

INSTRUCTIONS TO THE CHIEF SUPERINTENDENT OF EXAMINATIONS

1) Appointment of Chief Superintendent

Chief Superintendent shall be appointed by the University at each centre. He/She will be responsible for the proper conduct of the examination at that centre.

Chief Superintendent shall be on duty 3 days before the commencement of examination and two days more after the last day of examination

2) Appointment of Asst. Superintendents (Invigilators)

Asst. Superintendent(s)/(Invigilators) may be appointed by the Chief Superintendent at the ratio of one for every thirty candidates on an average in colleges / University Departments. Asst. Superintendents (Invigilators) will be under the orders of and responsible to the Chief Superintendent.

Asst. Superintendent (Invigilators) shall report for duty at least 30 minutes before the actual time fixed for the commencement of the examination each day.

3) Duties of Invigilator

The invigilators must put their initials on the Hall Ticket after identification/verification of the Hall Tickets of the candidates, without fail. The attention of the candidates should be called to the directions printed on the outer cover or inner page of each answer book and also to the instruction issued to them with their hall tickets. They should be warned that failure to write the register numbers or write them correctly may involve the rejection of their answer books. No loose sheet of paper should be allowed in the examination room. Candidates should have their attention drawn to the instruction regarding rough work printed on the answer books. No separate books or rough work will be supplied to the candidates. Rough working, if any, must be done at the bottom of the page reserving sufficient space exclusively for the purpose. Paper must not be detached from the answer books.

If the ordinary answer books are found insufficient, additional books may be allowed. All books supplied to the candidates must be handed over by them at the close of the examination securely fastened together.

Candidates are forbidden to ask questions of any kind during the examination. Superintendents are instructed to refuse to answer any inquiries what so ever, relating the question papers whether in explanation of the meaning or in correction of typographical errors. Candidates are not allowed to write any thing except the register numbers and names on the question papers supplied to them.

Candidates shall take their places in the examination hall at least five minutes before the time fixed for giving out the question papers. Candidates presenting them-selves more than half an hour after the commencement of examination should not be admitted for the examination of that day.

4) Verification of Question Paper Packets

The Chief Superintendent should see that the seal and cover of the parcel / parcels are intact and the description and particulars on the outside of each sealed cover agree with those in the statement of question papers. The Chief Superintendent should further verify these sealed covers with time table and nominal rolls of candidate and satisfy himself that the covers containing adequate number of question papers in all the concerned subject for the examinations have reached in time. In the event of there being any material defect or discrepancy, he should report the matter to the controller of Examinations.

a) Keeping of the question Papers.

Question papers should be kept under lock and key in the safe custody of the Chief Superintendent in steel almirahs which have duplicate keys .until they are distributed to the candidates at the examination hall.

Question paper packets may be sorted out date -wise and session -wise (FN/ AN) and kept separately so as to avoid improper distribution at the time of examination.

b) Shortage of Question Papers

In the event of any shortage of question papers, suitable arrangements may be made for preparing the number of copies additionally required and the fact reported to the Controller immediately. When this is done, proper care should be taken to avoid malpractices of any kind.

5) Arrangement for the blind/ Physically handicapped candidates appearing for the examination

The blind / otherwise physically incapacitated candidates who write the examination with the help of the Scribes shall be seated in a separate rooms. The maximum number of candidates belonging to the above categories is allowable in an examination hall shall not exceed five (5). An invigilator shall be allotted to them •

For Prisoner(s), a Separate room and an Invigilator be given.

6) Closure of examination / Duration of Examination

Candidates are not allowed to exceed the prescribed time assigned to each paper. If on any cause the question papers in any subject cannot be given out exactly at the time fixed, the candidates should be allowed the full period prescribed for writing their answers.

7) Postponement of Examination:

Any unexpected holiday declared by the Government or by any Local Authority after the publication of the programme of examination by the University, will not affect the programme of examination already announced unless otherwise specially notified by the University.

8) Prohibition of unauthorized Persons:

No unauthorized person should be permitted to enter the examination buildings and its vicinity. The Chief Superintendent should closely watch the conduct of all peons and menials to see that they do not communicate with any candidate verbally or by signs or by conveying written messages or communicate either verbally or otherwise with persons outside the examination buildings. During the hours of examination care should be taken to see that no person loiters on the verandahs or any where near the examination room. Particular care should be taken to prevent such possibilities. Outsiders and peons not detailed for examination duty should not be allowed to wander about on the verandah while the examinations are going on.

