

Guidelines for Centre

Superintendents

(Theory Examinations)



NATIONAL BOARD OF SCHOOL EDUCATION INDIA

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TO BE NOTED BY THE CENTRE INCHAREGES

- No candidate shall be allowed to appear in an Examination Centre other than allotted, unless permitted by the NBSE/Regional Centre concerned in writing. If a candidate changes Examination Centre without the permission of the NBSE/Regional Centre, the result will be withheld and it will be treated as a case of use of unfair means.
- A copy of the 'Instructions for Invigilators' as given in Chapter-4 is provided to all the Invigilators appointed at the Examination Centre. A certificate that no near relation is appearing in the examination from that centre should be taken from all the Invigilators.
- The candidate has filled in all the columns of Answer Book and no column is left blank. The invigilator should be instructed to sign Answer Book after verifying the roll number and photograph from the Identity card.
- The candidate has properly recorded the Answer Book No. and signed against his/her name only.
- All unfair means cases are processed strictly as per Guidelines given in Chapter-6. The invigilators and Centre Incharge must complete and sign the UFM performa even if the candidate is caught by OSD/Flying Squad.
- No continuation sheet is to be provided to the candidates. The candidates will have to complete their answers in the first Answer Book itself. This should be announced by the invigilator at the start of the examination every day.
- The doors are opened half an hour before the starting time on the first day and fifteen minutes before the starting time on the subsequent days.
- No Candidate who is late by more than 30 minutes should be allowed to take the examination.
- No candidate is allowed to leave the Examination Hall or take away the question paper before the expiry of half time allotted to a particular paper.
- If a candidate does not have Intimation Letter, he/she may be allowed to appear in the examination on production of Identity Card provided his/her name appears in the list of candidates sent by the NBSE.
- The Centre Incharge should maintain complete account of Blank Answer Books supplied by the NBSE. The bill of Centre Incharge will be cleared only after he/she renders a complete account of Answer Books and returns the unused Answer Books to the Regional Centre concerned.

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IMPORTANT CHECK POINTS

The North East National Board of School Education conducts two full-fledged examinations every year. Conduct of Examination is a very important activity in which all constituents of NBSE contribute whether they are at the Headquarters, Regional Centres or at the Accredited Institutions. The Centre Incharge/Dy. Incharge takes all precautions to ensure smooth and fair conduct of examination at their Examination Centre. However, there is need to check all the details before the commencement of Examination. For the sake of uniformity, NBSE has laid down detailed Guidelines for Centre Incharges for Theory Examinations. Before moving on to various aspects of the conduct of examination, here are some important instructions/points, which may strictly be adhered to. **All persons concerned with examinations should read the Guidelines for Centre Incharges carefully before the commencement of examination.**

1.1 BEFORE THE EXAMINATION

1.1.1 Ensuring Receipt of Question Papers in SIC

- i. Ensure receipt of the Question Paper Packets by the SIC well in advance. In case of non-receipt of these packets at least 10 days before the commencement of Examination, please inform the Director (Evaluation) telegraphically/ through fax/over telephone, otherwise it will be presumed that the packets have been received by the SIC and checked by the Centre Incharge.
- ii. The Question Papers should be arranged date-wise according to the date-sheet and kept under the custody of the SIC.

1.1.2 Facilities for the candidates

- i. Display date-sheets and Instructions for the Candidates as given in chapter-2 of this booklet, outside the Examination Hall.
- ii. Purchase Log Tables in sufficient quantity in advance and make available the same for use of students in Mathematics, Physics and Chemistry examination. These should be used in the subsequent examinations of National Institute of Open Schooling.

1.1.3 Receiving of question paper from SIC

- i. Ensure receipt of Packet (s) of Question Papers well in time for the day and open the same which are meant for that particular day.

- ii. Always ensure the availability of requisite number of Question Papers well in advance of the actual examination by checking with the list of candidates and Question Papers received in the SIC.

1.1.4 Appointment of Invigilators

- i. The invigilators should invariably be appointed from the teaching staff. The details about the invigilators, who are not from the staff of the School should be kept in a register along with details of teaching staff appointed from School/AI.
- ii. Every invigilator should be required to sign in the attendance register, the time of arrival and departure in a register to be specially maintained by the Centre Incharge.

1.1.5 Eligibility of the candidates to appear in Examination

- i. Only those candidates, whose names appear in the list of candidates supplied by the NBSE or those who have got written permission from the Regional Centres/ National Board of School Education Headquarters, be allowed to appear for examinations at your Centre. Please do not allow ineligible candidates to appear in the examinations.
- ii. If any candidate approach the allotted Examination Centre with Intimation Card of the current examination showing eligible subjects and dates, he/she may be allowed even if his/her name is omitted from the list of candidates due to some error after verifying his/her Identity Card on provisional basis and after obtaining an undertaking subject to his/her being eligible otherwise.

1.2 DURING THE EXAMINATION

1.2.1 Checking the Candidates before Entry in the Examination Hall

- i. Frisking of the candidates should be done thoroughly at the entrance gate itself before the candidates are allowed to enter the examination hall.
- ii. Do not permit the candidates to bring books, papers or reference material of any kind in connection with the examination into the Examination Hall/Room.
- iii. Ensure that no candidate brings any electronic equipments like Calculators, Tape Recorders, Cellular Phones, Pager etc. in the examination hall/room.
- iv. However, the candidates are permitted to bring with them the drawing instruments and stencils or templates for drawing outline maps for Physics, Chemistry and Geography examination.

1.2.2 Handling Question Papers

- i. Distribute the Question Papers at the precise time of commencement of Examination given in the date-sheet. In case, due to some unforeseen circumstances, there is delay in the commencement of examination at the scheduled

time, the time so lost in the process must be compensated and a certificate be sent to this effect to the Regional Centre concerned as well as to the Director (Evaluation), NBSE on the same day.

- ii. For blind candidates, in the subjects of Social Science and Mathematics o Secondary Examination and History of Senior Secondary Examination, there is an alternative to questions of maps/diagrams, which have to be attempted only by the blind candidates. In such cases, on the top of the Answer Script. The words "THE BLIND CANDIDATE" must be written.

1.2.3 Handling Attendance Sheets

- i. Ensure that Attendance Sheets are correctly filled in and signed by the candidates daily.
- ii. Encircle the Roll Numbers of absent candidates with Red Ink and mark them ABSENT in place of their signatures in Attendance Sheets.
- iii. Mark 'UFM' in case of candidates who have been booked under use of unfair means.
- iv. Add the names of additional/authorized candidates such as centre change cases (permitted by Regional Centre/NBSE Headquarters) on the computerized attendance sheet for obtaining their signatures.
- v. In case, computerized attendance sheets sent by the NBSE are not received at the Examination Centre before the 1st day of Examination, take the attendance of the candidates allotted at the centre in the attendance sheet in Performa given in **Annexure-I**.
- vi. Ensure that the Attendance Sheets bear the signatures with rubber stamp of the Centre Incharge and OSD (Observer) appointed by RC (NBSE) before these are sent to the Regional Centres concerned on the same day of the exams. along with the packets of Answer Books.
- vii. The scanned nominal roll provided by the NBSE must also be used for obtaining the attendance of students daily. As soon as the examination is over, the same be sent to the Regional Centre concerned for record

1.2.4 Handling the Answer Books

- i. Please Affix facsimile stamp of the signature of the Centre Incharge on Answer Books before these are issued to the candidates. Under no circumstances, address stamp of the Centre should be used on the answer books.
- ii. Instruct the candidates not to write his/her name, roll no. or make any distinguishable sign or mark anywhere in the Answer Book/Graph/Map except at the places specified for the purpose.
- iii. Maintain a proper account of all the used and unused Answer Books (as in **Annexure-7**) and send a copy of the same duly verified by the OSD (Observer) of

NBSE along with the Attendance Sheets and sealed answer books daily. One copy may be retained by the Centre Incharge in his records which would be open for Inspection and for physical verification of unused answer books by OSDs, Observers or Flying Squad Members or any other person deputed by NBSE.

