



OSSAE- OUTSIDE KERALA REGION

SSFC & CLASS XII Examinations - 2014

Rules and Regulations for the units in Gulf

Dear Friends and Colleagues,

Greetings in the name of our Lord !

As the SSFC & Class XII Examination are approaching us, I would like to draw your attention to various aspects regarding examination.

1. Date and Time of the Examination

As per the Annual Circular 2014, the SSFC and Class XII Examinations for this year will be held on **Friday, 5th December 2014** in the Gulf. There will be only a **Single paper** of **hundred marks** and the maximum time allotted will be **3 hours**. The HMs have to consult their parish priest and organize the examination. For the UAE Zone the examination timing should be from **10 am to 1 pm** and for the rest of the Gulf (Kuwait, Bahrain, Saudi Arabia, Doha and Oman) should be **11 am to 2 pm**, all times are local. The time should be announced in the Church at least one week prior to the date of examination. The Question paper will be in English, but answers can be written in English, Hindi or Malayalam.

2. Syllabus

SSFC Examination

- a) Textbook Published by OSSAE Central Office, Devalokam
 - Chapters 2,4,6,7,8,11,12,15,16,19,20,23,24, 25,26,28,29,30,31
- b) Catholicate History
 - Chapters 1, 3,4
- c) Life History of Parumala Thirumeni
 - Full text
- d) Liturgical Song
 - a) Nin mathavu vishudhanmaar.....
 - b) Nadha thavaka mirulokam.....ruhaykkum halleluiah
- e) Psalms
 - Psalm 119:1-8
- i) Prayers
 - a) Mahonnathante maravil irrikunnavanaya karthave ninte karunayin chirakukalude....
 - b) Nicene Creed

Class XII Examination

- a) Textbook published by OSSAE Central Office, Devalokam
 - **Book I**
Chapters 2,3,5,7,8,9,10,14,16,18,20,22,25,26, 28,30,32
- b) *I worship therefore I am*
 - Chapters 2,4,5,8,9
- c) Liturgical Song
 - a) Matha kaadeshamaar than prarthanaya....aruladiyarkkum punyam mrutharayorkkum (Complete Song)
 - b) Agnimayanmaar aare nokkil viracheedunnu....kaikalil aadam makkal eduthaagoshikunnu (Three stanzas)
- d) Psalms
 - Psalm 148:1-8
- e) Prayers
 - a) Urakkamillatha unarvullavanaya karthave...(Midnight prayer)
 - b) Athyunathangalil swargeeya malakhamaar....

3. Invigilation of the Examination

It is the responsibility of the HM to see that the SSFC and Class XII examinations are conducted fair and without any complaints. They have to assign the job of supervision to a selected group of teachers of his/her unit. It is preferable to ask the teachers whose children write the examinations, to be exempted from the examination duty.

4. The pattern of questions for both SSFC and Class XII will include objective type questions such as:

- Answer the following
- Fill in the blanks
- State whether true or false
- Choose the right answer
- Define the following
- Write a paragraph each

General essays can be asked from any portion of the syllabus mentioned above. Prayers and Psalms are important parts of the question paper. There can be general essays to weigh the ability of the student as an application of the knowledge which a student gained in the class.

5. Internal Assessment

The written examination will have only 70% weightage and the internal assessment carry 30% marks for regular students.

The marks for the internal assessment will be as under :

- a) 10% of the marks obtained for the half-yearly examination will be added to the final score.
- b) It is important that those who get X or XII examination certificates should be an active participant in our **Sunday School classes and church services**. Regular candidates of the examinations will get five marks for this. If the student attends all the Sunday services/classes, he/she will get five marks and if he/she has got only 80% attendance, the marks will be four. Similarly the rest can be counted. For **private students** the marks for Church attendance will be **ten**. The HM can calculate it as per the above proportions. Teachers are expected to assess this with sincerity and character. However, all the above marks are to be verified by the parish priest.
- c) 5% marks will be for the extra-curricular activities of a child. If a child gets any of the first five positions for any item such as elocution, essay, single song, group song, Bible verse, drawing he/she will get a mark each. The maximum mark a student can obtain in this manner will be five. HMs are asked to be impartial and fair in calculating these marks.
- d) Project Reports

As per themes given in the annual circular, project reports are to be valued either by the Diocesan Director or by any of the priests who bear the following offices: Diocesan Vice President/ Zonal Vice President/District Vice President. Each diocese is free to take its own decision in this regard. However, the HMs have to send these to the above for valuation on or before November 20, 2014. The marks allotted for the project will be divided as follows:

Particulars	Regular Students (10%)	Private Students (20%)
Punctuality of the work	- 2 marks	- 4 marks
Comprehension of the Idea	- 3 marks	- 6 marks
Layout of the Text	- 3 marks	- 6 marks
Photos, Interviews, Data, Tables etc.	- 2 marks	- 4 marks

