

**GUIDELINES FOR CONDUCT OF
EXAMINATIONS
IN THE EXAMINATION CENTRES
OF
ASSAM HIGHER SECONDARY EDUCATION
COUNCIL
FOR 2024**



**ASSAM HIGHER SECONDARY EDUCATION
COUNCIL
BAMUNIMAIDAM, GUWAHATI-781021**

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GUIDELINES FOR THE CONDUCT OF EXAMINATION IN THE EXAMINATION CENTRES OF ASSAM HIGHER SECONDARY FINAL EXAMINATION- 2024 CONDUCTED BY AHSEC

1. EXAMINATION CENTRE COMMITTEE:

The HS Final examination of AHSEC shall be held in the examination centres approved by the Council. And examination centre shall be managed by a committee which is to be constituted comprising of the following members:

- a. President: President of the Governing Body/School Management and Development Committee of the institution.
- b. Secretary: The Officer-in-Charge of the Examination Centre.

Members –

- c. Principal/s of the tagging institution/s (if any).
- d. 05 (Five) leading influential persons and teachers of the area covered by the examination centre.
- e. The Officer-in-Charge of the local Police Station/ P.O.P.
- f. The Post Master of the local Post Office.
- g. The Medical Officer of the local Dispensary/PHC.
- h. One Senior most non-teaching staff.

The officer-in-charge of the examination centre shall take initiative for constitution of the committee and submission of the same to the Council before the date of starting of examination.

Functions of the Centre Committee-

- a. To verify the overall arrangement of the examination centre such as Infrastructure, Toilet provision, Boundary coverage, CCTV provision etc. and to put a robust system in place in the centre for smooth conduct of examinations as per guidelines/instructions of the Council as well as Government.
- b. Make awareness amongst the candidate regarding prohibition of carrying any electronics device/ Mobile phone inside the examination hall. The committee will also arrange system for frisking of students before entering into the examination centre.
- c. To provide support and cooperation to the Centre i/c and others for smooth conduct of examinations in the Centre.

2. GOVERNMENT'S DIRECTION REGARDING CONDUCT OF H.S. FINAL EXAMINATION:

The Govt. of Assam vide Notification No. 396030/1 Dated Dispur, the 19th October, 2023 instructed the following for smooth conduct of the examinations:

- 1) The sealed box/cartons of the question papers/ OMR sheets will be sent to the respective PS/POP in single or two consignments. The question papers/blank OMR sheet must be kept in police station/ police out post. Under no circumstances the confidential materials are allowed to be kept at police patrol posts.
- 2) After arrival of question paper/OMR sheet at the police station/ police outpost, the officer in-charge of the centre must examine the following in presence of the officer in-charge of police station/police outpost.
 - a. Whether the seal of the box/cartons are intact.
 - b. Whether sealed box/carton for all the shifts/subjects have been received.

- c. He/she will place the sealed box/cartons of question papers/ OMR sheets in the Almirah date-wise from last day of examination so that he/she can take the correct sealed box/ carton of question papers/OMR sheets every day of examination. He/she must confirm that he gets box/carton of correct question paper/OMR sheet for the day.
 - d. In no case those sealed box/carton can be opened at PS/POP or in transit to the examination centre on the day of examination.
- 3) The Officer in-charge of examination should open the Almirah in which the materials are stored in presence of Office in-charge of the police station/ police out post or the authorized police officer of the police station/police out post only.
 - 4) Sorting of question paper/OMR sheet at the examination centres to be done in presence of Supervising Officer appointed by the Inspector of Schools or by AIISEC as the case may be. The Centre In-Charges must ensure that the teachers/invigilators engaged do not take their mobile phones inside the sorting area in order to rule out the possibilities of taking photographs unless there is specific instruction of AIISEC.
 - 5) The Inspector of School should issue necessary instructions to all concerned that the mobile phone/electronic devices will not be allowed to be carried inside the sorting area and examination halls neither by the teachers nor by the students. If possible, CCTV cameras should be installed. AHSEC will appoint one Supervisor at each centre, whose duty will be to ensure that no mobile/electronic devices are taken inside the hall where the question papers are sorted room wise before distribution unless there is specific instruction of AHSEC. The invigilator of each room must ensure that no students should have taken mobile phone/ Electronic device in the examination halls.
 - 6) The District Level Committee will make arrangement to ensure frisking of each and every candidate before they enter the examination hall. No electronic gadgets in the form of mobile phone, smart watch etc. or any printed and hand written materials except the Admit Card should be allowed to carry by the candidate.
 - 7) The concerned district administration may impose prohibitory order under sec. 144 CrPC around the examination centre prohibiting movement of public.
 - 8) The District level examination monitoring committee will engage required numbers of Flying Squad in the district under leadership of Executive magistrate or other officer of education department. Such squad will move around the examination centres and will ensure strict compliance of prescribed guidelines in and around the centre.
 - 9) The Strong Room at the evaluation centre will have only single operating door for opening and it should have double lock with good quality lock. If there are more than one door, other door(s) will be sealed while the Answer scripts are in store. The key of one lock shall be with the Head of the Institution and the other will be with the representative of Zonal officer. In no circumstances the key shall be left to a third person or both the key be with one person and violation shall be treated seriously.
 - 10) Each evaluation zone should have a proper flood/fire protected strong room to store the answer scripts. The answer scripts should be stored on benches. Stacking on ground should be avoided.
 - 11) All ventilators and windows of the strong room should be properly sealed. The glasses of ventilation and the windows are to be covered so that the answer scripts are not visible from the outside.
 - 12) The electrical connections inside the strong room should properly be checked and a separate circuit has to be fixed outside the strong room and at the time of closer of the strong room the main switch should be switched off. To ensure safety of the Strong Room a certificate from the PWD (electrical) Departments shall be obtained not more than 1 month before the Strong Room is used for storing the Answer Scripts.
 - 13) Proper firefighting equipment should be kept there as per the advice of local fire services authority.
 - 14) The outside area of the Strong Room should be kept under the CC TV surveillance.
 - 15) The evaluation zone should be kept under security coverage round the clock.
 - 16) The Zone in-charge must keep a proper record of answer scripts such as receipt, issue on daily basis. No answer scripts should be allowed to be evaluated outside the space earmarked for evaluation.