9) Blank Answer Books/Issue to Candidates

The blank answer books and additional books received from the University and kept in safe custody by the Principal of College/ Examination Centre should be issued to the Chief Superintendent for use on each day of the examination according to needs. Every care should be taken by the Chief Superintendent to prevent possible substitution of books from outside containing prepared answers. It shall be the personal responsibility of each Chief Superintendent to see the strict observance of this rule.

10) Collection/Despatch of Scripts ; *(Please see the additional instructions enclosed)*

After the answer books have been collected, they should be carefully arranged according to subject, examination wise and in numerical orders. The answer books should be bundled, covered with cloth and properly scaled up in the presence of the Chief Superintendent and the Additional Chief Superintendent (if any) and should be dispatched in the personal address of the Controller Examinations unless otherwise instructed. The Chief Superintendent /Additional Superintendent must ensure that total number of answer scripts in the particular packet tallies with the total number of the candidates for that paper.

11) Absentees Statement:

During the time of answering each paper and immediately after the first half an hour the Chief Superintendent should note the absentees giving their name and Register Number in the consolidated forms supplied (to be returned at the close of the Examination to the Controller of the Examinations) keeping a copy for future reference making the letter(A) against the names in the appropriate column. " List showing the names of absentees, their Register Numbers and the days of Examination and subject from which they were absent" in the form to be used for this purpose. The Chief Superintendents should personally see that the statement is carefully and truthfully filled up each day and returned to the Controller of Examinations without fail immediately after the close of the examination at their Centres.

12) Purchase of Stationery

While purchasing articles, special care be exercised to see that the stationery articles purchased are of good quality suitable for use at University Examinations. The expenditure for the above purposes is to be met from the advance paid to the Chief Superintendent by the University for the conduct of University Examinations and adjusted in the final bill of charges.

13) Avoid Colour Threads

Under no circumstances colour threads should be used for tying up the answer book and additional sheet. Violation of this rule may lead to the Cancellation of the script.

14) Advance

Applications for advance towards examination charges and remuneration to Assistant Superintendent and menials should be made to the Controller of Examinations early enough, who will arrange for the payment of the amount.

If an advance received is insufficient, Chief Superintendent shall make a request to the Controller of Examinations for sanction of second/subsequent advance mentioning the amount required giving details.

In the case of any emergency not provided for in these instructions, the Chief Superintendent shall act according to his discretion for the proper conduct of examinations.

15) Admittance of Candidates

Chief Superintendent should be personally satisfied as to the identity of candidates when hall tickets are issued to them and when they are admitted to the examination hall. All precautionary measures should be taken against possible impersonation. The maximum number of candidates to be admitted on an examination hall/room shall not exceed 30.

Particular care should also be taken to see that hall tickets are not wrongly interchanged between candidates. There have been cases in which owing to similarity of names hall tickets were issued to wrong candidates with the results that they wrote their examinations under wrong register numbers causing great difficulty in the matter of the

correct identification of their answer books. When hall tickets are issued particular care should be taken to identify candidates with reference to their second language, or their optional subjects/groups. If there are candidates with the same name appearing for the same part or parts of an examination they should be identified with reference to their place of birth or date of birth shown in the hall ticket and the nominal roll.

16) Hall Tickets :

In order to help Chief Superintendent to identify candidates correctly, passport size photographs have been prescribed which will have been affixed to their hall tickets duly certified by identifying officers and with the University seal stamped on them. This is intended to prevent even exceptions of possible wrong identification of candidates by Chief Superintendent.

17) Provisional Admission of Candidates

Sometimes cases may arise that certain candidates are not in a position to produce their hall tickets or have not been correctly registered for the examination they have to appear . On such occasion the candidates may be provisionally admitted to the examination at their own risk, provided they give a declaration in writing that their application had not been rejected by the University and the fact reported to the Controller of Examinations. Candidates who have lost the hall tickets may be asked to produce the copies of their photo(Passport size) for being forwarded to this office with the signature of the Chief Superintendent when the examination is over. The answer papers of such candidates may be forwarded separately on receipt of information as to their register number from this office, if the numbers are not already known.

