

DEPARTMENT OF PRE-UNIVERSITY EDUCATION

II PUC ANNUAL EXAMINATION \_ 2013

**Guidelines to CHIEF superintendents , joint chief superintendents and other examination staff.,**

**Karnataka II PUC EXAMINATION AND EVALUATION SYSTEM IS PLACED very high and acclaimed as one of the best All over. Therefore, the duties and responsibility of the examination staff have to be understood and executed with utmost care.**

**Dear officers, please give your thought to the following at various stages of the conduct of examination work.**

- **The chief superintendents of examination centres should get in touch with the examination centre and procure details regarding the total number of candidates writing the examination on each day of examination, number of rooms and invigilators and other examination staff essential for each day for smooth conduct of examination.**
- **The principal/ lecturer drafted as CHIEF superintendent of an examination centre shall be present at that centre on all days of examination, in time, without availing leave of any sort.**
- **The chief Superintendent should visit the examination centre well in advance, a few days before commencement of examination and make proper seating arrangements in furnished rooms which have sufficient light and ventilation He/She should see to it that no candidate sits on the floor for writing the examination.**
- **The examination time table and bell timings should be displayed at many places in the college premises so that every candidate has access to it without difficulty.**

- **Candidate are allowed to use {simple} calculators and mathematical tables for those subjects of the examination only for which the department as accorded permission for use of the same.**
- **Ensure Police bundobust for all days of examination by sending a letter of request along with a copy of Time table to the nearest police station well in advance.**
- **Call a meeting of room invigilators[Lecturers] and explain the of work they are expected to execute. Make them realize how important it is to be vigilant in their work**
- **On the day proceeding the first day of examination, call a meeting of office superintendent and other staff drafted for examination work and educate them about the preparations to be made like arranging the rooms for each day of examination {in consultation with the time table and nominal roll of students pertaining to the centre] and display of register numbers, room allotment list each day at prominent places.**
- **One list of register number of students allotted room wise should be handed over to the office superintendent and another to the question paper custodian and the third should be with the chief superintendent.**
- **Guide the answer book custodian to arrange answer papers for each day of examination, room wise vide sl.no. 9. Also explain to him how fresh answer books only have to be issued each day in right order and that the answer books returned each day {pertaining to absentees be kept in separate envelopes} shall not be used any further but should be returned to the department after completion of the entire examination process on the last day**
- **On each day of the examination, at the stipulated hour, receive the question paper bundles from the custodian and verify the subject date and time of examination before opening the same in the presence of Joint Chief superintendent, answer paper custodian, office superintendent and members of the special vigilant squad and after filling necessary details in PUX 14.**

**Thereafter, the question papers packets in the bundle be taken to the allotted examination halls and handed over to the room invigilators.**

**At this point, the room invigilators should be reminded that he/she should get the signature of any five candidates present in the hall ensuring them that the seal on the packet are intact, and that he/she was opening the packet in their presence and only after this process should distribute the question papers to the candidates at the appropriate time.**

- **The chief superintendent, at the time of appointment of room invigilators should see to it that lecturers teaching that particular day's subject are not drafted for work. If enough number of lecturers of that college are not available for examination, lecturers from the tagged-on institutions may be appointed, including the unaided staff if the chief superintendent has faith in them.**

- **The office superintendents should resort to lottery system with regard to room allotment to invigilators on each day of examination. The details of room allotment should be recorded in a permanent register each day**

- **The room invigilators should maintain the invigilators diary properly by recording all necessary details in the same. Register Number of candidates present, absent etc and other details such as time of distribution of answer books and question papers should also be recorded and kept ready at the end of first half an hour.**

- **It is the duty of the office superintendent to procure details of absentees from each room soon after the half an hour bell and record the same in the absentees register and get the signature of chief superintendent. Also he should mark in red ink against the subject for which the candidate is absent in the nominal roll.**

- **The account of students present and absent for exam should be meticulously maintained, so that the total number of students present and absent on each day of examination in the question paper custodian diary tallies/matches with the number in the answer book custodian diary.**