- 17) The Zonal Officer shall make all such arrangement so as to complete the evaluation and related works within the stipulated time frame to be given by AHSEC.
- 18) The Inspector of Schools will examine the preparation of all arrangements including construction of strong room and safely security system, issue and receipt of answer scripts etc. he should personally monitor the entire process.
- 19) AHSEC will appoint one Supervisor in each evaluation zone whose duty will be to ensure that all procedures are carried out in accordance with rules and guidelines.
- 20) Higher Education department will issue circular issuing strict instructions to all Colleges to allow Inspector of Schools to monitor the examination and evaluation process carried out in their colleges. The college teachers who are teaching students of class XI and XII in the colleges should be engaged for evaluation of answer scripts of AHSEC for better evaluation quality.

The functions of the District Level Examination Supervision Committee (DLESC) shall include the following:-

- a. To ensure that each and every guideline of AHSEC must be followed in letter and spirit to avoid any untoward incident.
- b. Open and maintain a dedicated control-room with at least 2 staff and an officer during examination and evaluation period. The control-room number should be widely publicized and a banner would need to be put up in every examination centre. The same need to be shared with AHSEC and its central control room.
- c. Conduct sensitization meetings with all Centre-in-charges and Zonal Supervision Officers before the commencement of examinations to obtain feedback and also provide necessary advisories.
- d. The Inspector of Schools will act as the District Examination Officer and will obtain daily compliance report from all Zonal Centre-in-Charge and in turn, he will prepare and send strict compliance report to AHSEC with the approval of Chairperson of District Level Examination Supervision Committee (DLESC)/ADC, Education per the instruction given above.
- e. To serve as a contact point for AHSEC in the district on matters related to examinations.
- f. Any other matter as requested by AHSEC from time to time.

3. OFFICER-IN-CHARGE:

There shall be an officer-in-charge for every examination centre. Generally, the principal/principal(i/c) of the institution where the centre is located shall be the Officer-in-Charge of the centre.

3.1. The examination center shall be under full control of the Officer-in-Charge of the Examination Centre. He/ She shall be responsible for the smooth and efficient conduct of the examination at the centre as per guidelines in force. The Officer-in-Charge shall not delegate his/her powers to another staff without prior intimation to the Controller of Examinations.

3.1.1 Only the Principal/Principal (i/c) be appointed as officer in-charge of the Examination Centre

3.1.2 If, it appears that the existing Principal/Principal I/C is not in a position to perform duties as officer-in-Charge due to the reasons:

- I. If his/her service remains 6 months or less for superannuation.
- II. If his/her son/s or daughter/s is/are going to appear in the examination from any centre under the Council.
- III. If he/she undergoes medical treatment/hospitalization.

In such situation or any other such reason, the Centre Committee of the Examination Centre is to select Officer in-Charge of the Examination Centre from the following:

- I. Principal/Principal (i/c) of feeder /tagging institution of provincialized +2 level institutions be selected as officer in-charge in order of preference and submit the same to the Controller of Examinations for its notification by the Council.
 - II. If such competent Principal/Principal (i/c) in the tagging institutions are not found to be available, then Sr. most PGT of the examination centre institution be selected for appointment as officer-in-charge.
- 3.2 The Officer-in-Charge must be present at the centre during the full period of the examination and shall not take up any other extra assignment during that period. If, in case of emergency he/she requires to leave the centre, he/she shall do so with the prior approval of the Controller of Examinations and put one competent Senior teacher of his/her institution as the In-Charge of the examination during the period of his/her absence with the concurrence of the Controller of Examinations.

4. INSTRUCTIONS WITH REGARD TO DUTIES/RESPONSIBILITIES OF THE OFFICER-IN-CHARGE:

The Officer-in-Charge of the Examination Centres shall be overall responsible for smooth conduct of examination at his institutions. He/ She shall ensure that the examinations are conducted in free and fair manner and a conducive environment for conduct of examinations at the centre.

