

Directions to Assistant Superintendents (Invigilators)

1. The Chief Superintendent has to ensure the availability of Assistant Superintendents before the distribution of Question papers. Hence the Assistant Superintendents should report at least half an hour before the commencement of exam.
2. The Assistant Superintendent should compare the Reg. No: in the Hall Ticket of each student with the Seat Allotment sheet and ensure that all students are seated in the proper place. The Assistant Superintendent is responsible for forgery, if any. Photo also may be verified to identify the candidate. If there is a Scribe/Interpreter to assist any candidate, their Admission Ticket also should be verified.
3. Before issuing Answer Books and Additional Sheets, make sure that they are not defective and all of them have the monogram of the Controller of Technical Examinations.
4. Usually exams of different Scheme are conducted simultaneously at a time and that the students will be mixed up and seated together. Also students of different Branches will be mixed up in the same hall. The Assistant Examiners Superintendent should identify the Scheme and Code. No: of subject of each student before distributing Question paper.
5. If there are two parts (I & II) for any subjects like 1003 Applied Science I & II (Physics & Chemistry) two Answer books should be supplied to each student.
6. The Reg. No: entered on the face of the Answer book by each student must be verified with the Hall Ticket and correction should be done in necessary cases.
7. The students should be directed to go through the instructions given in the Hall Ticket and Answer book and to comply with the same.
8. Immediately after the distribution of Question papers, the students should be directed to write their own Reg. No: and Name in the Question paper so as to prevent exchange and misuse of Question paper.
9. No candidates will be allowed to enter the exam hall after half an hour from the commencement of exam.
10. Attendance of the students is to be recorded by obtaining the signature of each student against the Reg. No: and Name given in the Attendance sheets. If any student is absent enter 'ABSENT' against the Reg. No: concerned in the Attendance sheet.
11. The Absentee/Attendance details are to be furnished in the Register maintained in the Exam Section of Office towards the preparation of the Label to be placed over Answer script bundles.
12. An account of Receipt and issue of Answer book and Additional sheets is to be prepared by the Asst. Supdt., which will be handed over to the Chief Superintendent after the exam.
13. Additional sheets are to be issued to the students only on their request. Only one additional sheet need to be issued every time to a student on request. It is highly irregular to issue more than one Additional sheet at a time to a student.
14. The Assistant Superintendent need not sign on the Additional sheet. The procedure of signing is not followed in the exams conducted by the Board of Technical Examinations.
15. The students shall be allowed to bring only Hall Ticket and writing materials to the Exam Hall. The Assistant Superintendent should verify their belongings so as to avoid any malpractice. The students need not be trapped. At the same time, all possibilities of malpractice should be prevented by sufficient precautions.
16. Malpractice/Misbehavior, if any, should be reported on the spot. Malpractice detected should be reported in Form D along with Answer book, Additional Sheets, if any, and also with materials or notes or scripts used for the same. After seizing the already written Answer book, a new Answer book may be issued and the student may be allowed to write the exam afresh. The second answer book is to be forwarded along with the answer book of other students.

17. Students shall not be allowed to leave the Exam hall before half an hour for the completion of exam. Any candidate leaving hall before the stipulated time should surrender his Question paper. Candidates who do not surrender the Question paper need not be allowed to leave the exam hall.

18. After the completion of exam, Answer scripts should be sorted Scheme -wise/Subject wise in the serial the order of Reg. No. In case there are two parts for a subject, each part should be sorted separately carefully in the serial order of Reg. No. and handed over to the Chief Supdt.

19. Total No. of Answer scripts handed over to the Chief Superintendent should tally with the Attendance sheet maintained by each Assistant Superintendent.

20. Physically Handicapped students who have been permitted by this office to avail extra time should be given that facility for which they will produce the permission letter.

21. If due to an unavoidable reason the exam is started late, proportionate extra time as decided by the Chief Supdt. is to be allowed so as to maintain the prescribed duration of exam.

22. Procedures followed previously and not specified in this manual may be adhered to as usual.