of birth **OR**  In case no school has been attended, an affidavit showing date of birth duly attested by the Oath Commissioner to this effect may be attached. In case of candidate from overseas, an affidavit on white paper showing date of birth duly verified by the Principal of an affiliated Institution **OR**  by an officer of Embassy of Pakistan may be attached.  iii) If a candidate desires to appear in science subjects (having practicals), he/she will have to provide a Certificate issued by a head of an affiliated institution stating that the student has performed all the practicals given in syllabus (in the subjects of Physics, Chemistry, Biology, Computer Science etc.) in his/her institution. |
|  | Can I attach copy of Result Card downloaded from FBISE website along with admission form or other applications addressed to FBISE? |
| Ans | Yes, but only in case of non-availability of result card signed/issued by FBISE. |
|  | Can I appear as fresh candidate in SSC/HSSC Supplementary Examination? |
| Ans | No. |
|  | I submitted admission form as a regular candidate for SSC-II/HSSC-II annual examination and received my Roll Number Slip but could not appear in the examination. Can I appear in the next Supplementary Examination? |
| Ans | Yes, you can appear in the next supplementary examination as an ex-candidate. |
|  | Can I improve my Grade/Marks in the supplementary examination after passing SSC-I/HSSC-I? |
| Ans | No, a candidate who has appeared in annual examination of SSC-I and HSSC-I can't appear in immediate next supplementary examination in any paper(s) of SSC-I or HSSC-I either for improvement of passed subjects or for attempting to pass the failed paper(s). |
|  | What does a “private candidate” mean? |
| Ans | It means a candidate not on the roll of an affiliated institution. |
|  | What does an “Ex-candidate” mean? |
| Ans | It means a regular student who appeared in SSC-II/HSSC-II examination and failed or one who is appearing for improvement. |
|  | I could not appear in last chance of an examination. Is there any provision to avail a missed chance? |
| Ans | No. |
|  | Can I use the downloaded copy of roll number slip to appear in respective examination? |
| Ans | Yes. |
|  | Is it compulsory to get verified marks sheet from concerned Board, in case a candidate has passed Part-I examination from any other Board? |
| Ans | Yes, it is compulsory. |
|  | Can someone appear as a private candidate in SSC/HSSC composite examination? |
| Ans | Yes, one can appear in SSC/HSSC composite examination as private candidate but for HSSC it is compulsory to have two years gap after passing SSC Exam. |
|  | When are Roll Number Slips issued? |
| Ans | They are issued 15 days before commencement of examinations. |
|  | What is Examination Fee for improvement of Result? |
| Ans | Consult the fee notification at our website. |
|  | I appeared in annual Examination in SSC-I, can I reappear in SSC-I? |
| Ans | Yes, after cancellation of previous result. |
|  | I mistakenly wrote Computer Science instead of Biology in admission form, what is the procedure for its correction? |
| Ans | Send an application with prescribed fee through your Head of Institution, if you are a regular candidate. In case of private candidate, one can send application directly to the Controller of Examinations (Conduct) of the Board alongwith required fee. |
|  | I want to avail facility of improvement in two subjects of Part-I along with SSC-II Annual Examination but I forgot to mention it in the admission form. Kindly tell me how can I do the same? |
| Ans | Send an application with prescribed fee to the Controller of Examinations (Conduct) of the Board. |
|  | Can I get refund of my admission fee, in case I don’t want to appear in said examination? |
| Ans | Yes you can. Send an application for cancellation of candidature before issuance of Roll Number Slip. |
|  | What is the procedure for submission of fee through Bank Draft? |
| Ans | Bank draft is not acceptable. Fee may be deposited through online bank challan available on our website in any nearby online HBL branch. |
|  | What is the fee for duplicate Roll No. Slip? |
| Ans | No need for duplicate Roll No. Slip. You may download the same from website of FBISE or from FBISE office and appear in the examination. |
|  | Can I change my examination center? |
| Ans | Examination center cannot be changed in normal circumstances. However, it can be changed in case of parents’ transfer/shifting in case of candidates abroad, upto 30 days before commencement of examination with completing all formalities. |
|  | What is the fee for change of Examination Center? |
| Ans | Rs.1000/- (within country) and US $ 40/- (for abroad). However, one may check recent change in fee, if any, from fee information icon in Students Information Corner of main web page of FBISE (http://www.fbise.edu.pk/fee.php) |
|  | If a candidate appears in theory examination but remains absent in practical examination, will he/she be declared as failed? |
| Ans | Yes, the candidate will be declared failed as it is mandatory to pass both theory and practical parts to qualify in a paper. |
|  | During checking of my result, the system/gazette shows “RW-Fee” against my name and roll number. What does it mean? |
| Ans | It means that your result has been withheld due to less fee paid. You need to contact Controller of Examinations Conduct. |
|  | If a candidate passes SSC-I and HSSC-I from any other Board, can he/she take facility of improvement in SSC-II? |
| Ans | Yes a candidate transferring from other Board may opt facility to improve upto two papers / subjects in Annual Examination alongwith Part-II Examination. |
|  | Can a second chance for improvement be availed? |
| Ans | After passing an examination, a candidate has only one chance to improve his/her marks/grades within one year. |
|  | How many chances are there to clear/pass the Secondary School Certificate Examination? |
| Ans | After appearing in SSC-II annual examination (first time), a candidate has three chance to appear in next three consecutive examinations (both supplementary and annual collectively) to pass failed subjects. |
|  | I submitted admission form from abroad. Now, I have come to Pakistan and want to appear in examination from here. What is the procedure? |
| Ans | Apply for change of examination centre through your institution (in case of regular candidate) on application alongwith prescribed fee (available on our website) along with photocopy of your passport and requisite fee of US $40/- and other documents, if any, listed in prescribed application form. |
|  | I appeared in Secondary School Certificate examination last year in science subjects but failed. Now, I want to appear in subjects of Humanities Group. Is it possible to change subjects? |
| Ans | Yes, you can appear in humanities group but after expiry of all chances i.e. SSC-II annual examination, followed by three more examinations (both supplementary and annual examinations collectively) |
|  | During checking of my result, the system/gazette shows “RW-Elg” against my name and roll number. What does it mean? |
| Ans | Your result has been withheld due to some issues in your eligibility to appear in this examination. You need to contact Controller of Examination Conduct/Secrecy. |
|  | My admission form has been returned on account of non-submission of fee; whereas, I have already deposited the fee. What should I do? |
| Ans | Send the admission form along with original bank challan (Board copy) receipt to our office. |
|  | For how many years is result of SSC-I and HSSC-I valid? |
| Ans | It is valid for two years. For example, a candidate who appeared in SSC-I or HSSC-I annual examination 2016 may appear in SSC-II or HSSC-II up to annual examination 2018. |
|  | What is the last date for cancellation of result of SSC- I and HSSC-I? |
| Ans | 31st October for SSC and 30th November for HSSC |
|  | Can I attach the print-out of result available on FBISE website along with admission, rechecking, migration, verification forms etc to FBISE? |
| Ans | Yes, if you have not received marks sheet issued by FBISE. |
|  | I am foreigner and cannot study subject of Urdu. Can I opt for an alternative to the subject of Urdu Compulsory? |
| Ans | You may opt Geography of Pakistan in lieu of Urdu Compulsory at SSC level and Pakistani Culture at HSSC level after getting prior permission from Director (Research), FBISE. |
|  | How can I apply for alternative to Urdu Comp. (Combination of Subject)? |
| Ans | Please download application form for combination of subject and submit duly filled application along with required documents to the Director Research FBISE. |