- i. He/She keeps constant liaison with the Controller of Examinations for smooth, fair and flawless conduct of examination.
- ii. Well before the commencement of the examination, the Officer-in-Charge shall ensure that all arrangements for conduct of the examination are made perfect.
- iii. He/ She shall make seating arrangements according to the seat plan already prepared by him/ her. He/ She may, however, alter the seat plan as a precautionary measure against adoption of unfair means or any other such situation.
- iv. He/ She shall ensure that the necessary furniture, light, facilities for drinking water and urinal are in proper condition.
- v. He/ She shall ensure such arrangements that communication to and from outside the centre is not possible.
- vi. Well covered clean temporary urinal shall be made available during the examination period.
- vii. Keep strict monitoring on all aspects of the examination and its conduct.
- viii. He/ She shall be responsible for arrangement of security at the examination centre for the entire examination period.
- ix. He/She shall make arrangement for distribution of the question papers as per the instructions of the Council and to keep the question papers in the safe custody with due diligence.
- x. Hold meeting with all the officers and staff appointed for examination works and apprise them about their roles and responsibilities.
- xi. Collect relevant circulars, instructions and timetable of examinations from the Council and carry out the distribution of question papers accordingly.
- xii. Verify and ensure that the received packets of question papers are as per the requirement of the Examination centre for all subjects.
- xiii. Door(s) and windows of the examination room(s)/ hall(s) should be kept open during the examination.
- xiv. If a son/daughter of any Officer-in-Charge/Assistant Officer-in-Charge/Invigilator(s) or any of their near relative is/are going to appear in the examination from any centre under the Council, they must not involve themselves with Confidential/Examination works. In this regard he/she should give prior declaration in writing to the Controller of Examinations.

5. ASSISTANT OFFICER-IN-CHARGE:

The Officer-in-Charge shall appoint required number of Assistant Officer-in-Charge and forward their name/s, mobile number/s and E-mail ID/s to the Council. The Assistant Officer-in-Charge shall assist the Officer-in-Charge for smooth conduct of examinations and perform duties as assigned to her/him by the Officer-in-Charge.

- a. Preferably, he/she either be a Principal/Principal (i/c), of tagging Provincialized/Recognized institute of +2 level institutions having at least 10 years of teaching experience as PGT.
- b. In absence of such PGT, Sr. most PGT from the existing centre be appointed as Assistant Officer in-Charge.

6. INVIGILATORS:

- i. The Officer-in-Charge shall appoint required number of invigilators well ahead of the date of examination. The Officer-in-Charge must ensure that senior teachers of recognized / 2nd year permitted institutions of AHSEC are appointed as invigilators. Non-teaching staff shall not be appointed as invigilators. All invigilators shall perform duties under direction and control of the Officer-in-Charge.
- ii. Invigilators (Teaching experience having not less than 3 years) from recognized 2nd year permitted private institutions may also be engaged in invigilation duty (if required, within the permitted tagging institution).
- iii. Any subject teacher shall not, as far as practicable, be appointed as invigilator on the day on which the examination on that subject is scheduled to be taken place.
- iv. As far as practicable, teachers should not be allowed to invigilate in a room where candidates from their institution are sitting for examination.

7. INSTRUCTIONS WITH REGARD TO DUTIES OF THE INVIGILATORS:

The following processes and procedures that are to be followed by an invigilator in order to maintain a high standard of examination, integrity and security:

- i. The invigilator on duty shall have to affix his/her signature(s) along with the full name in the specified space on the answer scripts, additional sheets and also on the photo based attendance sheet.
- ii. It is the main duty of the invigilator to ensure that no unfair means is adopted by the candidates during the examination.
- iii. The invigilator must ensure that students are not keeping any printed or written materials, any other belongings including mobile phone with them and not writing anything on the question paper.
- iv. All invigilators shall ensure maintenance of silence in the examination hall, so as to provide a conducive environment for smooth conduct of the examination.
- v. Invigilators must be observant to prevent unfair means and will report unfair means cases, if any without any discrimination.
- vi. Invigilator must not explain anything to a candidate, even if there happens to be any printing or other mistake in the question paper.
- vii. Invigilator should ensure that no answer script is left behind by any candidate on his/her desk, before the candidate finally leaving the hall.
- viii. On each day of the examinations, invigilators are required to put tick mark on the copy of the Roll Sheet provided by the Council, against the name of each candidate for the purpose of validation as to whether the candidate is actually present or absent in the examination. If any candidate being present in the examination hall fails to submit answer script, such fact should be noted in the Roll Sheet and reported to the Controller

of Examinations, AHSEC immediately. In such case, report should be submitted along with a statement of the invigilator or invigilator-in-charge of that candidate and a statement of the candidate concerned. The Officer-in-Charge will be personally responsible for such non-submission of answer scripts.

