

KANNUR SAHODYA SCHOOL COMPLEX, TALENT SEARCH EXAMINATON 2023-24



Guidelines for the conduct of Talent Search Examination 2023-2024.

Schools registered for the Talent Search Examination will be the examination centers. Participants can write the examination in their respective schools.

1. The principal of the school will be the Centre Chief Superintendent.
2. School should distribute Hall tickets with the registration number, student's name, class, date and time of examination in advance.
3. Hall-wise allocation of candidates and examiners is to be arranged by the school.
4. Seating arrangements for the examination should be made in advance and informed to students accordingly. The same should be displayed at a place visible to all on the day of examination.
5. The attendance sheet should be prepared by the school and signed by the candidates. The absentee list also should be prepared in the format specified on the website as well.
6. Since questions for the Pre-Primary and First Standard students need to be read out to them, separate examination halls should be maintained for these classes.
7. In a classroom not more than 30 students will be allowed, and an invigilator should be appointed to conduct the examination.

8. For LKG class an invigilator can assist and supervise a maximum of 20 students.
9. While seating arrangements are made, two students of the same class should not be seated side by side.
10. Additional Superintendents (Observer) have been appointed from another school. They have to report to the centre at 9.00 am.
11. You may appoint internal coordinators to give instructions to the students and to assist the examiner to get the attendance sheet signed by the student.
12. If a candidate is absent, invigilators should write the register number of the candidate and mark him/her 'absent' on the answer sheet in red ink.
13. The invigilator shall give the candidates the OMR sheet at the commencement of the exam, at 10 a.m., and demonstrate to them how to complete the information on the OMR sheet. Invigilators are required to have checked the information by 10.15 a.m. and to sign in the designated area on the OMR Sheet.
14. Distribute the question papers at 10:15 a.m., and the examination can commence thereafter.

Before the examination begins.

The Chief Superintendent, the Additional Superintendents and the examiners will assemble at 9.15 am. The Chief Superintendent will brief the invigilators about the instructions for the examination.

The Chief Superintendent and Additional Superintendents can

1. Open the question papers packet with the support of internal coordinators.
2. Internal coordinators can arrange question papers for each examination room on the basis of seating arrangements.
3. Instruct the Internal coordinators to hand over the question papers and OMR answer sheets to the examiners in each class at 10.00 a.m.

The Chief Superintendent / Additional Superintendents should brief the examiners on the following.

Instructions for the Examiners of LKG

1. Write the name and register number of the child at the top of the Question-Cum-Answer sheet.
2. Write the name of the examiner and sign at the space provided.
3. Give directions to students to colour the picture on the first page.
4. While colouring is going on, call one student at a time and read out questions to him/her one by one and guide him/her on how to answer.
5. Examiners should not attempt to answer or to assist the students in their written work.
6. Questions should not be translated.
7. Give the child reasonable time to answer the questions.
8. For the oral question, if the answer is right the examiner can put a tick mark but cannot give marks.
9. Continue this practice till every student finishes.

Instructions for the Examiners of UKG.

1. Direct the students to write their names and register numbers at the top of the Question-Cum-Answer sheets.
2. Examiners should check the names and register numbers written by students and they have to write their names and put their signatures in the space provided.
3. Read out the Question-Cum-Answer paper clearly and slowly one by one to the students.
4. Give directions to the students to answer the questions and provide reasonable time to them before going to the next questions.
5. Continue the process till completion of all questions.

Instructions for the examiners of I std

1. Direct the students to how to enter the register number as shown in the hall ticket at the top of the answer sheet.
2. The examiner should verify the register number written by the candidates on the answer sheet with hall ticket.
3. The examiner should write his/her name and sign in the space provided.
4. Examiners should read out questions one by one slowly and clearly to the students. Questions may have to be read out two or three times. If needed.

Instructions for the Examiners of classes II std — X std.

1. Give directions to the students on how to fill in the details in the OMR sheet.
2. Direct the students to write the register number as shown in the hall ticket at the top of the OMR sheet.
3. Before starting the examination, invigilators should verify the registration number entered by the students with hall ticket.
4. Examiners should write their names and sign the OMR sheets after verification.

Instructions for filling the OMR sheets.

1. While filing the OMR sheets make sure that the bubbles are completely filled and do not underfill or overfill them.
2. Students of classes I –IV can use a pencil to fill the bubbles.
3. Students of classes V –X can use blue/black ballpoint pens to fill the bubbles.

Packing instructions

1. On completion of the examination, OMR sheets (and answer sheets of LKG &UKG) should be collected in register number order including absentees and are to be brought to a common room for packing.
2. Packing has to be done class-wise in the envelope provided for this purpose. The certificate of packing should be signed by Centre Superintendent and Additional Superintendent and fixed on the packet.

3. Packet containing answer sheets and attendance sheets should be delivered Nithyananda Bhavan English Medium School before 5 PM.