

POINTS FOR CHIEF INVIGILATORS

1. The Chief Invigilator shall be responsible for maintaining high standard of invigilation throughout the Exam Centre. He/she shall have supervising authority over all the Room Invigilators as well as a number of Asstt. Chief Invigilators who will be deployed for assisting him in various tasks.
2. The number of Assistant Chief Invigilators, generally 1 per 3-4 Exam Rooms, will be deployed for helping the Chief Invigilators. Before the commencement of the Exam, Asstt. Chief Invigilators should be assigned to specific rooms and they should move from room to room frequently for monitoring the conduct of the exam process. They should also take finger print of candidates on the special paper by using special ink.
3. Allocation of rooms to Invigilators, both internal (school teachers) and external, is to be done personally by the Chief Invigilator and without any reference to the School Principal/Centre Supdt. The Invigilators shall be assigned rooms after verification of their identity and a certificate of assignment shall be recorded by the Chief Invigilator as per the prescribed form. The randomization shall be brought in the knowledge of Flying Officer who may reserve the right to re-randomize the allocation of Invigilators to rooms.
4. The Chief Invigilator shall ensure that none of the Invigilators is carrying any mobile, watch with camera or any other electronic device and the same shall be

deposited in safe custody with the Center Supdt. before they proceed to the examination rooms.

5. After commencement of the Exam, the Chief Invigilator shall personally take rounds of all the rooms to ensure that the invigilation is proper and the instructions of the Board have been fully complied with.

6. The Chief Invigilator shall ensure that the 2nd page of Admit Card has been collected, the unused booklets have been sealed and are kept in the custody of the Room Invigilators and that the OMR attendance sheet has been properly marked,. He should also carry out test verification of identity of a number of candidates.