

## **CHAPTER – 5**

### **CONDUCT OF EXAMINATIONS (THEORY)**

#### **5.1 General**

- a. An institution affiliated to the Board shall on demand make available to the Board such accommodation and furniture as is required for constituting it a Centre for Examination.
- b. The Controller of Examinations shall, as soon as the number of the candidates appearing at a particular examination is known, prepare a list of places/ institutions to be constituted as Examination Centers for approval of the Chairman. After the approval is accorded the Controller of Examinations shall notify for general information of all concerned the list of Examination Centres.
- c. Adequate supervisory staff shall be appointed at an examination Centre by the Board to conduct the examination according to laid down requirements. The supervisory staff shall comprise Superintendent, Deputy Superintendent and Invigilators as required for the Centre according to prescribed number of candidates. For this purpose, the Controller of Examinations shall collect well ahead of the commencement of examination names of honest, experienced and efficient teachers from all the affiliated institutions to be appointed as supervisory staff.
- d. Where necessary, the Controller of Examinations shall arrange for the appointment of one or more persons to assist the Centre Superintendent and such other additional staff, over and above the normally approved strength which may in his opinion, be necessary, for the proper conduct of examination.
- e. The Controller of Examinations shall prepare a list of suitable names on the basis of information collected from institutions, Directorate or other agencies for appointment of Superintendent or Dy. Superintendent. The list shall be scrutinized by the committee constituted to make recommendations in this regard. A panel of Superintendents/ Dy. Superintendents so agreed shall be made available to the Chairman for his formal approval.
- f. The Controller of Examinations shall approve the appointment of Invigilators at the Examination Centre by the Superintendent from amongst the teachers of the institution whose students are not appearing at that Centre.
- g. The Supervisory staff appointed to conduct Board's Examination on behalf of the Board shall act as its agents and shall follow specified instructions of the Board only.
- h. Immediately after appointment, the Superintendent/Deputy Superintendent shall inform the Controller of Examinations about his acceptance of the offer or otherwise on a prescribed proforma. He should not accept the offer, in case any of his relative(s) is appearing at that Examination.
- i. Deputy Superintendent shall work under the directions and control of the Centre Superintendent who in addition to assisting the Superintendent in all matters be responsible for the satisfactory conduct of the Examination at his Centre.

#### **5.2 Duties of Centre Superintendent/Dy Superintendent**

- a. The Superintendent/Dy. Superintendent shall report to the Examination Centre one

day before the commencement of examination and on the same day he/she shall check the packets of Question Papers from the authorized Bank of the Board on production of Board's authority letter and according to the instructions issued by the Controller of Examinations from time to time. He/She must ensure that the said sealed packets containing Question Papers are intact and in accordance with the Indent Voucher of the said Examination Centre.

b. The Superintendent/ Deputy Superintendent of the relevant Centre shall receive the question papers from the authorized bank of the Board half an hour before the commencement of examination on production of authority letter of the Board and according to the instructions issued by the Controller from time to time. He must ensure that he has received the correct packet.

c. The Superintendent shall receive from Head of institution where the centre is located and keep in safe custody the blank answer books, other examination forms, stationery and material required in connection with the examination and shall acknowledge the receipt and report shortage of answer books or other material if any, to the Controller of Examinations, immediately. The blank Answer Books shall remain in his personal custody.

d. The Superintendent and Dy. Superintendent shall make adequate seating arrangement for the candidates prior to the commencement of the examination at least a day earlier. The seats should be so arranged that candidates when seated may all face in one direction and they shall be placed sufficiently apart from each other to make copying, prompting or unfair practice impossible. The distance between the two rows should not be less than 3 ft to facilitate the free movement of the Supervisory Staff and to minimize the chances of copying etc.

e. Under no circumstances a candidate shall be allowed to appear at any place other than the approved Centre for the Examination, except with the prior permission of the Chairman.

f. Under no circumstances a candidate shall be allowed to appear in the examination whose particulars are not mentioned in the seat list of the Centre available with the Superintendent, unless otherwise with the written permission of the Controller of Examinations.

g. The instructions to the candidates shall be displayed/ put/ pasted at a conspicuous place at the Examination Centre one day prior to the commencement of the Examination, and shall remain pasted until the end of the examination.

