

STATE BOARD OF TECHNICAL EDUCATION, BIHAR, PATNA.
GUIDELINES FOR THE CENTRE SUPERINTENDENT OF EXAMINATIONS.

(In addition to the General Rules of Diploma Examinations and
The Bihar Conduct Examination Act, 1981)

*To conduct
examination.*

1. Conduct of examination(s) at the centre smoothly as per the frame work of prescribed examination rules will be the responsibility of Centre Superintendent (CS). In extraordinary situation only, a CS after having prior consent from the Controller of Examinations can delegate his / her responsibility to an officer deemed to be fit and prudent to discharge the responsibility.

*Violation of
Examination norms.*

2. All occurrences of adoption of unfair means by an examinee or transgression of the rules of examination by any one whether an examinee or an intruder should be reported to the Board by the CS on the day of occurrence in daily report stating the action taken in this regard with report mentioned in section 29.

*Prohibition from
Unfairmeans.*

3. If an examinee in examination room is found to be indulged in any form of malpractice against the norms of examination shall immediately be reported to the CS by officer-in-charge / invigilator of the room along with seizure report. The CS will deal the matter under the provisions in the examination rules and The Bihar Conduct of Examination Act-1981.

The chit or written material etc. should be signed by the invigilator and the candidate should be asked to submit his explanation. The answer book of the examinee along with the chits etc. shall be submitted by the invigilator to the CS. The Disciplinary Action Committee of i) JCS, ii) ACS/Senior most Lecturer, iii) Invigilator concerned under the chairmanship of CS, shall take action as per the scale of Punishment prescribed by the Board based on the severity/nature of offence.

The CS shall send the answer book and the material found in possession of the candidate for using unfair means, invigilator's report, explanation of the candidate, along with DAC report apprising the Board about the action taken in a sealed and insured cover to the Controller of Examinations.

Seat plan.

4. Every day's seat plan of the examinees shall be maintained and kept by the CS for at least three months after the result is published. A copy of the same should be sent to the Board office. Seating arrangement in a room should be such that every student should face one direction and if possible intervening examinees i.e. examinees between the two should be of different subject.

Attendance Sheet.

5. In each examination, the candidates are required to put their full signature, roll number and answer book number on the attendance sheet provided to the institution by the Board. In an examination room all examinees will get attendance sheet one by one by the invigilator(s) in the room. The invigilators doing this work shall ascertain that candidate's roll number and answer book number are correct. CS will keep a copy of every day's attendance sheet at least for three months after the publication of results. Original attendance sheet will be sent to the Board office.

Identification of candidates.

6. Candidates at the examination centre from other institutes shall be required to appear before the CS before the commencement of examinations:

(a) to obtain their admission cards.

(b) for verification of identity.

To eliminate proxy, identity of each examinee must be ascertained by invigilator(s) of respective rooms and CS as well.

Number of Invigilators.

7. Normally one Invigilator shall be on every twenty five students in large halls. Relieving invigilator(s) according to the need will also be kept as reserve. In no case or situation in an examination room less than two invigilators will be allowed.

Teachers having relation with any examinee / Non Teaching Staff not to be assigned invigilation work.

8. Invigilators shall not normally be below the rank of a lecturer. Under special circumstances only suitable persons below this rank may be engaged. However this should be intimated to the Controller of Examinations.

If in an examination relative of any teacher/Staff of that institute is appearing the teacher/staff shall not be assigned invigilation work in any sitting on any day of the examination. The teacher/staff shall insure this themselves also.

Officer-in-charge in a Room.

9. Senior most officer in an examination room will be officer-in-charge who will supervise work of invigilator(s) and activity in the room.

List of Invigilators to be forwarded to the Board.

10. The list of invigilators of each sitting and of each examination should be sent to the Controller of Examinations when the examination is over along with remark of CS about the quality of work of each invigilator. An invigilator found neglectful of his duty should not be engaged in future for invigilation work.

Local Levy-not to be collected.

11. No money from any student will be collected by CS to meet examination expenses such as engagement of labour for serving water, for arrangement of seats, for packing and sealing the papers etc. Over and above the expenses incurred on above heads the cost of packing and dispatching drawing sheet and other materials will be met by the State Board. The government service stamps will be used for dispatching and for correspondence in connection with the Board Examinations.

Record of temporary absence of examinees.

12. The officer-In-charge of each room shall maintain a list of temporary absence of examinees mentioning roll number, time, date and duration of such absence. These records shall be submitted to the Board, when examination is over.

Arrangement for drinking water to the examinees.

13. Arrangement should be made for serving drinking water to examinees in the examination hall.

Examinees not to be contacted.

14. No letter, telegram, money order will be handed over or communication through mobile phone. Any guest will not be allowed to see the examinee whether outside or inside the room.

Correction in question paper.

15. Any error or misprint in the question paper if detected will be communicated to the examinees and modification of this effect will be allowed only after consultation with the Controller of Examinations.

Entry into examination room.

16. Barring invigilators none should be allowed in the room while the examination is going on without having permission of the officer-in-charge of the room.

Seating arrangement in the examination rooms.