1.2.5 Handling Unfair Means Cases

Please ensure that the unfair means cases detected during the course of examination are properly recorded and packed in a separate envelope and sent to the Regional Centre concerned with requisite statements and documents as per procedure laid down in **Chapter-6**. The copying material found with each of the cases should also be enclosed. Please send this packet along with the packet containing the Answer Books for that day.

1.2.6 General Arrangements

- i. Give a bell sound after completion of each hour during the examination. One bell sound should also be given 10 minutes before completion of the paper and long/final bell at the end. The Invigilators should communicate these indications to the candidates before commencement of examinations.
- ii. Centre Incharge should be careful about making arrangements for toilets for the use of candidates. A commode and pot might be placed at a suitable place surrounded by kanats near the Examination Hall, in case there is no pakka latrine or a urinal nearby. Separate toilets are required for boys and girls.
- iii. Ensure that proper police arrangement is made at the Centre.
- iv. Allow the Observers/Members of Surprise Visit Team appointed by the NBSE/ Regional Centre to inspect the records and the Examination Halls/rooms after ensuring that the visiting team is having proper authority letter from their Regional Director/Director (Evaluation), NBSE.

1.3 SEATING ARRANGEMENT

- i. A day before the commencement of the examination, the Centre Incharge shall ensure that satisfactory seating arrangements for the examination have been made. He/She shall particularly see that the candidates are to be seated in such a way that the students are not able to communicate with each other **i.e. whenever a two-seat desk is used, only one candidate should be seated and in case of availability of four-seat desk, only two candidates should be seated on it.**
- ii. The Centre Incharge shall prepare a seating plan of Examination Hall and/or rooms showing the order of seats allotted to candidates and the direction in which the candidates face as per Annexure-II and shall send a copy of the seating plan for each session to the NBSE Regional Centres along with the bundle of answer books. Please keep in mind that the vertical row should contain the seats No. 7, 10, 13, 16, 19 and so on.
- iii. A slip giving the Roll Number of each candidate should be pasted on the Roll No. should be written with chalk on each desk/table, so that the candidate has

no difficulty in finding out his allotted seat. Candidates must be seated sufficiently apart to prevent collusion/contact.

- iv. In the seating plan for each room, candidate who is absent be encircled with RED ink indicating ABSENT.

1.4 DISPATCH OF ANSWER BOOKS

The Answer Books, Attendance Sheets, scanned attendance sheets and other related materials pertaining to Theory Examination will be dispatched to the concerned Regional Centre or to specified places as per direction from the NBSE, as per instructions in **Chapter-7** of Guidelines.

1.5 PRACTICAL EXAMINATION

- i. **The Practical Examination will be conducted at the respective study centre i.e. Accredited Institutions (AIs).**

2

INSTRUCTIONS FOR CANDIDATES AND CENTRE INCHARGES

2.1 FOR APPEARING IN THE EXAMINATION, THE CANDIDATE SHOULD BRING WITH HIM/HER THE FOLLOWING:

- (i) *Intimation Letter or special permission issued by the NBSE*
- (ii) *Valid Identity card issued by NBSE.* If his/her Admission card/Identity card is lost, duplicate copy of the same should be obtained from the Regional Centre concerned of the NBSE before appearing in the examination.
- (iii) *Pen, pencil, ink and other stationery items required to be used by the Candidates for the examination.* Only royal blue or blue black ink is to be used, except that red ink may be used for writing heading in the answers. No other ink is permissible. Ball point pens are also allowed.

Electronic equipments like calculators, tape recorders, cellular phones, pagers etc. are not allowed in the Examination Hall.

22 The Examination Hall will be opened on each day 15 minutes before the time specified for the commencement of the examination. No candidate who is late by more than 30 minutes shall be allowed to appear in the examination.

23 A chart depicting the Room wise Seating Plan with Roll No. of the candidates allotted to each room should be prominently displayed at the entrance of the Exam Centre. A seat marked with his Roll Number will be allotted to each candidate. Candidates will be required to find out and occupy their allotted seats.

2.4. No candidate, without the permission of the Invigilators shall leave his/her seat or the Examination Hall during the examination. No candidate shall speak without permission. If it is necessary for the candidate to communicate with the Invigilator, he/she shall stand up in his/her place and the Invigilator will see to his/her requirement.

25 Before beginning his/her paper, he/she should write on the title page of his/her Answer-Book the subject and question paper code number. In respect of Senior Secondary (Economics subject - 318) the candidate should also tick mark () on either on old course or new course as per his/her choice. He/She shall write his/her Roll No. and name in the space provided on title page and nowhere else in the answer book. He/She shall also write his/her Roll No. on his/her question paper as soon as it is received by him/her.

- 26** If a candidate writes his/her Roll No. or puts any special mark in any part of the Answer-Book other than the space provided for the purpose, he/she will render himself/herself liable to have his paper cancelled.
- 27** **On the expiry of time the answer book must be handed over to the Invigilator** even though the candidate may not have answered any part of the paper.
- 28** **Answers shall be written in the answer book supplied to the candidate and on both sides of the paper.** No candidate shall tear out a leaf or part thereof from the answer book.
- 29** **Smoking is strictly prohibited at the Examination Centre.** Candidates found doing so during the course of the Examination shall be liable to be expelled from the Examination Centre by the Centre Incharge.
- 2.10 A candidate found committing any of the following acts shall be deemed to have used unfair means and his/her examination result shall be withheld:**
- (i) Writing name, roll number or putting signature or any other mark in the answer book which may disclose, in any way, the identity of the candidate. Name and/or roll No. is to be written only in the space provided for it and no where else.
 - (ii) Appearing in the Examination Centre other than the allotted to the candidate without the permission of NBSE.
 - (iii) Having in possession book(s) notes, papers or any other material, connected with the examination.
 - (iv) Receiving or giving assistance in copying in any form during the course of the examination.
 - (v) Smuggling in or out of the examination hall question papers, answer book etc. and tearing leaf/leaves from the question papers, answer book or tampering with the answer book in any way.
 - (vi) Using abusive/derogatory language orally or in the answer book/against the Centre Incharge/Examiner/Invigilator or threatening/using violence towards Invigilator or Centre Incharge
 - (vii) Impersonation i.e. sending some other person to take the examination.
 - (viii) Communicating with the examiner or any other person connected with the examination, with the object of unduly influencing him in any way.
 - (ix) Any other type of misconduct or a deliberate previous arrangement to cheat in the examination.
 - (x) Writing questions or answers on any paper other than the answer book.
 - (xi) Wrong statement in the application for admission such as tempering with the certificate/statement of marks etc. or forging a signature.

The decision of the UFM Committee in imposing penalty for the offence committed by him/her shall be final and binding on him/her.

- 2.11** A candidate can be physically searched by the Centre Incharge/ Invigilator/ Observer/Flying Squad, deputed by the NBSE before or during the examination at any time.

3

NORMS FOR ENGAGEMENT OF STAFF AND RATES OF PAYMENT

In order to conduct the NBSE examination, NBSE allows the Centre Incharge to engage the staff from their school/AI or from other nearby institutions as per the following norms.