- **Verify the candidates admission ticket I.D. card , photograph and signature before permitting them to write the examination. It is necessary to see that candidates do not carry mobile phones, writing pads, paper cutting/ slips and any sort of electronic gadgets into the examination hall**
- **The Answerpaper custodians, on their part, have to verify answer books and additional sheets supplied to the examination centre, any differences or discrepancies noticed, should invariably be brought to the notice of the head office The account of the supplied answer books and additional sheets should be maintained in a separate register and the signature of the chief superintendent and joint chief superintendent be obtained in the same. Register used to maintain answer books and additional sheets account during previous years may be continued for this examination also.**
- **It is the duty of the answer book custodian to hand over sufficient number of answer papers to the chief superintendent each day, commencing from the first serial number and secure his/her signature in the concerned register. Similar procedure should be followed with regard to the issue of additional sheets. In addition to this, it is the duty of the answer book custodian to enter details of the above in the computer sheet-pux11 supplied by the department.**
- **The relieving room invigilators should fill the details of the rooms in which they work has relievers along with the time of duty in a separate register and affix their signature without fail.**
- **The official entrusted with the job of entering the answer book number in OMR sheets against the register number of candidates should do so with utmost care using a black ball point pen.**
- **At the end of each day's examination, the answer papers to be sent to valuation camps should be put into the envelopes along with the related OMR sheets and should be sealed properly. These packets (15 to 20 in a bundle) should be placed in a plain cloth bag and sealed. This cloth bag should, inturn, be placed in another cloth bag on which is written the address of the valuation camp along with the details of the examination such as subject, date of**

**examination, number of answer books-kannada medium and English medium and grand total and all other details.**

- **The XC number should be written/rubber stamped boldly on all sides of the bundle. The cloth bundle should then be sent to the valuation camp after securing the signature of the chief superintendent and joint chief superintendent on the cloth bundle.**
- **A register has to be maintained to write the details of delivery of answer paper bundles to the valuation camps on each day of examination. The acknowledgement procured from the valuation camp should be pasted in the register. In case of delivery of answer paper bundles by registered post to outstation valuation camps the postoffice receipt should be pasted.**
- **A responsible lecturer should be assigned the responsible of answerpaper bundles to the valuation camp, both local and outstation. The details of the lecturer and the date and time of delivery should be recorded in the concerned register along with the acknowledgement.**
- **Answerpaper bundles which have to be sent to outstation valuation camps should be carefully prepared. The address of the valuation camp should be written legibly on the cloth bundle and should be verified before delivery. The account of postal stamps used for sending Answerpaper bundles to the outstation valuation camps should be meticulously maintained in proforma PUX-18 .**
- **After completion of last day's examination, the list of absentees of all days examination should be prepared in PUX-20 on the basis of marked copy of the nominal roll and the original copy should be sent to the department without fail.**
- **No examination staff, other than the chief superintendent is entitled to be in possession of mobile phones in the premises of the examination centre.**
- **It is the responsibility of chief superintendent and other staff to ensure smooth running of examination, each day, without malpractices or any untoward happenings.**

- **Also, it is the social and moral responsibility of every individual to conduct the examination smoothly maintaining the sanctity of examination.**
- **On days when examination is conducted for more than one subject, special care should be taken to place the answer paper packets in the right cloth bags so that they are sent to the correct valuation camps.**

**Note:**

- 1. Please ensure that the first cloth bag is totally plain with no mark or writing on it to establish identity of examination centre.**
- 2. Seating arrangement for each day examination should be in order of the register numbers in the nominal rolls only.**
- 3. Take measures to close all Xerox shops in the vicinity.**
- 4. The room invigilators should establish the identity of the candidates before permitting them to enter the examination hall (match the face of the candidates with his/her photograph in the invigilator's diary.**
- 5. Maintain silence in the examination hall, so that candidates write the examination in a peaceful atmosphere.**