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Bhutan Council for School Examinations and Assessment
Ministry of Education and Skills Development
Royal Government of Bhutan



MoESD/BCSEA (01)/MISC./2025-1308

March 18, 2025

To
The CDEO/CTEO
Dzongkhag/Thromde

Subject: Notification on BCSEA Annual Activities and Compliance for Follow-up Action

Dear Sir/Madam,

The Bhutan Council for School Examinations and Assessment (BCSEA) is pleased to inform all key stakeholders about the planned activities for the 2025 academic year to ensure timely compliance and effective coordination. In response to feedback received regarding the alignment of BCSEA activities with school operations, the Council has decided to share its schedule of activities that require schools' attention as a reference for all concerned.

This notification serves as a comprehensive reference and one-time overall activity plan for adherence by all concerned stakeholders. Dzongkhags, Thromdes and Schools, are advised to align their activities accordingly to prevent scheduling conflicts and ensure the smooth implementation of planned initiatives. Such coordination is essential for maintaining efficiency and avoiding disruptions in the execution of key educational programs.

All Dzongkhags and Thromdes are kindly requested to disseminate this information to all schools under their jurisdiction to ensure they remain well-informed and prepared. Additionally, school administrations will be held accountable for any lapses arising from non-compliance with BCSEA policies, timelines, and deadlines.

Your cooperation in this matter is highly appreciated.

Your sincerely

(Kinley Dorji)
Controller of Examination
Bhutan Council for Examination and Assessment

Cc:

1. Dasho Dzongdas, all Dzongkhags for kind information
2. Dasho Thrompons, all Thromdes for kind information
3. Director DSE, MoESD, Thimphu for kind information
4. Principals, all Dzongkhags and Thromdes for necessary support
5. Office copy

SL	Activity	Timeline/Deadline	Responsible Agency	Remarks
1	Student registration and subject registration	5 th May to 31 st July	School	If the school focal person is transferred to a different school, they should refrain from registering students with their previous focal account. Instead, they must notify BCSEA if they are appointed as the school focal person at the new school. Additionally, the school must submit a formal letter of request to BCSEA to initiate the change of the school focal person.
2	Test Development nomination	1 st April to 30 th May	School	Schools are required to conduct HRC meeting and keep a copy of the HRC documentation in the school files for future reference. Refer OGEA 2025 for selection criteria.
3	Final validation and confirmation of student's registration and subjects	1 st to 15 th Aug	School	Reports must be generated, printed, signed by principal, subject teachers, students and school focal for future reference.
4	Closure of student's registration and subject	16 th Aug	School	Changes related to student details, subject and centre are not allowed.
5	Index number generation	1 st September	BCSEA	Schools can get access to index number.
6	Nomination for Supervising Examiner from school	15 th Sept to 10 th Oct	School	Schools are required to conduct HRC meeting, to ensure that eligible individuals are nominated. A record of the nominations must be kept in the school for future reference. Refer OGEA 2025 for selection criteria.
7	Nomination for marker	10 th Oct to 5 th Nov	School	Schools are required to conduct HRC meeting, to ensure that eligible individuals are nominated. A record of the nominations must be kept in the school

			for future reference. Refer OGEA 2025 for selection criteria.
8	CA Marks entry	2 nd Sept to 16 th Dec	School
9	SUPW	15 th Oct to 16 th Dec	School
			Schools must submit the SUPW grade for BCSE/LCSE and BHSEC through the BCSEA portal within the given timeframe; however, the SUPW grade is not required for CEVI and CEVIII.

Important Reminders:

1. Operational Guidelines for Examinations and Assessment, 2025:

This document, Operational Guidelines for Examinations and Assessment 2025 (previously known as Rules and Regulations on the Conduct of Public Examinations), is the revised version of the same. Therefore, schools, Dzongkhags and Thromdes are reminded to strictly adhere to this document to ensure the integrity and smooth execution of the assessment and examination processes. This document will be made available online by April 2025.

2. Registration of Students and Subjects:

It is essential to ensure that the registration of students and their corresponding subjects is done with the utmost accuracy. Verify that all student information is entered correctly. The school must confirm that the user credentials are associated with the respective school and accurately register subjects for each student.

3. CA Term I and Term II:

Schools must follow the appropriate procedures for registering and managing Continuous Assessment (CA) for Term I and Term II in all subjects, in line with the Assessment Structure 2023. Owing to multiple instances of schools submitting incorrect CA marks, schools must verify the accuracy, validity and completeness of the marks. Changes will not be permitted after the deadline. CA marks entered in the BCSEA portal must correspond with those entered in the EMIS Portal.

4. Exam Centres:

New exam centres must register with BCSEA, and dissolved centres must provide timely information to avoid disruption in operation and examination processes.

5. Centre Change:

Changes to exam centres will not be permitted after the registration deadline. However, schools may consult with BCSEA regarding exceptional cases.

6. Admit Card:

Schools are responsible for retaining the system-generated admit cards obtained from the BCSEA portal during the examination period and must reissue to candidates when required. Nonetheless, BCSEA will provide admit cards only for candidates from schools that have been discontinued.

7. Phase-Out of Subjects:

Media Studies, Environmental Science, and Agriculture for Food Security are phased out for BHSEC/LCSE-XL/CSE-XII and BCSE. Therefore, students wishing to reappear for the 2025 examinations will have their marks carried forward from the 2024 examinations.

8. Curriculum Revision:

Revisions in the curriculum lead to modifications in the assessment structure and question patterns. Therefore, schools must remain updated on any curriculum revisions.

9. Common/Board Exam instruction:

Candidates will not be awarded marks if they fail to follow the instructions to respond to each question and section in the question booklet. This is to maintain consistency and standardisation in candidates' responses. To make the expected response format clearer, schools are advised to refer to the sample questions and model answer response format uploaded on the BCSEA website.

10. School Focal for BCSEA:

BCSEA and schools will now use the term **School Focal for BCSEA** instead of **BCSEA Focal**. This change emphasizes that the focal person is designated by the school to handle important examination-related tasks on school's behalf, rather than being a direct representative of BCSEA.

11. Special Educational Needs (SEN):

SEN candidates approved by BCSEA must be registered in the BCSEA portal system (including both candidates and subjects) just like regular candidates. Schools must submit a formal request to the Controller of Examination, BCSEA specifying the subjects these candidates will be sitting for, categorized accordingly.