3.1 NORMS FOR ENGAGING STAFF ON DUTY

- 3.1.1 Centre Incharge:** There will be one Centre Incharge for each Centre and his/her appointment shall be approved by the NBSE.
- 3.1.2 Deputy Incharge:** may be appointed when the total number of candidates allotted to a Centre is 250 or more.
- 3.1.3 Invigilators:** The invigilators should be appointed invariably from the teaching staff of the Centre. There will be two Invigilators in each room. If the number of candidates is more than 40 either in a room or in a hall, there will be one more invigilator for each 20 candidates or fraction thereof. ***In case only one candidate is registered for a paper, only one invigilator may be appointed for the session.***
- 3.1.4** *In the examination centre where upto 200 learners are registered, they will be provided one additional Invigilator exclusively for checking Identity cards and attendance sheet on all the days of examination,. In case of more than 200 learners registered in the Examination two additional Invigilators (One male and one female) will be provided exclusively for checking Identity Cards and attendance sheet on all the days of examination.*
- 3.1.5 Clerks:** - There will be one clerk upto 249 candidates allotted at the Centre for Examination. If the number is 250 or more, number of clerks will be two.
- 3.1.6 Laboratory Assistant:** There is no need of Lab.
- 3.1.7 Peon/Waterman:** There will be one peon and one waterman upto 249 candidates allotted. Additional peon and waterman (One each) may be engaged for the specific days on which the number of candidates registered exceeds 249.
- 3.1.8 Chowkidar/Sweeper:** There will be one Chowkidar and one Sweeper in the Centre on each day of examination including practicals irrespective of number of candidates allotted.

3.2 PAYMENT NORMS TO THE STAFF

3.2.1 Remuneration for the Staff

(i) Centre Incharge	Rs. 400/- Per Session
(ii) Dy. Incharge*	Rs. 300/- -do-
(iii) Invigilators	Rs. 250/- Per Session
(iv) Clerk/Laboratory Assistant	Rs. 150/- -do- (v)
Peon	Rs. 100/- -do-
(vi) Waterman	Rs. 100/- -do-
(vii) Chowkidar	Rs. 100/- -do-
(vii) Sweeper	Rs. 100/- -do-
(viii) Seating arrangement (allotted per day)	50 paise per candidate

* When the total number of candidates allotted to a centre is 250 or more

3.2.2 Maintenance of Furniture/Rent of building

In respect of other schools/AI's of NBSE where no rent is being charged/paid, Rs. 30/- per student for whole examination will be admissible for use of school furniture, security, electricity, water etc.

Remuneration and Conveyance for Collection of Question Papers From the SIC / Paper Collecting Centres

3.2.4 Conveyance for Depositing the Answer Books to the Collection Centre/ Post Office and Returning the Balance of Examination Stationery to NBSE.

- i) One way actual auto charges (by the shortest route) and one way bus charges are admissible to a person for *depositing the Answer books at collection centres/Post office.*
- ii) Similarly, one way actual auto charges and one-way bus charges are admissible *for returning the balance stationery to NBSE/Collecting Centre/Post Office.*

Bills for Centre charges should be prepared on the prescribed proforma. All the bills should to **be verified by the Centre Incharge before sending to concerned RC/NBSE along with other documents.**

3.2.5 The charges for storage of Question Paper should to be paid by the Centre Incharge to the custodian out of the centre advance immediately after completion of the examination at NBSE approved norms as given under :

For Storage of question papers of Sr.Secondary Rs.2000/-

For storage of question papers of Secondary Rs. 2000/-

3.3 CONTINGENT EXPENDITURE

3.3.1 Stationery Items: Centre Incharges are authorized to purchase petty articles, Alpines, Tags, Sealing Wax, Gum, Sewing Needle, Thread, Match Box, Carbon Paper, Photostat Paper, File Covers, Ink, Ball Pens, Refills (Not jotter pen refills), Jute Twine, Plastic Ropes, Candles, Wrapping paper, Cloth Lined Envelopes for putting Answer Sheets and balance of Question Papers, Pitchers, Glass tumblers, Ice, Phenyl for cleaning urinals and construction of temporary toilets (if needed). *Payment for these items will be made at the lump sum rate of Rs. 5/- per candidate (allotted) subject to a minimum of Rs. 500/- per centre.*

3.3.2 Postage Charges: *Actual postage charges* shall be payable subject to production of receipts.

3.3.3 Packing Cloth: *Actual cost of packing cloth* to centres located outside Delhi/townships of respective Regional Centres will be paid on production of cash memo. Delhi Centres and Centres located at the township of Regional Centres will be issued safety bags for dispatch of answer books by the NBSE/RC on loan basis. These will be required to be deposited with the NBSE/RC on the last day of Examination.

3.4 GUIDELINES FOR PAYMENTS

3.4.1 Immediately after the examinations are over, the Centre Incharges are required to submit complete account of used and unused answer books and send their consolidated claim in the prescribed proforma.

3.4.2 Performa should be filled up neatly and clearly and cutting, erasing and over writings should be avoided.

3.4.3 Details of each activity may be written over the back of Performa wherever required.

3.4.4 It should be clearly mentioned in the forwarding letter, in whose name the cheque or the amount claimed has to be prepared and sent, by intimating the complete address.

3.4.5 Following **details should be enclosed with the claim:**

- i) Duly filled up proforma for claim of the exam centre payment and signed by the Centre Incharge mentioning the name of the centre with office seal,
- ii) All the enclosures should be performance duly signed by the centre Supdt,
- iii) A proper account of answer books and continuation sheets used daily during examination on the proper proforma.

3.4.6 If the Examination Centre is both for Secondary and Senior Secondary, the payment to the Centre will be determined on the basis of combined session/students/seating arrangement/ conveyance etc.

4

INSTRUCTIONS FOR INVIGILATORS

4.1 TO BE NOTED BY EACH INVIGILATOR

- 4.1.1** Each invigilator is required to give a Certificate to the Centre Incharge to the effect that none of his/her relation is appearing in the Examination at the Centre and that none of the candidates appearing at the Centre has received private coaching from him/her.
- 4.1.2** Invigilators are under the control of Incharge of the Centre during the period they are on such duty. They should not leave the examination centre without the permission of the Centre Incharge
- 4.1.3** They should report at the centre at least 35 minutes before the time fixed for commencement of examination on the first day and 20 minutes before the commencement of examination on subsequent days or as per the instructions of the Centre Incharge
- 4.1.4** If per chance, any Question Paper which is not scheduled for the session is found mixed up with the Question Papers, for the day it should be returned to the Centre Incharge immediately without reading.
- 4.1.5** They should act as witnesses, as and when desired by the Centre Incharge, to the opening of the question paper packet(s) and sealing and bags/parcels of answer books. Before signing as witness to the opening of question papers, the number of packets should be carefully examined, verified with the date sheet. Name and address should be mentioned while signing such certificates on the question paper packets etc. In case of any doubt, the matter be reported to the NBSE Regional Centre concerned on the telephone.
- 4.1.6** No candidate suffering from any infectious disease like small-pox, mumps be allowed to sit in the examination hall/room with other candidates. If such case is suspected, it should be reported to the Centre Incharge immediately.
- 4.1.7** One of the Invigilators should always accompany a candidate wishing to make use of the urinal, latrine while the examination is going on. It should be ensured that there is no copying material kept in the toilets etc. and the candidates do not prolong their stay in the toilets. They should come back within the normal time.

4.1.8 Invigilators should note that under no circumstances he/she should help the candidate for using unfair means and if such a case is found, strict action will be taken against the invigilator which may debar him/her from any kind of payment/further duties at the NBSE examination, besides the disciplinary or penal action.