h. Posters, warning the candidates against use of unfair means, as provided by the Board shall also be pasted at conspicuous places at the Examination Centre.

i. A plan of the seating arrangement in bold figures showing candidates relative positions and numbers shall be displayed outside the Examination Hall at least one day before the commencement of Examination and a copy of the same shall be forwarded to the Controller of Examinations immediately after the conclusion of the Examination. Seating plan may be changed frequently preferably every day.

j. The Superintendent shall examine the requirement of the number of invigilators needed for each sitting of the examination and, assign duties to invigilators accordingly. Superintendent may recommend the names of honest and reliable teachers as invigilators. No invigilator is to be appointed if any of his relative is appearing in the examination at that centre.

- k. The Centre Superintendent shall ensure that invigilators check the roll numbers, subject, paper and medium of answer of all the candidates written by them on the title page of the Answer Books at each sitting of the Examination. If any mistake committed by the candidate in respect of Roll No. Subject and Papers etc, goes undetected and unratified by the invigilators, he (invigilator) shall be liable to a penalty of Rs 15 per mistake.
- l. The Centre Superintendent shall countersign all reports made by the invigilators at the end of the Examination for each paper.
- m. No person other than the candidates, Board's representatives, Invigilators and other Staff appointed for the Examination work by the Board will be allowed to enter the Examination Centre.
- n. The Superintendent must see from day to day, that each invigilator compares the photograph and the signature with the Roll No. Slip of the candidate, supplied by the Board's Office to that examination Centre and ensures that neither the signature nor the photograph is tampered with.
- o. The Superintendent shall see that Waterman stores the water inside the Examination Hall/ Room and provides service to the candidates. Under no circumstances he shall be allowed to come out of the Hall/ Room before the Examination is over.
- p. A candidate shall present himself/herself at the Centre of Examination at least 45 minutes before the time fixed for the first paper and 30 minutes before the time fixed for each subsequent paper(s). The candidate arriving late at his/her Examination Center, than the actual time of arrival will not be given his/her Objective Type Question Paper. In case the candidate arrives during the conduct of Objective Type Question Paper, he/she will only utilize the remaining time than the prescribed time of relevant Objective Type Question Paper.
- q. No additional time shall be allowed to any candidate for answering a paper, on the ground of illness, accident or any other cause except loss of time caused by an act or omission on the part of the Board or its Agent. The compensation of time shall not exceed the time actually lost. A report to this effect shall be made by Centre Superintendent to the Board in writing stating the cause for loss of time.
- r. The Superintendent shall inform the Controller of Examinations about the smooth functioning or otherwise of the centre immediately on the commencement of the first paper through telephone or telegram or by post.
- s. The Superintendent shall ensure that the Answer Books are distributed in proper Serial Order according to the Serial Number printed on each Answer Book every day and the invigilators have collected all the Answer Books, whether used or unused, from the candidates. The Superintendent should also ensure that the examination starts on time. Distribution of answer books "A" to the candidates may be completed prior to the distribution of question papers which need 'to be provided at the given time.
- t. Sufficient space has been provided in the answer book "A" to complete answers of all questions in various subjects. Normally there would be no need to use continuation sheet(s). Use of double margin at both ends of the page or leaving lines in between is strictly prohibited which could go against the candidate. Unless absolutely necessary the continuation sheet will only be issued after it has been ensured that Answer book "A" has completely and properly been utilized. Subsequent issuance of continuation sheet will