- ix. Invigilators are also required to obtain another copy of the Roll Sheet provided by the Council for signature of all the candidates, who are sitting in the examination.
- x. If the invigilator finds any candidate using unfair means, then he/she shall take the candidate with the relevant paper and incriminating materials to the Officer-in-Charge for necessary action. The Officer-in-Charge shall forthwith take action, and if he/she decides to expel the candidate, he/ she shall record a statement of the candidate in the prescribed form in presence of other 02 (two) invigilators as witnesses.
- xi. If an invigilator does not attend at the time fixed for him/her or leave the examination premises before the prescribed time or connives unfair means adopted by any candidate or otherwise fails in performing his/her duties, then the Officer-in-Charge may take immediate action against him/her and without prejudice to any other action that may be taken against him/her, may debar him/her from future appointment as invigilator.
- xii. All the answer scripts of a particular room or hall must have initialed during examination by the invigilator. The invigilator, while initialing the answer scripts, must ensure that the roll number, registration number and subject etc. are correctly put by the candidate.
- xiii. Invigilators shall not carry mobile phones to the examination hall under any circumstances.
- xiv. The invigilator shall serially arrange the answer scripts medium-wise before submission to the Officer-in-Charge.
- xv. There will be at least 01 (one) experienced female invigilator in the room/s where the female candidates are seated.
- xvi. **Question paper shall be made available in the examination hall before 10 minutes from the commencement of the examination.**
- xvii. At the end of every session, invigilator shall prepare a statement clearly showing (1) the number of answer scripts received by him/her, (2) number of answer scripts distributed to the candidates (3) number of additional sheets supplied to the candidates and compare the figure with the attendance sheet and the same are to be submitted to the Officer-in-Charge.
- xviii. The invigilators should deal any situation in the examination hall with sympathetic and supportive manner so that adverse affect does not fall on the students in the examination hall.
- xix. All invigilators should familiarize themselves with the guidelines governing the conduct of examinations before the commencement of the examination.

8. SUPERVISING OFFICERS:

Council will appoint minimum one Supervision Officer (SO) in each exam centre. However, if situation demands, the Council may appoint more than one Supervision Officer (SO) in one centre. He/She can download the appointment letter through the portal and submit the bank details, phone number and distance from home to the examination centre initially for further communication. The Supervising Officers shall ensure smooth and fair conduct of the examination in the centre as per guidelines of the Council. He/ She will attend the examination centre on each day of examination and submit report to the Council through online mode. The Supervising Officers shall not submit any remuneration bill/report to the AHSEC office in offline mode.

9. INSTRUCTIONS WITH REGARD TO DUTIES OF THE SUPERVISING OFFICERS:

- i. The supervising officer shall work in close collaboration with the Officer-in-Charge of the examination centre.
- ii. The supervising officer must be present at the time of opening of confidential packet and also have to sign in the outer leaf of the packet.

- iii. He/ She must take photograph of the packets of sealed question paper before opening and the photograph of sealed answer scripts packets and upload the same in the portal on each day of the examination.
- iv. The supervising officer shall collect information from the Officer-in-Charge about the room(s)/hall(s) allotted for supervision, number of examinees appearing in each room, subject(s) and duration of examination.
- v. Prior to the commencement of examination, he will verify and ensure that no student present in the room possesses any objectionable material, which is not permissible in the examination room/hall. In case, if any examinee is found in possession of any such objectionable material, the examinee be instructed to keep it outside the examination room/hall or at the allotted place. If examinee refuses to comply to keep away such material, the supervising officer shall immediately bring the matter to the notice of the Officer-in-Charge of the examination centre. Under no circumstance, examinee is allowed to keep with him/her any objectionable material in the examination room/hall.
- vi. Verify and ensure that each examinee is sitting at a place meant for him/her.
- vii. Inspect the examination rooms/halls and verify the seating arrangement. If the seating arrangement is found to be improper, he/she shall inform the Officer-in-Charge and get it amended.
- viii. Keep strict monitoring over examination room(s) and ensure that examination is conducted in free and fair manner. He shall not allow any examinee to use unfair means or indulge in malpractice or misbehavior and ensure that no extra book/paper lies in the vicinity.
- ix. Immediately take due action against the examinee, who is found using unfair means or involved in malpractice or misbehavior, as per norms and instructions of the Council.
- x. **If a son/daughter of any Supervising Officer or any of his/her near relative is going to appear in the examination from any centre under the Council, he/ she must not involve themselves with the Examination works. In this regard he/she should give prior declaration in writing to the Controller of Examinations.**

10. OBSERVERS:

The Council will also appoint zone-wise Observer through online portal to observe the conduct of examination in the centres under the zone. It shall be his/her duty to ensure that all arrangement have been made in the examination centre for efficient and smooth conduct of the examination according to the instructions of the Council. He/ she shall work in close collaboration with the Officer-in-Charge of the centre and at the end of the examination submit a report through online mode about the conduct of the examination in the centres. The Observer shall not submit any remuneration bill/report to the AHSEC office in offline mode.

11. INSTRUCTIONS WITH REGARD TO DUTIES OF THE OBSERVERS:

- i. Inspect the examination halls and verify the seating arrangement. If the seating arrangement is found to be improper, he/she shall inform the Officer-in-Charge and get it amended. He/She shall see that at least 1 to 1.2 sq. meter space is provided to each examinee.
- ii. Observe that internal vigilance group is active. Similarly, visit the examination hall frequently and exercise check for proper conduct of examination and discouraging malpractice.
- iii. Keep monitoring on all aspects of the conduct of examination at the centre and report the cases of malpractice/ misconduct, if any, to the Officer-in-Charge. The Officer-in-Charge shall take action in such cases as per Council's prescribed procedure. He/ She also ensure that other examinee shall not be disturbed during this process.
- iv. If in his opinion, the action taken by the Officer-in-Charge is not proper or sufficient, or the Officer-in-Charge is non-cooperative, the matter shall be immediately communicated to the Controller of Examinations/Deputy Controller of Examination over phone and also in writing. Such report shall be specific and objective in nature. Care shall be taken that the report is submitted along with supporting facts, figures, proofs and matters related to the conduct of examination.