18) Cancellation of entries in the Answer Book-Facing Sheet

Under no circumstances register numbers on the facing sheet must be left scored without the full signature of the Chief Superintendent and in all such cases a statement leading to such action must be sent to the Controller of Examinations.

Additional sheets of the same series of the main answer book, must be given to the candidates on each day of examinations if available. The series of additional books is to be changed daily and these facts should be recorded and reported to the University while sending the scripts.

19) Leaving of Hall

The rule that candidate should not be allowed to leave the hall before the expiry of half an hour from the commencement of the examination may be strictly enforced.

20) Leaving Examination Hall early/ Surrender of Question Paper

No candidates shall be allowed to leave the examination hall till the expiry of half an hour after a question paper has been given out and no candidate who leaves the room during the period allotted for the paper shall be allowed to return within that period. Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of examination should surrender their question papers with their name and register number written on them to the Invigilator and collect them back after the examination if they so desire.

Candidates, who leave the hall refusing to surrender the question papers, as stated above shall not be allowed to take the examination of subsequent days and the matter may be reported to the Controller Examinations.

Candidates shall be permitted to leave the examination hall only after his/her answer book is handed over to the invigilator on duty in the hall. They should not be permitted to leave the hall after keeping their answer books in their seats.

21) Inspection by University Authority/Keeping of Question Papers

The duplicate keys should be kept in a sealed cover under the personal custody of the Chief Superintendent and it should be opened for inspection by the Controller of Examination or any other University authorities competent to conduct the inspection at any time during the period of conduct of the examinations.

CHIEF SUPER INTENDENTS Attention Please

We often overlook the obvious

Let us not do that; ***Please see that***

1. Before opening the outer packet of question covers, verify and assure yourself that it is the right one for the day/session
2. Cut open the top part of the inner cover, pull out the question paper a little(don't pull it out completely) and verify the code number and title of the paper.
3. if they do not agree, put back and seal the cover

Opening the Question Paper Cover:

The covers containing question papers should be examined in the presence of the Additional Chief Supt. and at least two Invigilators, twenty minutes before the time for commencement of the examinations. The Chief Superintendent / Add. Chief Superintendent and the invigilators present must sign the covers after satisfying themselves that the covers are in good condition. The Chief Supt. will then cut the cover with the scissors along the line indicated, without damaging the seal. The cut part should not be completely detached from the rest of the cover but allowed to hang loosely from it, giving sufficient opening for taking out the question papers

Opened Question Paper Covers

The Chief Superintendent will forward the opened covers to the Controller of Examinations along with the Examination Answer Script.

In addition, the Chief Superintendent shall send to the personal address of the Controller of Examinations a declaration, in the prescribed form supplied, that the seals on the question paper covers were intact at the time of opening them. The declaration should have on it the signature of the Chief Superintendent and at least two Invigilator present at the time of opening the Question paper(s).

Unopened Question Paper Covers

In case where the only candidate registered for the examination in a centre absents himself, the Chief Superintendent should make a report thereof to the Controller of Examinations and return unopened the cover containing the question papers.

Question Papers to Invigilator

The attention of the Chief Superintendent is specially invited to the instruction that question papers are to be handed over to Asst. Supt. / Invigilators only in sealed covers. No loose question papers should be made available to them Assistant Supt. may be specially instructed to scrutinize each question paper before it is handed over to the candidates in order to make sure that it is right question paper that is being distributed.

Exhibition of Time Table

The Chief Superintendent shall paste a copy of the timetable and instructions to the candidates at a prominent place in the exam centre and invite the attention of the candidates thereto.

Hall Tickets:

The examination hall tickets of the candidates appearing for the examinations will be sent to the Chief Superintendent. They should be distributed to the candidates three days before the commencement of the examination. All precautions against fraudulent impersonation should be taken and if any case is detected, it should immediately be brought to the notice of the Controller of Examinations.

The Chief Superintendent should check the names of candidates and the numbers on their hall tickets with the list of candidates sent to him by the Controller of Examinations. The name of any doubtful candidates should be reported immediately to the Controller Examinations.

Admittance to the Hall

No candidates should be admitted to the Examination Hall unless he presents the hall tickets issued to him or otherwise satisfies the Chief Superintendent as to his eligibility and identity.

Verification of Hall Tickets

The hall tickets of all candidates should be inspected during the course of the first session of Examination. Candidates may also be asked to produce these documents on any other day of the examination.

Admittance of Candidate not Included in the Roll.