depend on the complete and proper use of previous one,

- u. Superintendent shall see and ensure that Invigilators and Dy Superintendent do not:
  - (1) engage in conversation with the candidates during the examination and do not read the writing of the candidates during the examination.
  - (2) involve themselves, in loud talking between themselves.
  - (3) disturb the candidates by repeatedly giving instructions.
  - (4) give any kind of explanation connected with any question set in the question paper or otherwise.
  - (5) perform any private or office work during the hours of supervision.
  - (6) admit outsiders to the places of Examination.
  - (7) give copies of the question paper to anyone, who is not appearing in the Examination.
  - (8) leave examination hall except in emergency.
  - (9) leave examination hall unattended under any circumstances.
- v. The Superintendent shall see that no candidate leaves his seat within the one and half hour after the question papers are distributed and within last fifteen minutes when the warning bell is rung or warning signal is announced for the close of the Examination until the Invigilators have collected all answer books from the candidates.
- w. The Superintendent or the person authorized by him shall sign or if it is not possible shall affix signature stamp on the title page of the answer books. In case, the signature stamp is used, the same will be kept in his safe custody and be sent to the Board after the entire Examination is over which will be returned to him after the announcement of result.
- x.
  - (1) Before receiving the envelop of Question papers from bank and opening at Examination Centre the Superintendent must ensure that the date, Time and subject is the same as given in the Date Sheet.
  - (2) The sealed covers containing question papers shall be opened without damaging the seals not more than 15 minutes before the time fixed for each paper in the presence of two Invigilators who shall ensure that the seals are intact and sign the declaration on testimony thereof. Such type of certificate printed on the sealed envelop containing the question papers, shall also be signed. No person other than the above officer(s) of the Examination and/or representative of the Board be allowed to be present at the time when each packet containing question papers is opened.
  - (3) Question papers shall be distributed among the candidates exactly at the time fixed for each paper and in no case earlier than that.
  - (4) The superintendent shall collect the spare copies of question paper from Invigilators. The spare copies of question paper in balance shall be returned to the Controller of Examinations in a separate cover.
- y.
  - (1) Invigilators shall be asked to make three copies of their report for each paper.
  - (2) The Superintendent shall countersign all reports made by the Invigilators

at the end of examination of each paper.

(3) At the conclusion of each paper, the answer books shall be carefully packed in presence of the Superintendent, Deputy Superintendent and the Invigilators on duty as given below.

(a) There shall be separate packets/covers for each paper in which the papers have been answered. Separate packets shall be made in case of old and new course as well as objective question paper.

(b) All copies of each of the Invigilators report may be put in each packet/cover.

(c) Each packet/ cover shall bear:

i. Name of the Centre with code number \_\_\_\_\_.

ii. Name of Examination \_\_\_\_\_.

iii. Subject \_\_\_\_\_ paper \_\_\_\_\_.

iv. Total No. of Answer Books packed in \_\_\_\_\_.

v. Date of Examination \_\_\_\_\_.

(d) A certificate will also be enclosed, signed by the Superintendent, to the effect that the above particulars are correct and are in accordance with the answer books contained in the packet and that one Copy of the Invigilator's report is also attached with the Answer books. This should also be certified that the Answer books have been packed and sealed in the presence of Superintendent Dy. superintendent and Invigilator.

(e) The answer books of the local centres should be delivered personally in the Board's Office if there is no arrangement of collection of the same by the Board itself. The answer books of the other centres shall be sent to the concerned Controller of Examinations by post on the same day. This should not take more than two hours normally soon after conclusion of the examination. Please ensure that date and time of booking of bundle/consignment shall be mentioned on booking receipt.

z. The Superintendent shall be responsible for the safe delivery of the answer books in the Board's Office.

aa. The Superintendent shall forward to the Controller of Examinations the following bills, duly supported with the relevant vouchers, and a report on the conduct of the Examination, immediately after the conclusion of the entire Examination. Normally, no bills will be entertained if received after 15 days of the due date in the Board office:

(1) Bills of superintendent and Deputy Superintendent.

(2) Bill of invigilators, ministerial and supporting staff.

(3) Adjustment account of advance received, if any, in the prescribed form.

ab. Balance of the stationery and other relevant material concerning the conduct of examination shall be sent to the Controller of Examinations on the very day of closing of the Centre.

ac. (1) The Superintendent can expel a candidate for any offence considered serious by him except copying case and report such case to the Controller of Examinations together with the explanation of the candidate and the report of the Invigilator.

(2) If felt necessary, the Superintendent may make thorough search of the candidate to see that he is not having incriminatory material in his possession. However, the Superintendent will report / file case separately to the Controller of Examinations for placing it before the Disciplinary Action Sub-Committee (DASC) and shall mention in his report the alleged pages of answer books, where the candidate was writing at the time of copying and shall underline with red ink the lines copied from the material and the lines copied on the answer book.

(3) In case of impersonation when a person other than the genuine candidate is appearing in the examination, the superintendent shall have the power to expel the genuine candidate to enter the Examination Hall for the full or the remaining part of the Examination. In addition, the Superintendent shall register a case with the nearest/relevant Police Station the case against the candidate and also the impersonator.