- vi. The Observer shall monitor all aspects of the conduct of examination and ensure that the examination is conducted adhering the guidelines/instructions of the Council, thus enhancing the general credibility of the system and discouraging any tendencies on the part of the examinees or any other person to indulge in malpractice or misbehavior in the examinations.
- vii. He/She shall ensure that door(s) and windows of the Examination room/hall are kept open during the examination.

12. DISPATCH OF ROLL SHEETS, ATTENDANCE SHEETS, BLANK ANSWER SCRIPTS ETC. BY THE COUNCIL:

Roll sheets of the candidates appearing in the centre, attendance sheets, blank answer scripts and other relevant papers shall be sent by the Council to the Officer-in-Charge of an examination centre well ahead of the date of commencement of examinations.

- i. Each Blank Answer Scripts containing 16 pages with serial numbers and the Additional Sheets each containing 08 pages with serial numbers must be kept in the custody of the Officer-in-Charge and he/she will be responsible for any loss, damage or theft of the same.
- ii. The Blank Answer Scripts must be serially distributed on each day of examination and instruct the candidates to write correctly the serial number of Additional Sheets in specified portion of the Answer Scripts.
- iii. The statement showing the number of answer scripts with serial numbers used in the different rooms must be maintained every day.
- iv. The surplus answer scripts of each day examination, if any, must not be mixed up with other blank answer scripts, if these answer scripts do not correspond to the serial number of the ones to be used for the following day.
- v. Damaged or unusual (dissimilar in stitching or single inner sheets) answer scripts should not be distributed amongst the candidates.
- vi. Answer Scripts are to be distributed amongst the candidates before 20 minutes of scheduled time of examination, so that the candidate can write their information neatly and correctly.

13. ARRANGEMENT OF SEAT PLAN:

- i. Immediately on receipt of the roll sheets, the Officer-in-Charge shall prepare a seat plan for the candidates and notified at least 01 (one) day before commencement of examination. A copy of the seat plan must be sent to the Council.
- ii. The Officer-in-Charge must ensure that the candidates occupy the allotted seats. Both male and female candidates will be seated in each room. The male candidates will be seated by the side of the verandah/entrance and the female on the other side.
- iii. Under no circumstances candidates of a particular institution will be seated in one room. In one bench, only 02 (two) candidates of different institutions be allotted seats at the two ends.
- iv. As far as practicable, the examination centre having single institution shall make seating arrangement in such a way that only one candidate shall sit in a single pair of desk and bench.
- v. Accommodation capacity of each room should be ascertained before making the seat plan. There should be sufficient space along the middle of the room and by the side of the walls so that the invigilator can easily move.
- vi. In the cases where candidates are suffering from any contagious or infectious disease or when their presence is otherwise likely to be prejudicial to other examinees, the Officer-in-Charge will arrange special accommodation for such candidate in a separate room with an invigilator exclusively for that room. In such cases, he/she shall also take step to have the answer script or other materials handle by the candidate

properly fumigated or otherwise render innocuous before dispatching the same. Where fumigation is necessary the candidate is to be directed to write with lead pencil.

- vii. Under no circumstances, a candidate should be allowed to appear in an examination at his/her house or at other private residence.

14. QUESTION PAPERS:

a. Dispatch of Question Papers:

- i. The question papers for each centre shall be well packed and sealed properly in the Council Office before dispatch to the examination centre. The Controller of Examinations shall personally ensure that the packets are properly sealed and the required number of question papers have been duly dispatched to the Police Stations/POP/TO in the name of examination centres.
- ii. The question paper must be kept in Police stations/ police out posts/ treasury Office, but in no case, the question papers are allowed to be kept at Police Patrol Posts, Investigation Centers, Check posts etc.
- iii. The Council will provide a record sheet for receiving the question papers from the P.S. /P.O.P. /T.O. for each day of the examination. The Officer-in-Charge or the Assistant Officer-in-Charge of the examination centre and the in-charge or the authorized official of the P.S./P.O.P. /T.O. concerned must sign in the record sheet after receiving/handing over the question papers.
- iv. The Officer-in-Charge of the examination centre must take charge of the surplus copies of question papers and keep the papers in safe custody till the examination in that particular subject is over. Not a single copy of the surplus question papers should be allowed to be kept in any examination room or with any invigilator.

b. Officer-in-Charge to check the number of packets:

The Officer-in-Charge shall verify the number of such packets with the number mentioned in the statement sent by the Council. If he/she detects any discrepancy in the number received at Police stations/ Police out posts/ Treasury Office and the number entered in the statement sent by the Council, he/she shall immediately report to the Controller of Examinations. The Council shall immediately take action and if there is any shortage, dispatch the required number of packets without any delay, ensuring that these reach the Officer-in-Charge before commencement of the examination.

c. When to open the packet of question papers:

On each day for each session of the examination, the Officer-in-Charge shall take out the required packets of question paper 01 (one) hour before the scheduled time of examination. He/she shall not open the packet till 30 minutes before the time fixed for starting of the examination. He/She shall open it in presence of at least 02 (two) invigilators along with the Supervising Officer. The Officer-in-Charge shall then sign a certificate to the effect: "Certified that the packet of question paper has been opened in presence of the invigilator and Supervising officer 30 minutes before the start of the examination and that the seal has been found intact." Two invigilators shall sign the certificate as witnesses. (See Annexure I)

d. **Mobile phone is strictly prohibited inside the Confidential room of the examination centre.**