4.2 DUTIES OF THE INVIGILATORS DURING EXAMINATION

- 4.2.1 Check that the candidates occupy their allotted seats in the room** under their supervision and the candidates do not possess any books, notes or any other papers. An announcement to this effect should also be made at the beginning of each session and the candidates should be asked to leave such books and papers outside the room/hall.
- 4.2.2 Ensure that every candidate gets the correct question paper.** It would be advisable to make an announcement to this effect at the commencement of the examination. They should be told that if they attempt any other paper not meant for them they would do so at their own risk. All spare copies of question papers should be returned to the Centre Incharge immediately after distribution and no late comer be allowed to enter the examination hall/room except with the permission of the Centre Incharge.
- 4.2.3 Search the candidates physically before or during the course of examination.** Female examinees should be searched only by lady invigilators.
- 4.2.4 Check that every candidate has written in English numerical his/her correct roll number** on the space provided on the title page of the Answer Book. They should also see that all other particulars have been correctly filled in the columns provided on the title page of Answer Book. Roll number and other particulars must be written by the candidates at the proper places before they begin to answer the question papers. The invigilator should put his signature on the space provided on the answer book as token of having verified the correctness of the Roll No. and other particulars written on the title page by the candidates in his/her charge.
- 4.2.5 Verify the identity of candidates under their charge by checking the scanned list of the candidates, their identity Cards** issued by the NBSE and by matching the photograph of the candidates on the scanned list with the identity cards. In case of any doubt, the candidate may be questioned and matter reported to the Centre Incharge immediately.
- 4.2.6 Verify the identity of candidates under their charge by checking their Admission Cards, Identity Cards** issued by the NBSE and by tallying their signatures on candidates attendance sheets with the signatures on their admission cards. In case of any doubt, the candidate may be questioned and matter reported to the Centre Incharge immediately.
- 4.2.7 Ensure that no candidate copies his answer with the help of another candidate or notes/books etc. or makes use of any other unfair means at the examination.** If a candidate is found talking or using unfair means, the book or material so used should be taken in possession by the Invigilator and matter reported to the Centre Incharge without delay. He should then act according to the instructions given by the Centre Incharge The invigilator is also expected to make a written report to the Incharge of the Centre about all such cases and put his/her signature on the answer book and other material,

document(s) found with the candidates as per direction of the Centre Incharge

- 4.2.8** No candidate should be allowed to leave the examination hall before the expiry of one hour and further, if any candidate leaves before expiry of half of the total time allowed for the question paper, he/she shall not be allowed to take away the question paper with him or her.
- 4.2.9** **Maintain proper discipline, in the room for smooth conduct of examination** under their supervision and as such they should constantly be watchful and move about in the room and not indulge in talks and read any book, newspaper or even the question paper during the time of the examination. Lady Invigilators should not engage themselves in knitting etc.
- 4.2.10** **At the commencement of examination, close all exits to the Examination Room/Hall, except one. All exits should be closed ten minutes before the paper ends.** One of the invigilators should then stand at the door and see that no candidate leaves the hall/room without handing over the Answer Book.
- 4.2.11** **After completion of the examination on each day, the invigilators should**
- i.* **collect all answer books immediately and the candidates should not be allowed to leave the room without handing over the answer books.**
 - ii.* **arrange the answer books roll number wise serially before delivering to the Centre Incharge** In case of a candidate running away with the answer book and answer book being not detected, the Invigilator concerned shall be held responsible for the same.
 - iii.* **deliver the answer books of the candidates under their charge to the Centre Incharge after the examination is over** and, as such, they should take proper precautions for the same.
- 4.2.12** **The staff on examination duty at the examination centre must display their I-Cards indicating** that the individual is on examination duty. This would help to check the entry of outsiders. Similarly, the team of the observers will also carry their I-Cards/Authority Letter for disclosing their identity at the examination centre.
- Cases not covered under the above rules should be referred to the Centre Incharge for obtaining his guidance and necessary instructions.

5

CUSTODY AND HANDLING OF QUESTION PAPERS

In NBSE Examinations, the Question Paper are separate from the Answer Books. The students are issued Question Papers and Answer Books at the beginning on each day of examination. After the examination is over, candidates are allowed to carry the Question Paper with them. For proper custody of the question papers and their safe handling, the following instructions should be noted and complied with by the Centre Incharge and the Invigilators.

5.1 RECEIVING OF THE QUESTION PAPERS IN THE SI Centre

- 5.1.1 The Centre Incharge Should carefully go through the "Instructions for Storage and Handling of Question Papers" issued to SIC and Centre Incharge separately well before the question papers are actually sent to the SIC for storage. They should remain in touch with the Manager of the SIC and also to comply with the instructions notified in the booklet.
- 5.1.2 The Centre Incharge should find out from the SIC concerned whether the question papers have been received or not.
- 5.1.3 In case of **non-receipt of Question papers in SIC, at least 10 days before the commencement of examination, they should inform Director (Evaluation)/ Dy. Director/Asstt. Director (Evaluation)** telephonically or by Fax otherwise it will be presumed that the packets meant for centre concerned have been received in the SIC.
- 5.1.4 **Checking and arranging the question papers:** He/She should take action in this regard as specified in para 10 to 15 of booklet under "**Instruction for storage and Handling of Question Papers**".

5.2 COLLECTION OF QUESTION PAPERS FROM THE SIC

- 5.2.1 **Question Papers should be collected from the SIC an hour or so before** the commencement of each day of the exam. The time limit can be mutually fixed depending upon the distance to be covered to and from between the Exam. Centre and the SIC.

- 5.2.2** The subject and course, date of the examination must be checked before taking delivery and giving receipt on the prescribed **proforma** placed with each packet in duplicate to the SIC Head, so as to ensure that the correct packet of the question paper is taken out from the SIC.
- 5.2.3** If the Centre Incharge himself is unable to reach the SIC on account of **unavoidable circumstances**, he may depute his deputy with a proper authority letter to collect the question paper packets on his behalf.

5.3 HANDLING THE QUESTION PAPERS IN THE EXAMINATION CENTRE

- 5.3.1** The question paper packets should be opened 15 minutes before the start of the examination and signature of two invigilators should be obtained at the time of opening of the question paper packets recording the exact time of opening.
- 5.3.2** Question papers must be distributed at the precise time given in the date-sheet. In case, due to unforeseen circumstances there is delay in the commencement of examination on a particular day, the time lost in the process may be compensated.
- 5.3.3** After distribution of question papers, the students should be instructed to write their Roll No. on the 1st page of the question paper. The Invigilator should sign in the space provided on the 1st page of Question Paper.
- 5.3.4** The Centre Incharge should get the unused question papers collected seal the same and should keep the same in his safe custody till the examination in that paper is over. The balance of question papers can be verified by the Team of Observers, OSDs or flying squad members or any other person deputed by the NBSE at any time during the course of the paper.

No candidate should be allowed to leave the examination hall before the expiry of half of the time allotted to a question paper.

- 5.4** *If any misprint or other ambiguity in a question comes to the notice of the Centre Incharge*, he should immediately draw the attention of the Director (Evaluation), NBSE. In case any difference between English and Hindi or State Language version of the question paper is found English version should be relied upon unless otherwise considered necessary.

All correspondence regarding handling and storage of the Question Paper Packets will be made to the Director(Evaluation), NBSE

6

DEALING WITH UNFAIR MEANS AND MASS COPYING CASES

Examination is a normal activity in the life of a student. The students should take examination as per the rules and regulations. Any attempt to use unethical practices during examination will invite penalties which are quite stringent. Prior to the start of the examination every day, the Centre Incharge & Invigilation staff should caution the candidates and make frequent announcements to discourage the students from using unfair means.

