

IMPORTANT POINTS FOR INVIGILATORS

1. Two Invigilators will be assigned per Examination Hall. They should divide their duties in such a way that while one of them is engaged in taking attendance, filling forms etc, the other one should be free and keep an eye on the candidates.
2. The entry gates will be closed one hour before the commencement of Exam. All candidates should be seated in the Examination Hall at their respective seats not later than 45 minutes before the commencement of examination. In case any candidate is unreasonably late, he should be questioned about the reason for delay and the matter should be immediately reported to the Chief Invigilator.
3. Before allowing the candidates inside the Exam room, it should be ensured that they are carrying second page of Admit card with 4x6 size photograph pasted on it showing the head and shoulder only. The candidate should also have a valid ID proof. Under no circumstances candidates other than allotted to that particular room be allowed to enter the said room.
4. The Invigilator should make an announcement regarding prohibited items. No candidate is allowed to carry any other material apart from the Admit Card and ID proof. In case any candidate is carrying wallet, pen, watch, any other electronic item/mobiles, he should be sent out of the Examination room immediately.
5. Marking of attendance should be started half an hour before the commencement of the Exam. Both the photo attendance sheet (containing the

photo and signature of the candidate) and the OMR attendance sheet should be marked. The OMR attendance sheet should be filled by the Invigilator himself by darkening the circles against the Roll Numbers of the present candidates. The number of present and absent candidates is also to be indicated in the sheet. Care should be taken in marking the OMR attendance sheet as it is scanned by a machine and in case any Roll Number has been wrongly marked as present or absent it creates problem for the candidate.

6. While obtaining the signature and finger print of the candidates in the photo attendance sheet, the identity of the candidate should be carefully matched using ID document and large size photograph with 2nd page of the Admit Card. At the same time, the signature of the candidate and finger print should be taken in 2nd page of the Admit Card and the same should be collected by the Invigilator.

7. The 2nd page of the Admit Card of all the candidates should be kept available for verification by the Chief Invigilator/Observer/Flying officers or other Board officials etc. till the end of the Exam process after which it should be sealed in the tamper proof envelop provided for this purpose.

8. The question papers are being provided in individual sealed packing. The packets containing 24 Question booklets should be opened not earlier than 15 minutes before the commencement of the Exam. The Invigilator should ensure that the individual packets of all the question book ets are in a proper sealed condition. After this, the question booklets should be distributed to the present candidates

strictly in serial order ignoring the vacant seats. Serial numbers of question papers between two present candidates should not contain any gap.

9. 10 minutes before the commencement of the exam, the candidates should be asked to open the tamper proof paper individual packing of the question paper booklets. However, they are not permitted to open the actual question paper sealed tag. The OMR answer booklet should be taken out by sliding and pulling it out so that the candidate gets the sufficient time to enter his particulars on the question paper booklet and the OMR answer sheet before the actual commencement of the Exam.

10. The candidate should be asked to verify that the serial number on the question book let and the OMR sheet are identical and bring any discrepancy to the notice of the Invigilator immediately. in case, the serial numbers are different, the OMR will not be correctly evaluated or may even not be evaluated at all.

11. The Invigilators are to ensure that the Roll No. is correctly entered in the OMR sheet by the candidates as wrong entry of Roll No. makes the OMR liable to rejection.

12. All the unused question paper booklets should be immediately sealed inside the tamper proof envelop provided for this purpose. It is of utmost importance that no question booklet, whether sealed or unsealed, is allowed to go outside the Exam Hall at any point of time before the end of Examination. The sealed packet containing the unused question papers should be retained in the Examination room

till the end of the examination process and not sent to the room of Centre Supdt/Principal.

13. The Invigilators are not allowed to carry mobiles with camera or any other electronic device while on exam duty and doing so will render them liable for disciplinary or other suitable actions.

14. Since the candidates are not allowed to wear watches, the Board will provide the wall clock for keeping time. Wall clocks should be adjusted so as to provide accurate indication of time.

15. After end of the Exam, the OMR sheets should be collected and sealed in the appropriate tamper proof envelop, along with the OMR Attendance sheet. It has to be ensured that sealing of OMR sheets is to be carried out by the Invigilators inside the Examination Rooms itself and unused/open OMR sheets shall not be sent outside the Exam Room under any circumstances.