Carrying of mobile phone is strictly prohibited inside the confidential room of the examination centre. The Officer-in-Charge may carry the mobile phone in case of emergencies. Further, the Supervising Officer is allowed to carry mobile phone for taking only photographs of sealed packets containing question paper as described in Para-9 above.

e. Action to be taken when the actual number of question papers fall short of the outer cover of the packet:

- i. If the Officer-in-Charge, on opening any packet, finds that the number of question papers in the packet actually falls short of the actual number mentioned on the outer cover of the said packet, then he/she shall report the matter to the Controller of Examinations without any delay.
- ii. If on opening the packet, the number of question papers inside the packet is found to be obviously inadequate for distribution among all the candidate present then he/she shall proceed as follows:

- a) If the centre is situated within the city of Guwahati, then he/she shall immediately contact the Controller of Examinations over telephone, but if the telephonic contact is not possible then send a special messenger to the Council. The Controller of Examinations shall thereupon forthwith send the required number of question paper under proper care and custody to the Officer-in-Charge.
- b) If the centre is situated outside the city of Guwahati, then he/she shall, if possible, collect the required number of question paper from the Council or nearby examination centre or else he/she shall forthwith get them cyclostyled or Xeroxed under his/her supervision and distribute them among those candidates who could not be provided with the same and shall simultaneously inform the Controller of Examinations over telephone or E-mail whichever is practicable. The loss of time caused to any candidate by the delay in distribution of the question paper under such circumstances shall be compensated by the grant of equal, extra time by the Officer-in-Charge.

15. CANDIDATES:

- i. No candidate should be allowed to enter in the examination room/hall unless he/she displayed the admit card issued to him/her or otherwise the Officer-in-Charge satisfies as to his/her eligibility and identity. The admit cards of all candidates should be verified during all sessions of the examination.
- ii. In case of candidates coming under order of change of centre, identification of the candidate by an authorized person be insisted upon. Private candidates shall be identified by a responsible person known to the Officer-in-Charge.
- iii. The Council will provide the photo-base attendance sheet for the candidates which includes Photograph, Roll Number, Subject code and Signatures so that no unauthorized candidate can sit in the examination and the centre will identify the candidate from these attendance sheet. The Officer-in-Charge must ensure that the candidate shall write the answer scripts Sl. No. in respective box of the attendance sheet. Those who are absent shall be marked absent in the attendance sheet and the invigilators on duty shall sign the attendance sheet.
- iv. The Officer-in-Charge must notify to the examinees before commencement of the examination that carrying of the Registration Card and the Admit Card to the examination are mandatory.

16. SECURITY:

- a) As the Officer-in-Charge of the local Police Station/Out Post is an ex-officio member of the examination committee, the security arrangement of the centre will be shorted out and finalized with him/her. Security arrangement should be made in such a way that sufficient security personnel are turned up 15 minutes before the commencement of the examination and stay there till the candidates leave the examination centre.
- b) The permanent urinals available in the centre should be blocked during the examination period. Separate temporary urinals for the male and female candidate should be constructed and the urinal of the male candidate should not be fully covered. Officer-in-Charge of the centre should inspect those temporary urinals every day and ensure cleanliness of the same.

17. PHOTO BASED ATTENDANCE SHEET, ROLL SHEET, TOP SHEET AND ABSENTEE STATEMENT:

- a) There shall be an attendance sheet with the particulars of the candidates allotted to a centre. Based on the particulars of the attendance sheet, a top sheet and an absentee statement shall also be prepared. The

Officer-in-Charge shall ensure that complete roll numbers (including the centre code) of each and every candidate is written on the Top sheet and Absentee statement.

- b) The absentee statement is a very important document and should be sent to the Council without fail. List showing the roll number of the absentees, day of the examination and subject from which they remained absent should be clearly mentioned in the statement.
- c) The Officer-in-Charge should personally ensure that the absentee statement is carefully and correctly filled up on each day examination and sent the same to the Controller of Examinations without fail immediately after the completion of the examinations at their centre.
- d) A copy of the absentee statement should also be sent along with the concerned subject packets to the Examination Zones where evaluation of the answer scripts shall be done.

18. DISPATCH OF ANSWER SCRIPTS BY EXAMINATION CENTRE:

- i. After completion of the examination of a particular subject/ shift, the answer scripts must be serially arranged in order of Roll Number, Medium and Subject along with the Top Sheet and a Question paper for sending to its destinations as prescribed by the Council through the subject-wise allotment sheet.
- ii. The answer scripts must be dispatched by Speed Post through Computerized Booking System on each day of examination by the earliest available transit with all due precaution of safety, security and secrecy. The packet should not be sent by Railway Mail Services (RMS).
- iii. Before dispatching, the Officer-in-Charge of the centre must ensure that the address of the particular evaluation zone is properly written on the packets.
- iv. The packing of answer scripts should be done using good quality Marcin Cloth with proper stitching and sealing to avoid any damage from natural calamities in transit. Centre Code should be written instead of Centre Name as dispatcher. If for want of time, the answer scripts of afternoon shift of any particular day cannot be dispatched, the same must be deposited in the local treasury/ police station and dispatched on the very next day.
- v. The dispatch report after each day of the examination should be submitted to the Controller of Examination without fail.
- vi. Please note that Officer-in-Charge will be held responsible for delaying of dispatch of answer scripts to evaluation zone and as such, the Council will take appropriate action against the Officer-in-Charge.

