

# Board of Secondary Education Andhra Pradesh, Hyderabad



S.S.C. Public Examinations March, 2013

Training Manual Cum Instructions to :

- Chief Superintendent
- Departmental Officer
- Additional Departmental Officer
- Invigilators

**GOVERNMENT OF ANDHRA PRADESH**

From:  
Sri B. Manmadha Reddy,  
M.A., M.Ed.,  
Director of Government Examinations,  
Andhra Pradesh, Hyderabad

To  
All the Chief Superintendents of  
SSC Public Examinations, March, 2013  
/ June, 2013.

**Rc.No.101/B-1/2012, Dated: 18-12-2012.**

Sir / Madam,

Sub:- SSC, OSSC and SSC Vocational course Public Examinations, March, 2013-  
Conduct of Examinations – certain instructions – Issued – Regarding.

Ref:- Govt. Memo No. 13035/Prog.I/A1/2009,dt:18-08-2009, Sec.Edn (Prog.I)) Dept.

...  
The SSC, OSSC and SSC Vocational course Public Examinations, March, 2013 will be conducted from 22-03-2013 to 09-04-2013. The timings of the examinations are from 09-30 A.M. to 12-00 Noon.

In this connection, I am to inform you that the "**Bar Coding system**" is being continued for this year also in **all the papers** of SSC, OSSC & Vocational Examinations. In this regard Comprehensive Instructions/guidelines highlighting the roles of the Chief Superintendents, the Departmental Officers and invigilators are prepared and enclosed to this letter.

**The instructions to the Chief Superintendents / Invigilators are divided into Two parts.**

1. Part-I deals with General Instructions for all above examinations.
2. Part-II deals with instructions to be followed under **bar coding System** for all subjects.

Further the instructions given to the Chief Superintendents hold good for the Departmental Officers as both of them have to see that the instructions are carried out scrupulously and conduct examinations smoothly and peacefully. In addition to these instructions some special instructions are given to the Departmental Officers to concentrate on certain important activities and bestow their personal attention.

I therefore request you to follow the guidelines and instructions issued and ensure that the SSC Public Examinations March, 2013 are conducted successfully and peacefully in your centre. I further inform you to preserve the above instructions as an office copy for further examinations also and for your guidance.

Yours faithfully,

Sd/-B. Manmadha Reddy  
**DIRECTOR**

**Encl:**

1. Copy of the time-table, SSC Exams, March, 2013.
2. Instructions issued to Chief Superintendents/  
Departmental Officers/Invigilators

Copy to all R.J.D.S.Es /D.E.Os/A.C.G.Es in the State for information and necessary action

Copy to all the State Level Observers in the State.

Copy submitted to the Director of School Education, A.P., Hyderabad.

Copy submitted to the Principal Secretary to Government, School Education (Exams) Department, A.P., Hyderabad.

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**BOARD OF SECONDARY EDUCATION, ANDHRA PRADESH:: HYDERABAD.****SECONDARY SCHOOL CERTIFICATE PUBLIC EXAMINATIONS, MARCH, 2013.****EXAMINATION TIME TABLE FOR ACADEMIC, OSSC AND VOCATIONAL CANDIDATES.  
(REGULAR AND PRIVATE CANDIDATES)**

DATE & DAY	SUBJECT & PAPER	TIME	PAPER CODE
22 – 03 – 2013 FRIDAY	First Language Paper-I (Group-A)	09:30 AM to 12:00 Noon	01T,01A,01K,01U, 01'O',01H, & 01M
	First Language Paper-I (Composite Course)	09:30 AM to 12:30 PM	03T,03A,03K,03U, 03'O',03H, & 03M
23 – 03 – 2013 SATURDAY	First Language Paper-II (Group-A)	09:30 AM to 12:00 Noon	02T,02A,02K,02U, 02'O',02H, & 02M
	First Language Paper-II (Composite Course)	09:30 AM to 10:30 AM	04S,05,06 & 08 H
	OSSC Main Language Paper-I (Sanskrit, Arabic, Persian)	09:30 AM to 12:00 Noon	23,25 & 27
25 – 03 – 2013 MONDAY	Second Language	09:30 AM to 12:00 Noon	09H,09T,11E & 09U
26 – 03 – 2013 TUESDAY	English Paper-I (Code Nos. 13 or 29)	09:30 AM to 12:00 Noon	13E & 29E
28 – 03 – 2013 THURSDAY	English Paper-II (Code Nos. 14 or 30)	09:30 AM to 12:00 Noon	14E & 30E
30 – 03 – 2013 SATURDAY	Mathematics Paper-I	09:30 AM to 12:00 Noon	15E,15T,15A,15K, 15U, 15'O', 15H & 15M
01 – 04 -2013 MONDAY	Mathematics Paper-II	09:30 AM to 12:00 Noon	16E,16T,16A,16K, 16U, 16'O', 16H & 16M
02 – 04 – 2013 TUESDAY	General Science Paper-I	09:30 AM to 12:00 Noon	19E,19T,19A,19K, 19U, 19'O', 19H & 19M
03 – 04 – 2013 WEDNESDAY	General Science Paper-II	09:30 AM to 12:00 Noon	20E,20T,20A,20K, 20U, 20'O', 20H & 20M
04 – 04 – 2013 THURSDAY	Social Studies Paper-I	09:30 AM to 12:00 Noon	21E,21T,21A,21K, 21U, 21'O', 21H & 21M
06 – 04 – 2013 SATURDAY	Social Studies Paper-II	09:30 AM to 12:00 Noon	22E,22T,22A,22K, 22U, 22'O', 22H & 22M
08 – 04 – 2013 MONDAY	OSSC Main Language Paper-II (Sanskrit, Arabic, Persian)	09:30 AM to 12:00 Noon	24,26 & 28
09 – 04 – 2013 TUESDAY	SSC Vocational Course (Theory)	09:30 AM to 11:30 AM	31 to 59

