

## **SSFC EXAMINATION AND PARISH AWARDS**

Dear Parents and Students,

This is to brief you about the SSFC examination (Class X leaving examination conducted by Orthodox Syrian Sunday School Association of the East – Outside Kerala Region), its conduct and the importance of attending the same. SSFC is meant for students studying in class X in secular schools during the calendar year starting January and ending in December. At least 50% class attendance is required for a student to register as 'Regular' student and students with less than 50% attendance may be registered as 'Private' students. Private students are not eligible for any of the awards of OKR.

**Date of Exam:** OKR announces the date of SSFC exam during January every year and the exam is normally conducted on the first or second Friday in December from 10:00 am to 1:00 pm (3 hours, one paper).

**Examination:** The question paper for SSFC is set and distributed in sealed envelopes by OKR which are opened in front of the students by the chief examiner 5 minutes before the exam. The answer papers are packed in front of the students after the examination and dispatched to the centralized valuation the day after the exam.

**Results/Certificates:** Results are published by OKR during the first week of February on the OKR website and the certificates are distributed during March.

**Exam study materials and portions:** SSFC students have three books to cover during the academic year. The textbook published by OSSAE Central Office, Devalokam (selected chapters), Catholicate History (selected chapters), Life History of Parumala Thirumeni (full text),

Liturgical song (selected songs), Psalms, Prayers. The exact portions are published by OKR during January every year and distributed to the students. Copy of 2014 Rules and Regulations including the Syllabus for the units in Gulf area are available on the parish Website. The new directions will be forwarded soon.

**Weightage for Exam:** The written examination will have only 70% weightage and the internal assessment will carry 30% marks as follows.

**Class X Half Yearly exam/model exam:** 10% of mark obtained for this exam is considered for the SSFC exam.

**Attendance:** Church and Sunday School attendance is given 5 marks if the student gets atleast 80% attendance.

**Extra-Curricular Activities:** If a student gets any of the first five positions of any Talents Scan item such as Elocution, Essay, Single Song, Group Song, Verse Writing, Extempore Speech the student gets 1 mark each up to a maximum of 5 marks.

**Project Reports:** This carries 10 marks. The project should be the original work of the student, neatly typeset and should not be copied from the internet or other materials. If any student scores 25 or more marks in the Internal Assessment, needs to have their projects re-evaluated by OKR.

Since the effective teaching days are only 24-30 days during a year, the student is expected to cover a large portion of the study materials at home while the teachers will reinforce the study through class lectures and group discussions. Teachers may plan special classes during Fridays if they think that the portions could not be covered through regular classes.

**Mar Theodosius Gold Medal:** OKR provides a gold medal sponsored by our church to the 1<sup>st</sup> and 2<sup>nd</sup> rank holders in the overall OKR region in addition to a cash award, memento and certificate. Our church provides a gold medal to the topper of SSFC in our church.

## ST. GREGORIOS INDIAN ORTHODOX (CHURCH) MAHA EDAVAKA SUNDAY SCHOOL, KUWAIT.

### Class 10 and 12 topper awards:

In order for the Church to award a student the class 10 and 12 topper award, the parent must be a subscribing member of the parish with no arrears, the student should have passed SSFC with at least 50% marks and 50% attendance. For class 10 students, registration for SSFC exam and 50% attendance should be sufficient as long as the exam is written in the current year. Nominations are to be given to Parish Secretary.

**Leaving Kuwait:** Our church honors students, every year, who leave Kuwait for their higher studies, with mementos and gifts, in a special send-off function. In order to be eligible to attend the send off function, the parent should be a subscribing member of the parish with no arrears and the student should have attended the Sunday School with minimum 50% attendance. Nominations are to be given to Parish Secretary.

The following decisions have been made by our Sunday School for the smooth conduct of SSFC Classes.

- a. Every Thursday, Classes for SSFC Students will start at 5:15pm sharp. Students should be punctual.
- b. Student shall move straight to their classes, as they are exempted from attending the General Assembly and holding other official positions in the Sunday School and MGOCSM.
- c. The decision to appear for SSFC Examination should be confirmed to the Class Teacher on or before, Thursday, **26<sup>th</sup> March, 2015**.
- d. OVBS 2015 will be held from 2nd July to 16<sup>th</sup> July, 2015, during the Ramadhan period.
- e. Parents are requested to plan your children's tuitions and summer vacations accordingly.
- f. Project work specified by OSSAE-OKR syllabus, guidelines and question papers from 2006 to 2014 are distributed on Thursday, **12<sup>th</sup> February, 2015**, so that students can prepare the same during their annual vacations.
- g. Completed project work should be submitted on or before Thursday, **24<sup>th</sup> September, 2015** to the respective Class Teachers.
- h. Classes from September to November 2015 will be dedicated for revisions, internal assessments and model examinations.
- i. The contact information of SSFC Teachers are as detailed below:-

i.	Mr. Mathai T. Varghese.	M: 50712282.	E: <a href="mailto:mathai_joy@yahoo.com">mathai_joy@yahoo.com</a>
ii.	Mr. K. M. Thomas.	M: 97695968.	E: <a href="mailto:micl_thomas@hotmail.com">micl_thomas@hotmail.com</a>
iii.	Mr. Philips John.	M: 99548878.	E: <a href="mailto:philipsj@hotmail.com">philipsj@hotmail.com</a>
iv.	Mr. Shibu P. Alex.	M: 99742503.	E: <a href="mailto:shibualex@hotmail.com">shibualex@hotmail.com</a>
- j. All are requested to extend whole-hearted maximum support to the SSFC Students to achieve this milestone with flying colours.

With prayers,

**Kurien Varghese**  
**Headmaster.**

Encl.: 1) Copy of **2014 Rules and Regulations** for the units in Gulf area.



# 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 halleluia
- e) Psalms
  - Psalm 119:1-8
- f) 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
  - Chapters 2,4,5,8,9
  - a) Matha kaadeshanmaar than prathanaya....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.**

<b>Elocution</b>	<b>-Sunday School Prathibha</b>	<b>Solo Song</b>	<b>- Sunday School Gana Sugandhi</b>
<b>Quiz</b>	<b>- Sunday School Praveen</b>	<b>Essay</b>	<b>- Sunday School Vijnani</b>

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