19. DOCUMENTS WHICH ARE TO BE SENT TO COUNCIL AND EXAMINATION ZONES:

The following original documents to be dispatched to the Controller of Examinations, AHSEC:

- i. Dispatch Report.
- ii. Records of answer scripts, additional sheets.
- iii. Unused answer scripts supplied by the Council, additional sheets, graph papers and other materials.
- iv. Top Sheet.
- v. Photo based Attendance Sheet.
- vi. Absentee Statement.
- vii. Seat Plan.
- viii. List of invigilators with full signature and name of institutions.
- ix. Documents/ Reports related to expulsion or other disciplinary actions.
- x. Records of receiving the question papers from P.S./P.O.P./ Treasury Office.
- xi. Documents received from the local treasury/ police station regarding keeping the answer scripts overnight.
- xii. Other relevant documents.

The photocopy of the following documents should be dispatched to the examination zone along with the packet of answer scripts:

- i. Dispatch report.
- ii. Top sheet.
- iii. Absentee Statement.
- iv. Documents received from the local Treasury/Police Station regarding keeping the answer scripts overnight.

20. EXPULSION OF CANDIDATES:

The Officer-in-Charge of the centre shall have the authority to expel a candidate from an examination, if the candidate violates any rule or instruction for which he/she is liable to be expelled or resort to any disorderly conduct, or adopt any unfair means.

- a) Where a candidate is found to be guilty of a misconduct for which he or she is liable for expulsion under the underlying guidelines/instructions, he/she shall be expelled and shall not be allowed to continue the examination. In each case, the Officer-in-Charge shall report in the prescribed form to the Controller of Examinations, stating clearly the facts and circumstances along with the evidence in support of the misconduct of the candidate. The report along with the answer script of the candidate, in which he/ she is found to be guilty of malpractice, incriminating documents, if any, should be forwarded through registered post in a separate seal cover addressed to the Controller of Examination mentioning the name of the candidate.
- b) A written explanation from the expelled candidate in his/ her own handwriting, stating his/her offense along with a written statement of the concerned invigilator are to be obtained and sent to the Controller of Examinations.
- c) If the expelled candidate refuses to submit written explanation, then the Officer-in-Charge shall send a report to the effect to the Controller of Examinations with a report of the concerned invigilator mentioning the fact.
- d) A candidate under examination possessing any paper or notes other than the admit card and the registration card, misbehave with invigilator or any other malpractices then he/she may be given first 02 time warnings. Despite warning, if he/she repeats the same, the candidate shall be expelled from the examination hall.
- e) Candidate consulting with one another, copying from other's answer scripts, looking at other's papers, trying to help others or somehow suspects to be attempting unfair means will be warned by putting a "W" on the answer script and be immediately reported to the Officer-in-Charge, who may expel a candidate, if warned more than twice.
- f) If case of impersonation, the Officer-in-Charge should send the statements of the person found to be impersonating, the invigilator/s and the real candidate, if possible, to the Controller of Examinations. Photograph shall be taken and sent along with the report. It should be dealt with seriously and the person be handed over to the Police.

21. EXAMINATION CENTRE:

- i. The Council will not bear any expenses beyond what is necessary for dispatch of Blank Answer Scripts, Confidential Paper etc. from the Council office to the centre.
- ii. The Officer-in-Charge shall be responsible to the centre committee so far the accounts are concerned. The ceiling of centre fee to be realized from each candidate is Rs. 300/-.
- iii. Remuneration due to the Officer-in-Charge, Assistant Officer-in-Charge, Invigilators, Office Assistants cum Typists, Bearers, Orderlies etc., conveyance allowances to the Treasury Officer/ OC, Police Station, helper of the Treasury Officer and Expenses for postage stationary etc. should be met from the centre fees collected from the candidates.

- iv. Stationary and other materials left after the end of the examination be sold in auction and the sale proceeds be adjusted against the accounts of the centre.
- v. The cost for holding examination at any particular centre must not exceed the centre fee collected.
- vi. The ratio of the invigilators to the number of candidates shall be 1:25. One additional invigilator be appointed for 100 candidates as reliever. Only 01 office assistant cum typist may be appointed for every 400 candidates.
- vii. 01 room bearer for every 50 candidates be engaged in the examination room/hall. One additional bearer may be engaged for every 100 candidates for packing/dispatching etc. works.

22. ADMISSION TO THE EXAMINATION HALL:

- i. 15 minutes before the commencement of each day examination, both in the morning and in the afternoon a warning bell shall be rung as a signal for the candidate to take their seats and distribution of question papers for reading.
- ii. After 30 minutes of the commencement of the examination, no candidate is allowed to enter the examination room/ hall.
- iii. Under no circumstances, candidates are allowed to use any Electronic Devices in the Examination room/hall.

23. UNFAIR MEANS/MISCONDUCT:

No candidate shall use unfair means or indulge in disorderly conduct at or in connection with examination.

"Unfair means" includes one or more of the following act of commission or act of omission on the part of the candidates during examination period.