If a candidate whose name does not appear in the list furnished to the Chief Superintendent, he may not be admitted to the examination unless the Chief Superintendent is satisfied that he has the eligibility to take the examination.

Such candidate may be asked to produce two passport size photos and certificate of remittance of examination fee made on or before the last date of receipt of application.

The Chief Superintendent may affix his seal and signature on the photos and hand over one of them to the candidate for producing at the time of examination. Further the form in this regard may be got filled up by the candidate and forwarded to the University.

But in such case the Chief Superintendent should report the fact at once to the Controller of Examinations stating the circumstances of the case. The answer books of the candidate should be retained by the Chief Superintendent until receipt of information as to his register number from the office of the Controller of Examinations.

If there are more than one candidate, the details regarding the name and address of the candidate, the subject, date and time of examination may be entered in a sheet of paper and kept along with the answer papers in a sealed packets signed by the Chief Superintendent and Additional Chief Superintendent.

Candidates Having Infectious Diseases

Candidates who are undoubtedly suffering from infectious diseases of any kind should not be admitted to the examination hall.

Use of Mathematical Instruction/Tables/Calculators

Candidates are not allowed the use of books of any kind. The use of Mathematical instruments whilst answering the papers in Mathematics and Physics, is however, allowed. Such instruments will not be supplied by the University. Chief Superintendent are requested to warn the candidates at the commencement of examination in each paper that persons found introducing into the examination hall or found in possession of, or copying from any book or portion of a book, manuscript or paper of any description , or communicating with any persons outside the examination room will be treated as guilty of malpractice.

In the case of University Examinations, requiring the use of mathematical and other calculation tables, Candidates are permitted to bring their own tables without any scribbling on any pages of the book. Special Instructions should be given to the Invigilators to verify strictly and carefully the tables brought by the candidates and to satisfy themselves that there is no scribbling or any addition in them which may directly or indirectly facilitate any kind of malpractice at the examination. In the case of Logarithm tables, the students are permitted to bring only Clarks tables

Malpractice

Any candidate detected of malpractice in the University examination hall should not be permitted to sit for the remaining papers/examinations, if the Chief Superintendent is prima facie satisfied about the guilt of the candidate. All such cases should be reported to the Controller of Examinations, as soon as they are detected. Statements may be got recorded from such candidates and the Assistant Supt. concerned and arrangements for conducting enquiry according to rules should be made with expedition.

All books, note books, manuscripts etc. brought by the candidates should be placed out side the Examination Hall. This instruction shall be strictly enforced.

While in Examination Hall

Strict silence shall be maintained in the examination hall. This rule applies to the Supts. as well as to all the candidates. Candidates and Supt. are strictly prohibited from smoking in the examination hall.

Selection of Answer Books/Stock Accounts

The Chief Superintendent is to decide which series of answer books should be issued on a particular session/day, decision he would take one hour prior to the commencement of the Examination

The Chief Superintendent is responsible for keeping Proper accounts for the stock and use of the main answer books and additional sheets.

Additional sheets must not be used for any purpose other than answering questions including doing calculations by the candidates in the examination hall In no case blank main and additional book shall be kept by any person other than the Chief Superintendent. Chief Superintendent shall be held responsible for the misuse of the same.

The invigilators shall be provided with Proforma of paper accounts along with the blank main and additional books and shall return it to the Chief Superintendent duly filled at the end of the session together with scripts and unused answer books. The blank main or additional book shall not be used for any other purpose.

Consolidated Absentee Statement

The consolidated list of absentees should be prepared and forwarded as instructed in para 16 of the printed instructions. They should be forwarded at the end of each category of examinations without fail. For example, the consolidated list of absentees relating to I year degree examination, should be forwarded at the close of the I year degree examination, that relating to second year B.A degree examination when the second year B.A degree examination is over and so on. The Chief Superintendent sometimes omit to send this absentee statement in proper time, causing considerable difficulty in the University Office.

Report Regarding Invigilation Works

After the completion of the examination, the Chief Superintendent must give a schedule of work done by each invigilator stating the date and session and hall number of his duty. This statement is very much required in the malpractice cases reported during valuation time.

Police Security:

If any trouble is apprehended in connection with the conduct of Examinations, the Chief Superintendent may take suitable and necessary precautions to prevent untoward happenings by informing the Police Authorities for necessary help.