17. (a) Seating arrangement in examination rooms will be made in evening one day prior to the commencement of examination. The rooms after which will be locked and reopened next day twenty minutes before the examination commences.

(b) It shall be the duty of CS to see that all desks, doors, wall etc. are wiped clean of all writings prior to the commencement of each sitting of examinations.

(c) If any such thing is found on the desk or near the wall of an examinee during examination, the examinee with the consultation of the CS will be shifted to a place where there are no such writings.

*Intimation
of receipt of question
papers.*

18. The question papers will be dispatched to the CS in sealed covers by insured posts or by messenger. The receipt of the envelopes should be intimated to the Controller of Examinations.

*Opening of packets
containing questions.*

19. The outer cover should be opened on the day the parcels reach the CS. The inner packets will be counted, if the envelopes containing question paper of any subject are found to be less than the required number, the Controller of Examinations should immediately be informed about it. The CS shall examine and observe very carefully the state in which inner envelopes reach him; if any envelope appears to have been tampered with or mutilated, the CS should leave these packets without breaking the seals. This should be immediately communicated to the Examination Controller.

*Envelopes inside
question packets.*

20. Envelopes inside the question packets containing questions bear different seal shall be kept by the CS and shall not be opened earlier than fifteen minutes before the commencement of examination of that paper. These envelopes of each sitting will be opened by the CS in presence of at least two invigilator / officers-in-charge of rooms by cutting them open at the edge of the envelope to avoid possibility of damage to question papers. The two officer-in-charge / invigilators in whose presence the envelopes are opened should sign a certificate on the envelopes that the seals were intact. The certificate should also contain the date and time at which the envelopes were opened.

*Extra/Unused copies of
question papers to be
kept safe.*

21. The CS has to see that extra copies of question papers are returned to him by the officer-in-charge / invigilator and kept in safe custody.

*Inner Envelops & extra
copies of questions to
be returned to the
Board.*

22. The CS shall return all unused/extra copies of question papers to the Controller of Examinations along with the envelopes in which they were sent. Maximum ten copies of question papers can be retained at the centre for use in the institute.

*Unused/Extra answer
books.*

23. Unused answer-books should be kept safely.

*Handing over of answer
books to respective
officer-in-charge of the
room prior to
examination.*

24. In each sitting of examination answer book should be as many in number as there are students in the examination room and then they should be handed over to officer in charge. Only machine numbered answer books will be given to examinees.

- Only one—Book-1 to be supplied to each examinee.*
25. Only One Answer Book shall be supplied to one examinee in any sitting.
- Answer books to bear stamp of Centre & Signature of CS.*
26. The answer books, which are supplied to the examinees must bear the stamp of the Centre and the signature of the CS. Before distributing, the answer Book should also bear initial of officer-in-charge / invigilator.
- Packing and Dispatch of answer books.*
27. The answer books should not be folded. They should be packed flat. The answer books from examinees should be sealed up on the same day in cloth covers in the presence of the CS. The answer books in packet should be arranged in the order of increasing roll numbers separately for separate Institute. Each packet of answer books should contain at least one question paper, blank marks foils, remuneration forms, examiner's report form and statement of contents. All packets should be sent by insured post on the day of the examination unless there is constraint beyond control for not doing so. The number of packets dispatched daily with a copy of statement of their contents should be sent to the Controller of Examinations on the prescribed printed form. If the packets are not dispatched to their destination on the day of the examination, these should be carefully kept under lock and key for dispatch at the earliest. In no case should these packets be kept at a place where safety can not be ensured.
- Unused answer-books & other materials to be returned to the Board office.*
28. Unused answer books and other materials sent from Board should be returned when the examinations are over.
- Report about the examination.*
29. A report should be sent to the Controller of Examinations on each examination day by the CS indicating whether the examination held was conducted in accordance with the rules.
- If situation is repugnant behaviour / Improper manner of examinee.*
30. In case such a situation crops up tackling of which in the opinion of the CS is beyond the provisions laid in the rules and guidelines will act at his own wit and will communicate to the Board in this regard.
- If a candidate does not produce admission card.*
31. In case a candidate is found without admission card and the CS has reasons to believe in the genuineness of the examinee and if the reasons for not bringing admit card is rational the examinee may be allowed to appear at the examination. However, the matter will be intimated to the Board.

Time allowed to an examinee for temporary absence.

32. An examinee should not be allowed to leave examination hall temporarily for more than six minutes. On medical ground CS can allow absence according to the situation but not more than a period of ten minutes and in all such cases, a responsible person should be deputed to watch the movement of the examinee outside the hall.

Any change in the answer book by the examinee after submission.

33. No candidate will be permitted to correct his roll number or any thing inside the answer book after having submitted the same. In case a candidate pleads that by mistake he has written his roll number wrong on his answer book, the CS may permit such correction to the examinee after verification from the admission card or from other documents in the office. All such correction shall bear the initial of CS. A written representation in this regard from the examinee should be sent to the Board.

N.B :- The guidelines also include points for officer-in-charge / invigilator. CSs are requested to communicate them so that they may work accordingly.