6.1 PRECAUTIONS TO BE USED TO AVOID USE OF UNFAIRMEANS

- 6.1.1 The Candidates can be physically searched by the Centre Incharge/ Invigilators/ Member of the team of Observers deputed by the NBSE/Regional Centre concerned before or during the examination at any time except that a female candidate should be searched by a female member only.
- 6.1.2 Normally when a candidate goes out to toilet etc. the invigilators must ensure that the question paper and answer book of the candidate have been left on his seat in the examination hall.
- 6.1.3 At the end of the examination, no candidate should be allowed to leave the room till all the answer books are collected, counted and found correct. If a candidate forces his way out with the answer book, the complete statement explaining the circumstances under which the candidate left with the answer book should be made out. **In no case this provision should be used to cover up the loss of Answer Book.** The statement should also contain the time of the incident and details of the case as to how the candidate took away the Answer Book. Efforts made to recover the Answer Book should also be stated.
- 6.1.4 Proper procedure must be followed while reporting the UFM cases.
- 6.1.5 However, a candidate found guilty of any of the following offences shall be deemed to have used unfair means and his/her examination result shall be withheld. The decision of the UFM Committee in imposing penalty for the offence committed by the candidate shall be final and binding on him/her.

2 OFFENCES DURING THE EXAMINATION

- 6.2.1 Writing name or putting signature or any other mark in the Answer Book which may disclose, in any way, the identity of the candidate. Roll No. is to be written only in the space provided for it and nowhere else.
- 6.2.2 Appearing in the Exam Centre other than the allotted to the candidate without the permission of NBSE.
- 6.2.3 Having in possession book(s), notes, papers or any such materials, connected with the examination.
- 6.2.4 Receiving or giving assistance in copying or in any form during the course of the examination.
- 6.2.5 Smuggling in or out of the examination hall Question Paper, Answer Book etc. and tearing leaf/leaves from the Answer Book or tampering with the Answer Book in any way.
- 6.2.6 Using abusive/derogatory language orally or in the Answer Book against the Centre Incharge/ Examiner/Invigilator or threatening/using violence towards Invigilators or Centre Incharge
- 6.2.7 Impersonation, i.e. sending some other person to take the examination in place of original candidate.
- 6.2.8 Communicating with the Examiner or any other person connected with the Examination with the object of unduly influencing him in any way.
- 6.2.9 Any other type of misconduct or a deliberate previous arrangement to indulge in unfair practices in the examination.
- 6.2.10 Writing questions or answers on any paper including the questions paper other than the Answer Book.
- 6.2.11 Wrong statement in the application for admission such as tampering with the certificate/statement of marks etc. or forging a signature.
- 6.2.12 Any other unethical and unlawful activity by the Candidate.

6.3 PROCEDURE TO BE FOLLOWED FOR THE BOOKING OF UFM CASES

The candidate booked under UFM is not to be expelled from the examination centre in that paper nor he be debarred from appearing in the remaining papers

6.3.1 Issuance of Second Answer Book

As soon as any case of unfair means comes to the notice of the Centre Incharge, following immediate actions are to be taken:

- (i) Take possession of the Answer Book of the candidate along with paper or other material found in his possession,
- (ii) Record on the first Answer Book the time when the case was brought to the notice,
- (iii) Provide the candidate with a second Answer Book immediately,

- (iv) Record the time on the second Answer Book when it was issued to the candidate,
- (v) On the top of the second Answer Book, it should be super scribed "Second Answer Book".

6.3.2 Explanation of the Candidate

While issuing the second answer book, the candidate shall be asked by the Centre Incharge to submit his explanation. In case the candidate refuses to give statement, he/she should not be forced to do so, only the fact of refusal should be recorded by the invigilator(s) on duty at the time of the occurrence and attested by the Centre Incharge.

6.3.3 Statement of the Invigilator

The invigilator who detects the use of UFM by a candidate shall also record his statement which shall be verified and signed by the Centre Incharge In his statement the invigilator should mention precise information as to *where from the material was found* (in the pocket, desk, shoes etc.).

6.3.4 Copying Material so Detected

The copying material so detected by an Invigilator should be signed by the Invigilator and *countersigned by the Centre Incharge* on each page and the total number of pages detected should be mentioned on the title of the answer books *duly signed by the Invigilator and Centre Incharge*.

6.3.5 Document required to be enclosed with UFM cases

All cases of UFM should be recorded in the form for reporting UFM cases as given in **Annexure-3**. The form shall be accompanied by the following documents:

- (i) First and Second Answer Books
- (ii) Explanation of the candidate
- (iii) Statement of the Invigilator
- (iv) Material found from the Candidate.

Note : All the columns of the proforma must invariably be filled in properly in order to strengthen the case after complying with the instructions given in the proforma.

6.3.6 Despatch of UFM Cases to the Regional Centre

- i. All the UFM cases along with the prescribed proforma **Annexure-3** in each case should be sent to the Regional Centre as per **Annexure-5** in a separate sealed cover daily.
- ii. The fact that a particular roll no. was booked under UFM should be recorded daily in the attendance sheet as well as in the statement for despatch of Answer Books to the Regional Centre concerned.
- iii. In respect of the cases detected by the members of the team of observers, the Centre Incharge should forward the same to the NBSE/Regional Centre Concerned after giving an opportunity to the candidate concerned to give his explanation. For these cases also, requisite proforma should be filled in by the Centre Incharge and dealt with like cases detected by the Exam. Centre.

6.4 ACTION TO BE TAKEN IN CASE OF SMUGGLING OUT OF ANSWER BOOK

In case a candidate has smuggled out an answer book, the Centre Incharge should call for the student directly and try to secure the answer book. In case of non-recovery of the answer book, the matter should be reported to the police in the format as per **Annexure - 5** and a copy of the FIR be sent to the office of the NBSE/ Regional Centre Concerned along with the statement of the Invigilators present in the room and also of the candidate. The statement of the peon/police constable etc. if any should also be forwarded.

6.5 ACTION TO BE TAKEN IN CASE OF IMPERSONATION

- i. In case of impersonation, the Concerned Centre Incharge should send to the NBSE/ Regional Centre, the statement of the person found to be Impersonating, the Invigilator(s) and the original/actual candidate, if possible.
- ii. He may also report the matter to the police in the format as **Annexure - 4**
- iii. Arrange for taking photograph of the impersonator from 3 angles (front and two sides, left & right), and send along with the case.
- iv. The expenditure incurred in this connection shall be reimbursed by the NBSE.

6.6 ACTION TO BE TAKEN IN CASE OF MISCONDUCT

- i. In case of the misconduct of a serious nature, the matter should be reported to the police, if necessary.
- ii. Statement of the Invigilator(s) and that of the peon/policeman concerned may be obtained and sent to the office of the NBSE/ Regional Centre Concerned for further action.

6.7 MASS COPYING CASES

Mass copying is a different offence from the individual UFM cases. It is a group activity resorted to with the connivance of the Centre Incharge and the staff on duty at the examination centre.

