



BOARD OF SECONDARY EDUCATION, ASSAM

BAMUNIMAIDAM, GUWAHATI-781 021

HSLC Examination 2024

Duties and Responsibilities of Supervising officer of HSLC Examination, 2024.

- 1) From this year SEBA has introduced personalized OMR Answer Scripts for answering Objective Type questions in case of CORE subjects. Therefore, Supervising Officer must ensure that after completion of first 90 minutes of examination, invigilators are to collect the used OMR Answer Scripts and arrange the Answer Scripts Roll No. wise.
- 2) He/she must ensure the functioning of CCTV cameras in the Examination Centre to which he/she is appointed.
- 3) Regarding verification of Q.P. Packets at P.S./P.O.P
At the time of receipt of day-wise Packets of Question Papers from allotted PS./ POP, the Centre-in-Charge will have to verify again the No. of Question Paper Packets received from SEBA is verified with record of Packing note of the Examination Paper. The Q.P. Packets has to be wrapped with the rubber band/ swine-thread and insert carefully the whole Q.P. bundle into a Bag instead of bringing it openly in hand without any Bag. Supervising Officer must be present at the time of receipt of confidential sealed cartons of Question Papers and OMR Answer Scripts from the P.S. / P.O.P.
- 4) Regarding receipt & Verification of Q P Packets at Examination Centre
The supervising Officer has to verify the No. of Packets of Question Papers subject-wise received. Questions Paper Packets mentioned in the packing note must be same with the No. of Packets received physically in both the cases. The S.O. will have to give this additional information additionally along with his/her daily Centre-Report
If any difference is notice between the two then the S.O. will have to immediately inform the matter to the Controller of Examinations prior to the commencement of the said Examination of the day.
- 5) The SO must be present at the time of sorting of the confidential packets by the Officers-in-Charge and put his/ her signature on the packets. The outer cover of 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. Sealed packets of Question Papers (containing 10 Question Papers each) are to be opened in Examination Hall/ Room in front of candidates only.
- 6) 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.
- 7) 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
 - 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. There by 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.
- 8) 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 sell declaration that he/she is not teaching the subject for which examination is held that day.

- 9) Candidate shall not be allowed to use any electronic devices inside the Examination Hall.
- 10) He/she must confirm that the Seat Plan is prepared by the Officer-in-Charge as per Board's Instructions and in each room/hall candidates of different schools are distributed serially as per Roll Nos. **i.e. inside the room/ hall, candidates will seat serially as per their Roll No.**
- 11) To insist that temporary urinals are provided in sufficient number, no male candidate is allowed to go to any covered permanent urinals.
- 12) 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.
- 13) He/ She must ensure that excess Question papers/blank Answer Script of day-wise examination are in safe custody under the Officer-in-charge of the centre.
- 14) He/ She shall examine the Name & Signature of the invigilator in the following places:
 - a) Full name on the Top Cover Page of the Answer Script
 - b) Signature on the appropriate place of the cover page of the additional sheets.
 - c) He/ She must ensure that the candidate has to mention the No. of additional sheets used by him/her in the appropriate Box of Top cover page of the Answer Sheet.
- 15) The SO has to examine the document of Physically Challenged students (CWSN Category) before allowing him/her to appear in the examination (Ref overleaf ADMIT Card instructions).
- 16) After completion of the examination, Answer Scripts will have to be collected from the Rooms/Halls in time without any loss of Answer Scripts or mismanagement of Answer Scripts in the Centre.
- 17) The SO must be present at the time of packing and dispatch of the Answer Scripts and has to put his / her signature in the Dispatch Register as well as on the packets every day. It is to be ensured by him/ her that dispatching the Answer Scripts to the allotted zone, is done subject wise and medium wise in chronological order. He/she must ensure the correctness of address of the allotted zones provided by SEBA, otherwise Officer-in-charge will be directly responsible for wrong dispatch.
- 18) He/she must ensure that the collected Answer Scripts are packed properly, sealed and dispatched to the destination specified. In unavoidable situations, if the sealed packets are not possible for delivery on the same day, sealed packets must be kept at the assigned Police Station /Police Outpost etc. and send the same in the first half of the next day to the proper destinations as per the instructions given by the Board.
- 19) The SO must not hesitate to exercise his/her duties, responsibilities and powers conferred on him/her to control the Centre in all possible ways so that the examination is conducted smoothly in a peaceful atmosphere.
- 20)
 - a) S.O. must upload the 1 (one) page report daily through online. In case of the centres where irregularity is found.
 - b) He/ She should ensure that all feeder school has submitted IA marks through online system.
 - c) He/ She should ensure that the Centre-in-Charge has submitted the daily online report of Absent Expelled candidates.
- 21) The SO will ensure the special arrangement of the centre for COVID safety protocols.
- 22) For any problem, the SO is requested to immediately bring to the notice of the Board at the following telephone nos. The Board welcomes any interim report whenever the SO feels it necessary to report to the Board.

Chairman: 94353-40540 (M), 0361-2550330 (O)
Secretary: 8638380362 (M), 0361-2550371 (O)
Controller of Examinations: 70860-15582 (M)
Email ID: boardassam@gmail.com

Sd/-
(NARNARAYAN NATH, ACS)
Secretary
Board of Secondary Education, Assam
Guwahati-21