6. The marks given by a teacher for the internal assessment should be verified by the HM and certified by the Vicar after examining the registers. We need the signatures of both in the prescribed form, which will be sent along with the hall tickets. Those who evaluate the project reports have to send their mark lists directly to the OKR office with their titles and signatures along with the answer sheet to the OKR Office. All projects of students who get 25 marks and above for internal assessment are to be sent directly to the OKR office for a second valuation. The OKR has setup a special committee to see the quality of the project and to give a final grade. Malpractices are to be reported to the OKR office along with the names of those who help the students violate the examination rules.
7. District Inspector/Head Master should fill up the attendance sheet and return it along with the answer sheet, to Mr. John. Eapen, P.O. Box : 939, Abu Dhabi, UAE, Mobile No. : 009715-6150327, Tel.No. 009712-4449908, E-mail : myrtle_john@hotmail.com. Make sure that the attendance and the number of answer scripts tally.
8. Students should fill up the facing sheet before answering the questions. No answer should be written in any part of it. Facing sheet is strictly set apart for its specific purpose mentioned thereof. The blank pages of it should not be used for writing answers. **In case if any one violates this rule, then the answer sheet will not be valued.**
9. The units will have to provide ruled papers for writing the answers. All units are requested to use uniform papers like in the previous year. **The blank papers distributed to the students for writing the answers should carry neither the name of the student nor the seal of the church or school, or the signature of any supervisor.** Papers which carry entries of that sort will not be valued.
10. Answer sheet should be packed and sealed in the presence of the Inspector/HM, after arranging them in the ascending order. The Chief Supt. should send the sealed packet of answer sheets along with the list of students to Mr. John Eapen (addresss mentioned in point 7 above) on the day after the examination. All the correspondence regarding the valuation of answer sheets and internal assessments should be made with the Director, OSSAE-OKR only. There will be no guarantee for the telephone conversations made with anyone in the Seminary.
11. The examination hall should be supervised by the HM/ a senior teacher of the Sunday School. The supervisors should keep in mind that the examination duty would reflect their character and they should not give bad models for the spiritual values, which we teach our students. Those values are more important than the marks and ranks.
12. The HMs should report all kinds of malpractices to the Vicar of the parish and to the OKR Director in written form immediately after the examination. Complaints received ten days after the examinations will not be accepted.
13. Since this is a Board exam all units should conduct the examination on the stipulated date. Results will be declared on February 2, 2015 and the certificates will be available only by February 28, 2015.

Kindly follow the above rules strictly. I earnestly solicit your prayers and co-operation for the successful conduct of examination. I wish the students every success !

Dear friends,

Kindly pay your attention to the following matters as well.

1. Sunday School Day 2014

The Sunday School Day of 2014 is on 5th December 2014 in the Gulf. All the HMs are asked to give an attention in this matter. Special prayers should be made for the OSSAE in general and for the OKR in particular. It is good that talented students of each Sunday School get a chance to speak on that day in the middle of the Holy Qurbana. We have sent the envelopes to all Sunday Schools. All the families of a parish-not only the parents of Sunday School children-have to contribute their share for the Sunday School Day cover collection. All are urged to follow the Kalpana of His Holiness the Catholicose in this matter.

2. Inter-Diocesan Competitions 2014

As per the decision of the Annual General Body 2014, the Inter-Diocesan Competition will be held at STOTS on 12th July 2015 for the winners of the seven Metro-Dioceses for the following titles in 4 items in two categories-Seniors and Secondary. Participants can use any one of the following languages-**Malayalam, Hindi or English.**

Elocution	-Sunday School Prathibha	Solo Song	- Sunday School Gana Sugandhi
Quiz	-Sunday School Praveen	Essay	- Sunday School Vijnani

In the case of Quiz Competition, there can be a maximum of 3 students in a group representing a Diocese. All three will be given the title Sunday School Praveen. The syllabus for the contest will be that of 2014 as per Annual Circular. **Those who get the first prize at the diocesan level have to send their entries on or before 15th February, 2015. The entries should be endorsed by the Diocesan Director. Late entries and entries without the endorsement will not be accepted.** The prize will be distributed in the General Body Meeting in 2015.

Thanking you,

Yours in His Mission



Fr. Dr. Geevarghese K.
OSSAE-OKR Director

Nagpur
20.10.2014

The Director, OSSAE - Outside Kerala Region, C/o St. Thomas Orthodox Theological Seminary, Kalmeshwar- 441 501, Nagpur, Maharashtra, Mobile : 09657188982(Nagpur), 09447732473(Kerala). E-mail : ossaeokr2013@hotmail.com, website : www.ossae-okr.org