6.7.1 Broad areas of the mass copying

Broad areas of the mass copying are as under :-

- i) Copying from the printed sheet circulated in the examination hall,
- ii) Displaying copying material on the blackboard.
- iii) Use of loudspeaker from outside.
- iv) Dictating answers by the Invigilators etc.
- v) **Any other mode adopted by candidates with the help of other candidates/ invigilators or outsiders.**

6.7.2 Penalties against the Centres booked under Mass Copying

- (i) Dis-accreditation of the AI, if the examination centre is an AI of the NBSE.
- (ii) In the case of institution other than AIs, examination centre to be cancelled for ever or as deem fit by the NBSE

- (iii) Intimation to the respective boards for disaffiliation of the institution for resorting to unethical practices
- (iv) Handing over the case to the Police where it is established that money exchanged hands and there was involvement of the Centre Incharge and/or invigilators in this racket.
- (v) Publicity in the press against the institutions involved in unethical practices during the examination. indicating action taken against those institutions.
- (vi) Any other penalty as may be recommended by the UFM committee for approval of the competent authority.

7

HANDLING AND DESPATCH OF ANSWER BOOKS

7.1 HANDLING OF THE ANSWER BOOKS DURING EXAMINATIONS

7.1.1 During the examination, the invigilators should ensure that

- (i) the facsimile of the Centre Incharge is put at the specified space on each answer book. The facsimile of the Centre Incharge should be without address.
- (ii) the candidate has filled in all the columns of Answer Book and no column is left blank.
- (iii) the invigilator has signed the Answer Books after verifying the fact.
- (iv) the candidate has properly recorded the Answer Books No. on the Attendance Sheet.

7.1.2 Immediately after the examination is over

- (i) the answer books will be collected and arranged serially according to the serial no. of the answer books and Roll No. Wise.
- (ii) the examinees should not be allowed to leave the examination hall unless all the answer books have been collected, counted and verified.
- (iii) check the answer books with the list of candidates appeared in the examination in that subject on that day before their despatch.
- (iv) separate bundles be made for each medium in the case of Secondary examination like Telugu, Gujarati etc..

7.1.3 The Centre Incharge should prepare a daily statement as per format (**Annexure 7**) indicating the number and serial number of answer books received, the number of answer books used and unused answer books being returned to the NBSE.

7.1.4 The sequence and account of Answer Books should be maintained. Unused Answer Books (arranged serial wise) of one particular day should be used first on the next day.

7.1.5 **There will be no continuation answer sheets. The candidates will have to complete their answer in the first Answer Book itself.**

7.2 DESPATCH OF THE ANSWER BOOKS AFTER THE EXAMINATIONS

7.2.1 All the used answer books should be sent to the concerned Regional Centre/Collection Centre daily immediately after the examination is over. **While dispatching the used answer books, the bundle of answer books should have the following items:**

- a) **Used Answer Scripts** be put in a paper bag, which should be tied with a 'Sutli' and sealed.
- b) **Sample impression of metal seal used for sealing the bag/packets**, (to be sent only on the 1st day of examination or when the seal is changed.)
- c) **Original Attendance sheet(s) of the day** placed in separate envelope and on top of the envelope should be marked "Attendance sheet for Secondary/Sr. Secondary date subject....." should be given.
- d) Seating plan of each room (**Annexure 2**).
- e) First & Second copy of answer books of unfair means, if any, along with statements and enclosures as laid down in the procedure of unfair means should be put in an envelope with the documents. This envelope should be marked as 'Unfair Means Cases' and sent along with the bundle of answer books to the Regional Centres concerned.
- f) **A summary of the day's examination report** in the following format should then be prepared.

SUMMARY REPORT OF EXAMINATION ON

- i) **Exam. Centre No.** :
- ii) **Course** : Secondary/Sr. Secondary
- iii) **Date** :
- iv) **Subject** :
- v) **No. of candidates registered** for exam on this day at the Centre as per the Attendance Sheet
- vi) **No. of Additional Candidates**, if appeared, with the Permission of NBSE/Regional Centre (in addition to above)
- vii) **Total candidates appeared**
- viii) **No. of candidates absent** (with reference to Attendance Sheet)
- ix) **No. of Answer Books used & sealed** in the Packet
- x) **No. of UFM cases** :

7.2.2 *The Centre Incharge should seal the packet in cloth and not in paper envelope* in the presence of observer, if any, and at least two Invigilators, who should sign as witness to the effect that the answer books were packed in their presence on at a.m./p.m.

7.2.3 *The following information will be written on the cloth wrapped to dispatch the answer books (blue colour in the case of Secondary and red in the case of Senior Secondary)*

"Examination Centre No. and Name _____

Course: _____ Secondary/Sr. Secondary

Subject & Subject Code _____

Date of Examination _____

Session _____

To

(Address of the Addressee)

7.2.3 **This should be sent to the Regional Centre concerned on the same day by Speed Post insured for Rs. 1000/- (Rupees one thousand only).** Where there is no Speed Post service, the material will be booked as Insured Parcel. In no case the Answer Books be retained at the centre.

73 SUBMISSION OF RECORDS TO THE REGIONAL CENTRES

- (i) The Bill of Centre Incharge will be cleared only after submission of Account of used and unused Answer Books and return of the unused Answer Books to the NBSE immediately after the examination is over.
- (ii) The NBSE may impose suitable penalty on Examination Centre for not adhering to these instructions.

8

GENERAL AND SPECIFIC RELAXATIONS (DISABILITY WISE)

Persons with disability are paid special attention in the matter of their appearing in the examination and evaluation of their answer books. Candidates with disabilities are provided general relaxations and also the facility of amanuensis according to their disabilities. A candidate who wishes to avail the concession in the examination hall is required to produce a medical certificate of a Govt. Hospital /Medical Institution indicating the nature of his/her disability and its extent. While appearing in the Examination, the candidate will write his/her disability on the top of the answer book, which will also be authenticated by his/her Centre Incharge. The centre Incharge will make arrangements to seat a maximum of four students in a separate examination room with a separate invigilator for supervision.

8.1 DIFFERENT TYPES OF RELAXATIONS

- (i) The visually impaired or differently-abled or spastic candidates shall have the facility of having an additional one-hour for each of the subjects.
- (ii) A visually impaired or differently abled or spastic candidate alone will be provided services of amanuensis free of charge. Other candidates will have to meet the fee of the amanuensis.
- (iii) Candidates with poor hand function and having speech disorders will have scribes who can understand them. . . . (other than the subject teacher, parents or siblings).
- (iv) Candidates who have minimum hand function but having speech disorders will be allowed to use the computer for the examinations.
- (v) Wheel chair bound candidates will be given facility to write the examination in the ground floor, especially where there are no lift facilities.
- (vi) Candidates with special needs registered under the SAIED will have the same centre with disable friendly infrastructure and professionals who can help them in case of need. During examination, the invigilators deputed by the NBSE will monitor the examination proceedings.

8.2. PROVISION OF AMANUENSIS

8.2.1 Amanuensis are provided in the following cases

- i In case of blind, differently abled, spastic candidates,

- ii. In the case of sudden illness rendering the candidate unable to write the examination. This illness should be duly certified by a Medical Officer of the rank not lower than an Assistant Surgeon of Government/Municipal Hospital/Dispensary.
- iii. In case of accident involving injury rendering the candidate unable to write, the nature of accident and the inability of the candidate to write should be duly certified by a Medical Officer of the rank not lower than an Assistant Surgeon of Government/Municipal Hospital or Dispensary.

8.2.2 Eligibility to be an Amanuensis

- i. The amanuensis may be a student of a class lower than that of the candidate with disability taking the examination.
- ii. The amanuensis should not be related to the examinee.
- iii. The Centre Incharge will ensure the above at i) & ii) and obtain a certificate to this effect.
- iv. The Centre Incharge of Examination Centre concerned shall choose a suitable amanuensis from the school as far as possible and forward his/her name immediately to the Director (Eval.) NBSE with a report giving full particulars of the candidate and of the amanuensis for consideration & approval.
- v. Services of Amanuensis can be availed for theory papers only.