### **5.3 Instructions for Invigilators**

- a. Invigilators shall report to the Superintendent of the Centre to which they are deputed at least one day prior to the commencement of examination and to receive instructions from him as to the place of their duty and other instructions, if any.
- b. Invigilators shall reach the Centre of Examination at least 30 minutes before the commencement of each sitting of examination and report immediately to the Centre Superintendent.
- c. Invigilator shall help the Centre Superintendent in the distribution of question papers, blank answer books and examination material which the examinees are authorized to use and invigilators shall invigilate the examinees and do all such work as may be assigned to them.
- d. Each Invigilator shall be placed in charge of a specified number of candidates and he shall, on no account, leave the room where he is posted during the examination, without the permission of the Centre Superintendent.
- e. Distribution of answer books should be made by the Invigilators after the candidates have occupied their seats and not before. No answer book should be left at unoccupied seats. The continuation sheet shall be given only when the answer book previously given is completely utilized. Candidates must be told to write on both sides of the pages in the answer book, and no line may be left blank unnecessarily. Large margin(s) on two sides of a page should be avoided.
- f. Invigilators shall not hold any communication with any candidate, except for the purposes allowed under the “Instructions to the candidates”.
- g. The Invigilators on duty must see that each candidate every time he/she appears in a paper produces the Roll No. slip issued to him by the Board and check the identity of candidate with the help of material provided to him by the Board and report to the Superintendent the Roll Numbers of those candidates who did not produce their Roll No. Slips.
- h. The Invigilators shall check, that every candidate has correctly put down, on the cover of each answer book, his seat number as given in the Roll No. Slip.
- i. The Invigilators are also required to obtain signatures of all the candidates on the

Signature sheet who are sitting for the examination. Signatures on the said sheet shall be taken half an hour after the commencement of each sitting of the Examinations.

j. The Invigilators should see that no answer book is left by any candidate on his desk. It must be delivered to the Invigilator by the candidate before he/she finally leaves the hall/room.

k. No Invigilator shall leave the Centre until all answer books have been duly accounted for and the forms are completed and signed by all concerned.

l. Invigilator should affix his/her signature at the space provided on the cover of all the answer books and supplements after taking the signature of the candidates on it. It should be done in case of all the candidates under his supervision for each and every sitting, immediately, before handing over the answer books to the candidates. The answer books/ supplement and admission slip – II should not be signed in bulk. Utmost care should be taken to ensure that no signed answer book/supplement remains undistributed.

m. Invigilators:

(1) Should not engage in conversation with the candidates during the examination and should not read what the candidates write during the examination.

(2) Should not give any kind of explanation connected with any question of question paper or otherwise.

(3) Should neither do any private or office work during the hours of supervision nor should, on any account, admit outsiders to the place of examination.

(4) Should not give copies of the question paper to anyone who is not appearing in the examination.

n. Invigilators should see that no candidate leaves his seat within the first one hour after the question papers are distributed and within the last fifteen minutes when the warning bell is rung at the close of the examination until they have collected all the answer books from the candidates. If a candidate leaves the examination hall/ room when still one quarter of the time is left to the conclusion of the examination, he shall have to deposit the question paper along with the answer book.

o. Invigilators should read “Instructions to Candidates” very carefully and see that all the candidates follow these instructions in letter and spirit.

p. Ordinarily no candidate should be allowed to move out of the examination hall for toilet purposes unless absolutely necessary. If by all means he has to visit the toilet, an invigilator will accompany him and make sure that no material is available/ supplied to the candidate in the toilet or on the way.

q. The Invigilator should also check that no candidate writes on his answer book after the last-signal is given or last bell is rung.

#### **5.4 Instructions for Candidates**

a. A candidate shall present himself/herself at the Centre of Examination at least 45 minutes before the time fixed for the first paper and 30 minutes before the time fixed for each subsequent paper. The candidate arriving late at his/her Examination Center than the actual time of arrival will not be given his/her Objective Type Question Paper. In case the candidate arrives during the conduct of Objective Type Question Paper, he/ she will only

utilize the remaining time than the prescribed time of relevant Objective Type Question Paper.

