

# KAMAL KUMARI DEVI MODEL SCHOOL(H.S)

## Examination Manual

### GENERAL INSTRUCTIONS:

1. Maintain punctuality, be present at the assigned exam room on time.
2. Unauthorized leaves are not approved and for unauthorized leaves all the hazard need to clarify by the respected teacher only.
3. Mobile Phones are not allowed in the examination hall.
4. Sign on every students admit card.
5. Before signing on students answer sheets as an invigilator please check the detailed filled by the students and verify it with the admit card.
6. Count the total number of students and match it with the number of the answer sheets.
7. Arrange the answer sheets in class-wise chronological order.
8. In the end note please mention the class, section, subject, count of the answer sheets and absentees roll no(if any).
9. Answer sheet verification and attendance should be done as early as possible.
10. For any unfair mean(UFM) cancel the paper and issue a new answer sheet to the student. Attach the necessary document with the answer sheet for UFM. If no proper document is there, describe the UFM in the answer sheet and take the signature from the student. If student is non- cooperative then contact to the Exam management member.

11. Don't leave the exam room without informing authorized personnel and have to transfer your duty to another invigilator.

12. None of the student will take any exam materials except question paper outside of the examination room in any circumstances.

13. It is Subject teacher Responsibility to Give the answer sheets to the rechecker and take it back from re checker and submit in the exam department within given time.

14. Rechecker should not sign on the answer sheet , however they have to sign on the rechecker register in the exam department.

15. Rechecker must make a report on the recheck copy and submit it with the rechecked copy to exam department.

16. subject teacher must keep the student marks with them and upload the mark in the website immediately after checking the copy, and rectify it after recheck (if applicable)

### **Instructions for Balvatika to Class V**

1. The students can be allowed upto 15 minutes of extra time if invigilator feel .

2. Subject teacher can visit only once to clarify the doubts. Also invigilator should instruct that if there any wrong question attending will give the allotted marks.

3. Multiple students should not allow to go for washroom. This rule is not applicable upto class II.

4. 1<sup>st</sup> half Exam Floppy Need to Collect By the Invisilator and 2<sup>nd</sup> Half Exam Floppy will be Distribute by Exam Dept. Member.

### Time-Table:

Time	Particulars
08:00 am - 08:10 am	Collection Of Floppy For 1 <sup>st</sup> Half Exam
08:10 am	Student Arrival Time
08:10 am – 08:20 am	Assembly
08:20 am	1 <sup>st</sup> half Examination Start.
09:20 am	1 <sup>st</sup> half Examination End.
09:20 am – 09:50 am	Tiffin Time. & 2 <sup>nd</sup> half Exam Floppy Distribution.
09:50 am	2 <sup>nd</sup> half Examination Start.
10:50 am	2 <sup>nd</sup> half Examination End.
10:50 am – 11:10 am	Answer sheet Collection and make student line outside of the class room.
11:10 am	Student Departure
11:30 am-11:50am	Answers Sheet Submission
11:50 am – 12:10pm	Answers Sheet Collection By Subject Teacher
12:10 pm – 12:30pm	Checked Copy Submission.

Note : Non of the student should leave school premises before 11:10am.

### Instructions for Class VI to Class XII

1. The students can be allowed upto 5 minutes of extra time if invigilator feel .
2. Subject teacher Will not visit The Exam Room. Also invigilator should instruct that if there any wrong question attending will give the allotted marks.
3. Multiple students should not allow to go for washroom
4. 1<sup>st</sup> half Exam Floppy Need to Collect By the Invisilator and 2<sup>nd</sup> Half Exam Floppy will be Distribute by Exam Dept. Member.

### Time-Table:

Time	Particulars
08:00 am - 08:10 am	Collection Of Floppy For 1 <sup>st</sup> Half Exam
08:10 am	Student Arrival Time
08:10 am – 08:20 am	Assembly
08:20 am	1 <sup>st</sup> half Examination Start.
10:05 am	1 <sup>st</sup> half Examination End.
10:05 am – 10:35 am	Tiffin Time. & 2 <sup>nd</sup> half Exam Floppy Distribution.
10:35 am	2 <sup>nd</sup> half Examination Start.
12:20 pm	2 <sup>nd</sup> half Examination End.
12:20 pm – 12:40 pm	Answer sheet Collection and make student line outside of the class room.
12:40 pm	Student Departure
01:00 pm -01:20pm	Answers Sheet Submission
01:20pm – 01:40 pm	Answers Sheet Collection By Subject Teacher
01:40 pm – 02:00 pm	Checked Copy Submission.

Note : Non of the student should leave school premises before 12:40pm.