8.2.3 Fee for Amanuensis

A fee of Rs. 50/- per session of examination will be given to the amanuensis by the Incharge of the Examination Centre.

8.3. DISABILITY-WISE RELAXATIONS

8.3.1 Locomotor/Orthopedic Disabilities

- 1. Candidates with Locomotor/Orthopedic Disabilities are to be considered as non-disabled candidate and they will not require any special provision during the Examination.
- 2. Polio affected candidates and those in case of hand injury may be provided with the facility of amanuensis/scribe.

8.3.3 Hearing Impaired Candidates

1. Interpreter (sign language person) may be allowed in the Examination Room to help the deaf student to understand the questions.
2. The norms of payment for the interpreter will be similar to that of a scribe.
3. One interpreter may be adequate for each examination centre. The centre Incharge may take decision regarding appointment of an interpreter.

8.3.4 Mentally Retarded Children

1. Computers with adapted hardware like trackball instead of mouse, augmentative communication boards and calculators may be allowed.

Adapted chair, table, bed may be allowed in the Examination Room depending on the needs. Provision may also be made by reading out the question to the student. Project work may be allowed instead of practical subjects.

Note : If any candidates, with a disability not covered above, approaches the Centre Incharge for any relaxation, the case may be referred to Director (Evaluation), NBSE.

PROFORMA FOR ATTENDANCE SHEET*
(Secondary /Sr. Secondary Examination)

Exam. Centre No. _____ Name _____ of
Centre _____

Subject _____ Paper _____ Date _____

Roll No.	Name of Candidate	Serial No. of Answer Sheet	Signature of candidate

Signature of Invigilator Countersigned By Centre Incharge & OSD Of NBSE

Note:

1. Specimen signature of candidate must be verified by the Invigilator with the signature of the candidate on the I. Card/Admission Card.
2. If the candidate is absent, the Invigilator should write ABSENT in the column of signature of the candidate and encircle the Roll No. with RED INK.

* To be used only if the Computerized Attendance Sheet is not received at the Centre.

PROFORMA FOR 'UFM CASES'
(Secondary/ Sr. Secondary)

Annexure -2

1. Centre No..... Name of Centre
2. Roll No..... Name of Candidate.....
3. Subject
4. Date and Time of incidentDate.....Time.....
5. Mode of Unfair means used in examination and circumstances in which caught.
.....
6. Type of copying material found from the candidate i.e help book, loose printed/hand written sheets. No. of pages/ loose sheets found should also be indicated
.....
7. Place from where copying material recovered, e.g. pant pocket, shirt pocket, beneath desk or in the answer book, inside shoes/socks etc
8. Any other information.....

Sign. of the
Candidate

Sign. of Member
of Flying Squad

Sign. of Member
of Flying Squad

Witness of
Centre Incharge/
Incharge/Observer..... /
Invigilators signature

IMPORTANT

1. *Please make the report in duplicate, one copy be attached with the answer book of the candidate and the other copy be sent to Dy. Director (Exams)/Concerned Regional Director the same day for necessary action.*
2. *If the candidate is caught copying, please encircle the portion copied in the Answer Book as well as in the copying material and mention its page no. on top of the answer book and the copying material.*
3. *The 2nd Answer sheet should be issued to the candidate immediately and the candidate should not be debarred from taking the future examinations. If the candidate refuses to accept the 2nd copy please write down this fact in para 6 above and on the cover page of the first Answer Book of the candidate.*
4. *The Head/Member of Flying Squad/Centre Incharge should record the Roll No., of the candidate on the material recovered and sign it after numbering it.*
5. *The Head Member of Flying Squad should record on the Answer Book the fact and brief details of the UFM case.*

PROFORMA FOR APPLICATION TO LODGE F.I.R. WITH THE POLICE

Ref. No. _____

Dated _____

The Station House Officer

Subject : *Use of Unfair means (UFM) in the Examination of Noth East National Board of school Education Roll No.* _____

Dear Sir,

_____ (Name) Roll No. _____ is appearing at the Secondary/Sr. Secondary Examination of National Board of School Education being held in our Centre. Today the (Day) _____ (Date) _____ in subject _____

This candidate has resorted to use of Unfair Means by:

- a. misbehaving with the Invigilator/ Undersigned;
- b. tearing off the answer-book and running away from the Centre;
- c. not depositing the answer-book and ran away with the answer book;
- d. allowing the other person to take examination in his place.(Impersonation)

You are requested to look into the matter and take necessary action as per the law of the land.

Yours faithfully,

Name _____

Designation _____

Address _____

Exam. Centre No. _____

OTHER PARTICULARS OF THE CANDIDATE ARE :

Name _____

Son/Daughter of _____

Address _____

**PROFORMA FOR FORWARDING UNFAIR MEANS CASES
(Secondary/Senior Secondary Examination)**

- 1. Name of candidate _____
- 2. Roll No. _____
- 3. Exam. Secondary/Sr. Secondary _____
- 4. Date _____
- 5. Subject & Paper _____
- 6. Time of the Incident _____
- 7. Circumstances under which caught _____
- 8. Unfair means material recovered _____
- 9. Whether Statement received from the candidate Yes/No _____
- 10. Whether 2nd copy of Answer Book was given Yes/No _____
- 11. Was Statement of Invigilator obtained Yes/No _____

12. Remarks of Centre Incharge :

.....
.....

_____ Sig. of Centre Supdt with rubber stamp. _____
Date : Name of Centre Incharge

Exam Centre No. _____ **Address** _____

Enclosures:

- 1. First/Second Copies of Answer Book 1/2 copies _____
- 2. Statement of Candidate Enclosed/not enclosed _____
- 3. Statement of Invigilator Enclosed/not enclosed _____
- 4. Unfair aids/materials recovered Pages _____
- 5. Filled up Proforma of UFM cases as per Annexure -V

(Note: Please use separate proforma for each case)

PROFORMA FOR ABSENTEE STATEMENT
Secondary/Senior Secondary Examination

Name of the Centre _____ Exam Centre No. _____ Date: _____

1. Details of Full Absentee's Roll No. (s)

2. Details of Partly Absentee Cases

<i>S. No.</i>	<i>Roll No. (s)</i>	<i>Subject (s)</i>

3. Details of Unfair Means Cases

<i>S. No.</i>	<i>Roll No. (s)</i>	<i>Subject (s)</i>

4. Details of Transfer Case Appeared

<i>S. No</i>	<i>Roll No. (s)</i>	<i>Subject in appeared</i>	<i>Transfer from Centre No</i>	
			<i>which</i>	<i>..To..</i>

5. Details of Changed Subject by the Candidates

<i>S. No</i>	<i>Roll No. (s)</i>	<i>Subject (s) changed</i>	
		<i>from.....</i>	<i>To.....</i>

Signature of OSD of NBSE

Signature of Centre Incharge (With Rubber Stamp)

Note : This may please be returned to the Concerned Regional Director soon after the Examination is over along with the Attendance Sheets, duly attested by the Centre Incharge This should be prepared separately for Secondary and Senior Secondary examinations.

PROFORMA FOR STATEMENT OF UN-USED AND USED ANSWER BOOKS

1. Number of Blank Answer Scripts received

2. Serial No. From _____ To _____

3. Date-wise Status of Un-used Answer Books - Secondary/Sr. Secondary

Date of Exam.	No. of students appeared		No. of Answer Books Used			Balance in Stock		Date	Signature of Centre Superintendent
	Sec.	Sr Sec.	Sec.	Sr Sec.	Total	Sec.	Sr Sec.		
1	2	3	4		6	7	8	9	10
Total									

**PROFORMA FOR
IMPRESSION OF SEAL USED WHILE FORWARDING ANSWER BOOKS
Secondary/Senior Secondary Examination**

Exam Centre No._____.