- i) During examination time having in possession or access to.....
 - a) Any paper, book, note or any other unauthorized material which has relevance to the examination.
 - b) Mobile phone, Digital watch or any other electronic gadget or device is strictly prohibited.
 - c) Anything written or signs made on the body of the candidate or his/her cloths/garments, handkerchief etc. which may have relevance to the examination concerned.
 - d) Anything written on the question paper/admit card/ registration card which may have relevance to the examination concerned.
 - e) Giving or receiving assistance in answering the question papers to or from any other candidates/persons in the examination room/hall or outside during the examination hours.
 - f) Talking to another candidate or any unauthorized person inside or outside the examination room/hall during the examination hours without the permission of the invigilators.
 - g) Using abusive or obscene language in the answer script & also to the invigilator.
 - h) Communicating or trying to communicate, by any means whatsoever, through electronic media or otherwise with any other person in a manner that is indicative of help being sought/ given in an examination.
 - i) Communicating or attempting to communicate, directly or through person, with an invigilator for giving him/her bribery for the purpose of getting the right answer.
 - j) Organizing a walk out; or instigating others to walk out; or misconducting oneself in any manner, in or outside the examination room/hall.
 - k) Coming to the examination hall under the influence of alcohol or drugs.

- l) Changing the seat without the permission of the invigilator or occupying the seat not allotted to him/her.
- m) Communicating with other candidates, whether whispering, making signals or by any other means will be considered as cheating.
- n) Smuggling-out, either blank/written, or smuggling-in of answer script/additional sheet.
- o) Not submitting the answer script to the invigilators after completion of the concerned examination.
- p) Tearing of the answer scripts.
- q) Creating disturbance in the examination room/hall or its vicinity.
- r) Any other similar act of commission and/or act of omission which may be considered as unfair means by the competent authorities.
- s) Actions upon occurrence of use of unfair means:
 - i. If a student is found to be attempting to use of unfair means, the invigilator in the first instance will just give a discrete warning. If the behavior persists, treat it as use of unfair means.
 - ii. Immediately withdraw the answer script from the student.
 - iii. Invigilator who notices the use of unfair means should immediately take possession of any paper/material that is being used by a student for unfair means. Later he/ she should sign on it or attach a paper with the evidence with his/her signature.
 - iv. Get the signature of the other invigilator on the evidence.
 - v. If the evidence is written on the table or desk or wall etc. then invigilator immediately arrange photography of the evidence.

A. Punishment:

- i. A candidate found using unfair means is liable for expulsion from the examination room/hall.
- ii. Any other punishment deemed suitable by the competent authority.

24. CRITERIA FOR ALLOTMENT OF EXAMINATION CENTRE

- 1. The Institution should be recognized by the Council and has been sending up candidates for HS or its equivalent examination at least for 5 years.
- 2. No private Institution is allowed as Examination Centre for theory exam though it is recognized by AHSEC.
- 3. Institution must be Govt./Govt. Provincialized/ Venture which are recognized by AHSEC (at least 05 years of Recognition).
- 4. The institution must have strong and high boundary wall with full Gate.
- 5. The campus of the institution must be covered by CCTV camera.
- 6. Strong room has to be facilitated like strong locker and other facility under control of officer in-charge of the institution with CCTV camera.
- 7. Minimum candidates should not be less than 100 of its own; consideration will be given in respect of special case.
- 8. Preferably Institution having same stream may be tagged.
- 9. Institution must have sufficient no. of Desks and Benches with good condition with required facilities.
- 10. Toilet and Drinking water facility must be adequate.
- 11. The Police station/ Post office should be nearby and Medical facility within a distance of 8 km radius.
- 12. Minimum distance between two centers should be 5 km. Under special circumstances distances may be reduced.
- 13. Proper Firefighting equipment should be kept as per the advice of local fire service authority.
- 14. Previous records/reputation of the institution in the matter of conducting examinations should be satisfactory.
- 15. Institution must give an undertaking provided by AHSEC for any unfair means.

25. Undertaking:

UNDERTAKING

I, Shri.....,

Principal..... of

.....
HSS/College/Sr. Secondary School, hereby state that this Institution has enrollment of students numbering () in HS 2nd year, who are going to appear at the HS Final Examination, 2024.

I further state that the institution has fulfilled requisite Criteria with facilities i.e. boundary wall, CCTV, strong room, drinking water, sanitation and required no of desks & benches, nearest Police station, dispensary for smooth conduct of the Examination. In this regard, I wholly undertake to the effect that I will comply with all such criteria/ conditions as may be laid down by the higher authority for smooth conduct of the HS Final Examination and that I will engage teachers / staff except from private institution who are reliable for assigning such duty and that I will be solely responsible for smooth conduct of the examinations in such a way, which is prescribed by the Superior Authority. In the event of failing to comply with the above or negligence on my part, the authority will be at liberty to inflict penalty or punitive action upon me as per existing rules and procedures. I submit that the matter has been informed to the SMDC and that I have been asked to do the needful to ensure smooth conduct of the examination.

I will adopt every possible measure to avoid unfair means, malpractices, leakage of question papers or misplace of Answer script whatsoever as may be contrary to the smooth conduct of examination

President,
School Management
Development Committee

Principal
Name of Institute



Controller of Examinations

Assam Higher Secondary Education Council
Bamunimaidam, Guwahati-21