



BOARD OF SECONDARY EDUCATION, ASSAM

BAMUNIMAIDAM, GUWAHATI-781021

HSLC/AHM EXAMINATION, 2020

Duties and Responsibilities of Supervising officer of HSLC/AHM Exam, 2020 :

1. He/she must ensure functioning of CCTV cameras in the examination centre to which he / she is appointed.
2. The SO must be present at the time of sorting of the confidential packets by the Officers-in-Charges and put his/her signature on the packets. The confidential packets can be opened only an hour before the commencement of Examination in case the No. of candidates is above 500 and 45 minutes before in case the No of candidates is below 500. He/she must ensure that the question papers must pertain to the examination of that day only. The unused Question Papers must be kept in safe custody of the Officer-in-Charge of the centre within 15 minutes from the commencement of written examination.
3. The SO must ensure that no Mobile phones have been taken inside the Examination Hall and in the Sorting Room at the time of sorting of Question Paper even by the Officer-in-Charge of the Centre.
4. He/she must ensure that the invigilators engaged do not take their Mobile phones inside the Examination Hall. In addition to this, Invigilators will frisk each and every student.
5. (a) Invigilators shall not be appointed of the subject concerned, of which examination is being held on the day. There is a report that manipulation of record is being done while recording subjects of teaching by the invigilator, in the list of invigilators. For example the invigilator who is actually teaching Mathematics subject, but in the invigilation duty, list his/her name is recorded against English subject. Thereby he/she managed to get invigilation duty on the day of examination of Mathematics, even though he/she is a teacher of Mathematics. The SO must ensure that such practice is not followed. No teacher of a particular subject can be appointed as an invigilator for the examination of that particular subject.
(b) Teacher of private School/Venture Schools can be given invigilators duties, only on those centre of examination, where candidates of their School are not appearing.
6. He/She should take a self declaration from the invigilator that no candidate who is his/her Son/Daughter near relative appearing in the particular room/hall and also he/she will give the self declaration that he/she is not teaching the subject for which examination is held that day.
7. Candidate shall not be allowed to use any electronic devices inside the Examination Hall.
8. He/she must confirm that the Seat Plan is prepared by the Officer-in-Charge as per Board's rule and in each room / hall candidates of different schools are distributed evenly again. Under no circumstances, candidates of a particular Schools will be seated in a single room.
9. To insist that temporary urinals are provided in sufficient number, no male candidates is allowed to go to any covered permanent urinals.
10. He/She must ensure that sealed packets of Question Papers are opened by the Invigilators inside the assigned room for duty and in presence of the candidates.