

DUTIES OF FLYING OFFICER

1. The Flying Officer shall be made overall In-charge of 01 Examination Center and will be responsible for ensuring proper standards of invigilation and observance of correct procedure of conduct of examination.
2. Flying officer should report to his Exam Center not later than 11.30 a.m. This is needed so that randomization of Invigilators by Chief Invigilator can be done in his presence. Further this will also allow him to observe the procedure of entry of candidates into the Center, compliance with dress code and procedure of frisking. The Board has prescribed strict dress code for candidates to eliminate the possibilities of carrying blue-tooth devices etc. inside the Exam Center. The Flying Officer should ensure that the dress code is being observed strictly.
3. It should be confirmed from the Center Supdt. that all such places inside the Exam Centers where mobiles/electronic devices can be hidden, have been thoroughly scanned. Specially, all the washrooms should be checked to ensure that no such device is hidden there which can be later used by the candidates after obtaining entry in the Center premises.
4. Randomization of *Invigilators* - both internal (teachers from the same school) as well as external is to be done by the Chief Invigilator. It should be ensured that the randomization has actually been done by the Chief Invigilator and in case of any doubt, the Flying Officers shall be free to re-allocate the Invigilators as per his decision.
5. The Board has banned use of mobile phones by any functionary in the Examination Centers. All the mobile phones are to be kept in safe custody in a

locked trunk before the sealed trunk containing the question papers is opened. The Flying Officer should ensure that the Center Supdt. has collected the mobile phones from every person present in the Exam center and these phones deposited in safe custody under lock and key.

6. The opening of sealed trunks containing Exam materials should not be done earlier than 1 p.m. The sealed trunks should be opened in the presence of Flying Officer, Observer, Chief Invigilator and the Center Supdt and the proceedings should be properly videographed.

7. Instructions should be issued to Room Invigilators that the candidates should not be allowed to open the sealed brown paper packing of the question booklets before 1.20 p.m. The actual opening of question paper booklet seals should be allowed only at 1.30 p.m.

8. The Observer and Chief Invigilator should take continuous rounds of the Exam rooms to ensure proper standards of invigilation.

9. The main gates of the Exam Centers should be locked at 12.30 p.m. and should not be opened before 3.45 p.m.

10. No candidate or any other person present in the premises should be allowed to go out of the premises before 3.45 p.m.

11. Invigilators are to be instructed that no exam material including unused question papers, whether sealed or unsealed, OMR answer sheets or attendance sheets is to be brought out of the examination rooms without packing in tamper proof envelopes provided for this purpose. It should be strictly instructed that all sealing has to be done by the Invigilator inside the exam rooms themselves and not in the room of Center Supdt.

12. At the end of the Exam, the Flying Officer should fill up the prescribed report and submit it to the Board.