Name Of Centre_____.

Signature of Centre Incharge

Name : _____

Address of Centre : _____

Note: Change in seal, if any, should be intimated immediately to the NBSE/concerned Regional Directors.

CONSOLIDATED BILL FOR EXAM CENTRE CHARGES
(TO BE FILLED IN BY CENTRE INCHARGE)

- 1. Examination..... Exam. Centre No.....
- 2. Name (in capital letters) & Address of the Centre Incharge
.....
- 3. Designation of Centre Supdt
- 4. Permanent address of Centre Incharge for correspondence after the conduct of
the Examination
.....
.....
- 5. No. of students registered for Examination.....
- 6. Details of claim for exam centre charges

	<i>Particulars</i>	<i>Amount /Rs</i>
(A)	Remuneration of Centre Incharge (<i>Bill Proforma - 2</i>)	_____
(B)	Remuneration of Dy. Incharge (<i>Bill Proforma - 3</i>)	_____
(C)	Remuneration of Invigilators (<i>Bill Proforma - 4</i>)	_____
	Total	= _____
	Less Advance	= _____
	Net amount claimed	= _____

(Signature of Centre Incharge with Seal)

(FOR USE IN THE NBSE OFFICE) Total

Bill Claimed = _____ Less : Advance Paid _____

Less : Deductions (if any) _____ Net amount payable Rs.
_____ to Sh. _____.

Accounts Officer



REMUNERATION BILL FOR THE 'CENTRE INCHARGE'

1. **Name of the Examination** : Secondary/Sr. Secondary/Vocational

2. **No. & Name of the Examination Centre** : _____

3. **Remuneration for working as Supdt of NBSE Examination** for _____ days(s):

@ Rs. 400/- per session.

Rs _____ **4**

Details of Duty during Examinations

S. No.	Date of Examination	Subject & Paper	Remarks
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Signature of the Centre Incharge

Name (in block letters)

Dated : _____

Postal Address _____

(FOR OFFICE USE)

REMUNERATION BILL FOR THE 'DY. CENTRE INCHARGE'

1. **Name of the Examination** : Secondary/Sr. Secondary/Vocational
2. **No. & Name of the Examination Centre** : _____

3. **Remuneration for working as Dy. Incharge of NBSE Examination** for __ days(s):
@ Rs. 300/- per session. Rs _____ **4**

Details of Duty during Examinations

S. No.	Date of Examination	Subject & Paper	Remarks
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

Signature of the Dy. Centre Incharge

Name (in block letters)

Dated : _____

Postal Address _____

(FOR OFFICE USE)

Exam Centre Bill Proforma - 5

BILL FOR 'CLERICAL AND CLASS-IV STAFF'

(To be filled up by Centre Incharge)

1. Name of Centre Exam. Centre No.

2. Name of the Centre Supdt

3. Name of the Examination.....Sec./Sr.Sec./Voc held in

S.No.	Name of the Staff deployed	Designation	No. of Days	Rate	Amount paid	Signature
	Clerical Staff			Rs. 150/- Per Session		
1						
2						
3						
4						
	Class IV Staff Peon/Sweeper/ Waterman			Rs. 100/- Per Session		
1						
2						
3						
4						
5						

(Signature of the Centre Incharge)

Centre No.....

Office Seal.....

BILL FOR SEATING ARRANGEMENT AND FURNITURE CHARGES

1. **Name of the Examination** Secondary/Sr. Secondary/Voc. Exam., -----
2. **Exam. Centre No.**
3. **Name of the Centre Incharge**.....
4. **Name of the Centre**.....

Date/Month of the Examination						
Total						
No. of candidates Registered each day						
Total						
						Grand Total

Total Amount Claimed

(i) Seating arrangement charges for total _____ Candidates (registered)

Amount claimed = No. of candidates _____ x Rs. 0.50 = Rs. _____

(ii) Furniture charges

Amount claimed = No. of candidates _____ x Rs. 30.00 = Rs. _____

Grand Total: =Rs. _____

(Signature of the Centre Incharge)

Office Seal _____

BILL FOR CONTINGENT CHARGES

1. **Exam. Centre No.** _____
 2. **Name of the Centre** _____
 3. **Name of the Centre Incharge..** _____
 4. **No. of candidates allotted** _____
 5. **Name of the examination** Secondary/Sr. Secondary _____
 6. **Contingent charges @ Rs. 5.00 x(No. of students allotted) = Rs.** _____
 7. ***Cost of packing cloth purchased vide cash memo Rs.** _____
(Cash memo No. _____ dt _____ from _____)
- Total Rs. _____

Certified that the amount claimed above was actually spent for the purpose given against each and that the articles purchased have been consumed wholly/partly in connection with the conduct of the examination and the balance (if any) is shown herewith. (*Kindly see instructions below*)

Signature of the Centre Incharge
(Office Seal)

* For Outside India Centres Only.

INSTRUCTIONS

1. *Centre Incharges are authorised to purchase petty articles like, ordinary and cloth lined envelopes, sutli, match box, candle, plastic ropes, thread balls, tags, needle, sealing wax, cellotapes, Gum, Pencils, Wrapping Paper, Parcel ink and other despatch material etc. for which contingent charges @ Rs. 5.00 per student allotted will be paid as lump sum charges, subject to a minimum of Rs. 500 per centre. Examination Centre having both Secondary and Senior Secondary students will be treated as one centre only.*
 2. *For outside India Centres, cost of packing cloth and postage charges will be admissible in addition to the above.*
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**BILL FOR CLAIMING 'COVEYANCE AND REMUNERATION'
(FOR COLLECTION OF QUESTION PAPERS/DEPOSITION OF ANSWER BOOKS)**

1. Exam. Centre No.

2. Name of the Centre Incharge.....

3. Conveyance Charges for Collection of Question Papers from the SIC

(i) Remuneration for _____ day(s) @ Rs. 40/- per day : Rs. _____

(ii) Conveyance charges for _____ day(s) @ Rs. 15/20 per day: Rs. _____

(for onward journey)

(iii) Conveyance charges for _____ day(s) for return journey from SIC to Exam center

Rs. _____

Sub Total amount : Rs. _____

4. Conveyance Charges for the deposition of Answer Books/Return of Stationery

(i) Auto charges (actual) for _____ day(s)
from Exam. Centre to depositing centre/post office : Rs. _____

(ii) Actual bus charges for return Journey for _____ day(s)

: Rs. _____

Sub Total amount : Rs. _____

5. Net amount claimed towards Conveyance charges : Rs. _____

Signature of Centre Incharge with Office Seal)

1. *In the event of any doubt arising in the interpretation of provisions, practices and rules, the decision of the Chairman, NBSE will be final.*
2. *The NBSE reserves the right to amend, modify or alter any of these rules and bring them into effect through notification. Once notified, the rules would come into force.*
3. *In the event of the last date so specified happens to be a public holiday, Saturday/ Sunday the next working day will automatically be treated as the last date for the purpose.*
4. *Any dispute arising out of the application of these provisions, practices and rules or matters arising out of them will be subject to the jurisdiction of Courts in India.*

Every care has been taken to print correct information to the minutest possible level. The NBSE, however, is not responsible for any inadvertent mistakes cropping up during printing and publishing of the Guidelines.

