

UTTRAKHAND BOARD OF TECHNICAL EDUCATION

INSTRUCTIONS TO INVIGILATORS

N.B. - Invigilators are required to read these instruction very carefully however familiar they may be with the work of the examination.

1. (a) All invigilators must report to the Superintendent atleast half an hour before the commencement of each examination and leave with his permission after the work of counting and despatching is over.

(b) The invigilators signing the certificate on the question paper before they are opened should not affix their signatures in a routine manner but they have to ensure before affixing their signatures on the said certificates, the corrections of the question paper envelopes being opened with the help of catch figure-wise programme supplied by the Board to the Centre superintendent of the examination centre.

(c) During the examination they must help the Superintendent of examination discipline and should carry out all instructions given by him, All invigilators should submit the following declaration to the Centre Superintendent when they report themselves for duty on the first day, if not already submitted.

DECLARATION FORM TO BE GIVEN BY THE INVIGILATORS

1. I declare that * none of my relation or candidate taught by me under private tuition /*Sri.....
.....my.....
(relation) or taught by me under private tuition (*delete whichever not applicable) is appearing in the Board's Examination 20 From.....(Centre).....

2. I have carefully gone through the instructions to invigilators issued to me and I have faithfully followed them.

Signature.....

Date.....

Designation.....

(d) On the first day the particular attention of the candidates should be Drawn to the instructions regarding the writing of roll number, etc. on the cover of the answer-books, The candidates should also be asked to write their roll number both on the question paper and on the blotting paper in the beginning of the examination each day. Invigilators may ensure that the candidates do write their roll number both on the question papers as well as on teg blotting paper. He should tell them to bring their admission cards in every session of the examination. Occasional verification of the fact that candidates do write their roll numbers on the question paper and blotting. Should also be carried out.

(e) Admission cards should be checked once each day for identity of the examinees. Cases of admission cards without photos should be reported immediately.

(f) On each day of the examination, and as soon after the commencement of the examination as possible, the invigilators will please see that all the candidates have written correctly their numbers and the other particulars required to be entered by the candidates on the covers of their answer-book or answer sheets and put their initial in the space provided for the purpose.

(g) On each day of the examination the invigilators will please announce the following caution to the examinees after they have taken their seats once but before distributing the answer-books and seconds time before distributing the question paper. A caution for the third time should be given when they have started the paper to check their, desks, scales, trousers, etc. which may be later on considered to be an act of unfair means:

(i) Examinees should carefully go through the instructions printed on the over of the answer-book and on the reverse of the Admission card and act accordingly.

(ii) Examinees should carefully search out their pockets, instrument box or their seat and desk to see the no chit, book, paper or writing on the seat or desk (inside or outside), which may ultimately be reateds unauthorised so as to hold him responsible for use of unfair means is with them. If it be so they should immediately be handed over to the invigilator. (The invigilators should remove such unauthorised chit, book or paper and/or get any authorised writing rubbed of from the seat or desk or black board or on the wall). The candidates should also be asked to see their scales, instrument box, etc. to ensure that no unauthorised matter is written on them, if some unauthorised material is written, the same instrument should not be used but handed over to the invigilator.

(iii) The examinees should do all rough work of calculations on the answer-book itself on the left pages and score them out to prevent it from being examined by the examiner.

(iv) No rough work or calculations or any writing work is to be done on the question paper the blotting paper, log tables, steam table, desk, etc.

(v) The examinee should write down his roll number after the last question attempted by him to indicate the end (One of the invigilators may then put his initials in token of having checked the roll number so written by the candidate).

(vi) The Board does not take any responsibility for any wrong writing of question number or for any other mistake committed by the candidate in their answer-books.

(h) Unauthorised chits lying either inside the examination hall or in corridors or in urinals should be got removed immediately as soon as noticed. The invigilators should personally see that no examinee has kept any paper/book on the window or floor in the examination room.

2. The invigilators should distribute question papers and collect answer-books. Before distributing the question paper, the class, subject of the paper, date, time, etc., should be checked with the programme of the examination.

3. No one should be permitted to speak to a candidate on anything pertaining to the question in a printed question paper during the hours of the examination. Misprint or omission may be pointed out only in the case of cyclostyled question papers.

4. After the distribution of the question paper in no circumstances should candidates be left without an invigilator. The invigilators should exercise such vigilance as to prevent candidates from resorting to unfair means. The invigilators will please be careful not to disturb the candidates. There should be complete silence in the room.

5. Candidates who arrive late for any paper may be admitted to the examination with the permission of the superintendent, but in no case should a candidate be admitted who appears more than half an hour after the commencement of the examination.

6. No candidate should be permitted to go out of the examination room during the examination hour except in special cases with the permission of the invigilator and under some escort. It should be taken care of that the escort and the candidate do not belong to the same institution. Each case in which such permission is given, should be recorded. No candidate should be allowed to submit his answer-book and leave the examination hall finally till the time allotted to the paper has elapsed.

7. Candidates should have no books, papers or references of any kind with them in the examination room. They will be liable to exclusion from the examination if found in possession of books or papers, etc.

8. A candidate who is found talking, exchanging his answer-books, copying or using unfair means of any kind must be reported to the Superintendent immediately.

9. The names and roll number of all those candidates, who are absent from the examination hall for any cause whatsoever must be shown on the absence slip which should be handed over to the Superintendent. If there is no such candidate, the fact should be mentioned on the absentee slip. The absentee slip and undistributed balance of question papers should be returned to the Centre Superintendent just after half an hour after the commencement of the examination.

10. No persons other than the Superintendent and water boys on duty should be allowed to enter, or move about in the examination room.

11. If the supply of blank answer-book or any other articles to be supplied to the candidates runs short during the examination, the invigilator should inform the Superintendent immediately. Answer-books etc. should be supplied only after being stamped.

12. If any candidate is found suffering from any infectious disease, such as small-pox, plague, influenza, etc. They should report the Superintendent immediately.

13. At the conclusion of each session of the examination answer-book should be collected, arranged in serial order and handed over to the Superintendent.

Any scratching in roll number should be attested by the invigilator under full signature.

14. Graph sheet or 'B' answer-book given to the examinees must be got stitched with the 'A' answer-book

Secretary

Uttarakhand Board of Technical Education
Roorkee (Hardwar)