



UTTARAKHAND OPEN SCHOOL DEHRADUN

Examination Guidelines

Post examination Responsibilities of School / AC

The examination papers, including any unused scripts, must be placed in the plastic envelope(s) supplied, bearing the address of Board's Head Quarters.

Invigilators must ensure the attendance sheet is complete with the required details and that the attendance list has been fully completed with all absences noted.

The School/AC must complete the Supervisor's report and enclose the whole document with the question papers, a completed Returned exam papers log and any answer sheets in the envelope(s).

Envelopes must be sealed with the supervisor's signature written across the seal.

The examination papers and paperwork must be returned to Board's Head Quarters, within three days after Exams.

If there is any delay the Controller of Examination at Board must be contacted immediately. Failure to do so may result in the papers being voided.

The Centre Representative is responsible for checking that there are the correct numbers of papers per level.

The Regional Head should prepare the Gazette properly for each and every student after declaration of results.

DURING THE EXAMINATION :

No candidate may leave the room in the first 30 minutes, or during the last 15 minutes of their examination.

After the examination has been in progress for 15 minutes, no students can enter in examination hall.

Verify the identity of candidates by checking their Admit Card/Hall Tickets and after that which should be placed on the top right hand corner of the desk.

If no photo ID is provided, please record this on the attendance list.

Lack of a suitable form of ID will prevent the candidate from completing the examination.

After the examination has been in progress for 30 minutes, ensure that missing candidates are recorded on the attendance sheet by writing there absent. Please take care to update the attendance sheet to include any late-comers and any additional candidates.

Exercise surveillance at all times. At no time should candidates be left unsupervised in an exam hall.

Do not allow a candidate to leave and return to the examination unless supervised by an invigilator while absent.

Do not permit a candidate to communicate with anyone other than an invigilator during the course of the examination without permission.

Your task is to invigilate the exam. During the exam, you must not read, use a laptop or work on your own projects in any format.

You should ensure that you regularly walk around the room and attend promptly to students with raised hands. If you have to communicate with another invigilator, please do so very quietly or leave the room if this is possible.

INSTRUCTION FOR INVIGILATOR :

One or Two invigilator is required to be present in every examination room. In rooms with more than 25 candidates, there must be one invigilator for every 25 candidates.

Where examinations take place in separate classrooms, there must be some invigilator available outside the rooms in case an invigilator inside a room needs assistance.

Question papers must not be released to the supervisor/invigilator more than 30 minutes before the start of the exam.

Bags and other belongings must be left either outside the examination room or placed in a secure area.