- b. A candidate is forbidden to bring with him any book, notes or paper or any material which can be helpful in the examination hall.
- c. Candidates shall write on both sides of the paper and on each line of page. He shall mention question number according to number mentioned in the Question Paper. All sections of a question shall be attempted together.
- d. Candidates shall enter Roll number and other particulars before writing anything on the answer book or on the supplement.
- e. Candidate shall not write his name on any part of the Answer Book. He shall not write his/her Roll number except in the space specifically provided for the purpose.
- f. Candidate shall not tear off pages from the answer book provided, but cross them if spoiled.
- g. All the answer book whether written or blank shall be returned to the Invigilators by the examinee.
- h. Candidate shall not write on the Question Paper or on the blotting paper, or any part of his body, clothes or other material other than the answer book/ supplements. However, he/she shall write only Roll No. on the question paper. Use of electronic aid is also forbidden, except for authorized calculator in relevant papers.
- i. Each answer must be commenced with a number of question or part of sub-section thereof as shown in the question paper. A question should be attempted as a whole. The candidate may lose marks if parts of a question are attempted haphazardly on various portions of the answer book.
- j. No candidate is permitted to leave the Examination hall within the first hour after the question papers are distributed. The candidate(s) will not be allowed to move out during the last fifteen minutes of the examination. If a candidate leaves the examination hall when still one quarter of time is left to the conclusion of examination, he will have to deposit the question paper along with the answer book.
- k. Ordinarily candidates shall not move out of the examination hall for toilet purposes unless absolutely necessary.
- l. A candidate who is present at the Centre and have received the Question Paper shall not be allowed to **DROP** the paper as it is not permissible under the rules.
- m. A candidate will clearly write "THE END", at the end of his paper and cross all pages left blank in the answer book.
- n. Candidate shall not leave his/her seat or attempt to communicate with any candidate in the hall on any account. If he/she wants anything, he/she may draw the Invigilator's attention by standing up.
- o. A warning bell will be rung or warning signal will be given ten (10) minutes before the close of the examination and at the last bell or signal, the collection of answer books shall begin. Candidate(s) shall not leave his/her seat until the answer books have been collected by the Invigilators.

- p. If candidate(s) writes after the last bell or signals, the number of minutes he/she is late in giving up his/her answer books will be marked thereon, so that Examiner may deduct marks in proportion to the time taken.
- q. Smoking and carrying arms in the examination hall is strictly prohibited.
- r. Candidate shall bring his own black ink, or ball point pen (blue or black), Geometry Box, Pencil, Calculator, Sharpener and Razor.
- s. Misbehavior on the part of the candidate shall be liable to disciplinary action. To maintain discipline at the examination centre is the joint responsibility of the candidate and the staff appointed for the conduct of examination. A candidate should bear in mind that in case of any disturbance, breach of discipline and misconduct, only he/she will be the sufferer which is not in his/her interest.
- t. Any calculator which is non-programmable and has low storage capacity can be used by the students for calculation purpose. Non programmable calculator means a calculator which does not produce graphs, derivatives. Integration of system of linear equations and non linear equations etc.
- u. Candidates are advised to use black ink or ball point pen (blue or black) for writing and lead pencil for drawing diagrams. The questions solved with lead pencil will not be assessed.

## **5.5 Appointment of Resident Inspectors**

There shall be no Resident Inspector, however, the Board shall appoint Resident Inspector in addition to the external Centre Inspector from amongst the Heads of the Institutions or a person authorized by him, where examination center has been established on single based institution or for its own students or supervisory staff has been appointed on outsider basis. The Resident Inspector shall see that examination at the centre is being conducted in efficient and honest manner and shall ensure:

- a. to reach the examination centre before opening of the question papers to observe the counting and distribution of question papers;
- b. to check the seals of the packet containing the question papers and ensure that the same have not been tampered with;
- c. to be present at the time of sealing of the packet containing answer books & ensure that number of answer books tallies with the number of students present in signature sheet;
- d. to affix their signatures on the sealed packet of answer books;
- e. to send a report to the Controller of Examinations regarding the above job.
- f. to immediately contact/ inform the Controller of Examinations whenever any irregularity surfaces.
- g. payments to the Resident Inspector shall be made as notified from time to time.