**Note: 1** The Objective paper in the subjects in which they are given have to be answered in the last half-an-hour only except First Language Telugu Paper-I & II / Oriya Paper-I & II / **Marathi Paper I & II / Kannada Paper I & II, Tamil Paper I & II, Hindi Paper I & II, Urdu Paper I & II,** Third Language English Paper-I & II and OSSC Sanskrit Paper I & II for which Part-A and Part-B should be given at the beginning of examination and collected together at the close of the examination.

**Note: 2** All the Academic course subjects / Papers are common for both SSC Academic Course and OSSC Course candidates.

**Note: 3** SSC Public Examinations, March, 2013 will be conducted strictly as per the above time table even if the Government declares Public Holiday or General Holiday in respect of any date / dates mentioned above.

**Note: 4** The performance of the candidates who answer wrong combination question papers will be cancelled. Hence the candidates are held responsible for demanding / answering wrong question papers.

**Note: 5** The Performance of the candidate in the examination will be cancelled, if the candidate appears in the examination center other than originally allotted by this office.

**Station: Hyderabad**

**Dated: 23-11-2012**

**SD/- B. Manmadha Reddy**

**DIRECTOR**

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## DUTIES OF CHIEF SUPERINTENDENTS / DEPARTMENTAL OFFICERS

### IMPORTANT NOTE:-

The instructions / Duties of the Chief Superintendents and the Departmental Officers are given in **two parts namely Part-I, Part-II.**

- Part-I deals with General Instructions applicable to all Examinations.
- **The Chief Superintendents and the Departmental Officers are informed that Bar Coding is continued to All subjects for SSC, OSSC and Vocational Public Examinations, March 2013.**
- The method of conducting of First language paper-I to Social studies paper-II, OSSC and Vocational Papers, detailed instructions are given in the part-II of these instructions. Any deviation / mistake/ lapse on the part of the Chief Superintendent, the Departmental Officer and Invigilators will lead to severe consequences such as withholding the results of the candidates in large numbers, non identification of the answer scripts of the candidate in marks wanting cases and Recounting cases besides initiating severe disciplinary action against the Chief Superintendents, the Departmental Officers and the invigilators concerned.
- Read all the Instructions carefully and in case of any doubt, please discuss with the District Educational Officer, the Deputy Educational Officer and the Assistant Commissioner. Any lapse on his/her part will cause damage to the candidates.
- As the Departmental Officer and the Chief Superintendent shall jointly oversee and take all possible steps to conduct SSC Examinations smoothly, curbing all kinds of unfair means the duties and instructions given to the Chief Superintendents hold good for the Departmental officer also. Hence both shall discharge all the functions jointly. They are equally responsible in all aspects in conducting examinations.

### PART – I

#### 1. METICULOUS PLANNING:-

- i. The Chief Superintendent is fully responsible for the proper and orderly conduct of the examinations at the Centre. It is a very responsible work and requires meticulous planning and very careful attention even into the smallest detail. The examination process starts with the intimation that the Centre has been selected for the conduct of examinations and concludes with the sending of answer scripts to the respective spot valuation camps and also sending all the required information and post examination material to the Office of the Director for Govt. Examinations (D.G.E).
- ii. The Departmental Officers posted at the centre should render all assistance to the Chief Superintendents. They represent the Government and as such they should be extremely vigilant and oversee proper, smooth and orderly conduct of SSC Examinations at the centers allotted to them.
- iii. The Departmental Officer shall be very watchful in opening the sealed question paper packets and in distribution to the invigilators as per rules. He/she should ensure that the question paper is not leaked to any outsiders /students before or after the commencement of examination. He/she is totally held responsible for such occurrences, as he/she is a Government Representative. He/she has to maintain the Question Paper account and Stationery account room wise and also for the entire centre.

## 2. PHOTO IDENTITY CARDS TO ALL PERSONNEL:-

The Chief Superintendents and the Departmental Officers should obtain photo identity cards duly countersigned by the District Educational Officer or by the concerned Deputy Educational Officers, or any other officer authorized by the D.E.O. Likewise they in turn shall issue Photo Identity cards with their signature to all the Invigilators and other staff appointed for conducting examinations in their respective exam centres. No person shall be allowed to move around in the premises of examination center without the identity card.

## 3. METHODOLOGY OF RECEIPT OF QUESTION PAPER BUNDLES AT STORAGE POINTS, VERIFICATION OF QUESTION PAPERS AND ISSUING TO INVIGILATORS:

### i. VERIFICATION OF QUESTION PAPER PACKETS AT THE STORAGE POINT

At the storage point, soon after the receipt of the day-wise Question paper packets from the concerned custodians, the Chief Superintendent and Departmental officers have to verify each Q.P packet without opening the polythene cover, by way of sliding the inside packet. He has to check the correctness of date of examination printed on the sealed covers, subject, paper and paper code, medium and number of question papers received. He/she should record them in the register for that particular day. Care should be taken to verify whether the seals are intact and if any tampering or tearing of the sealed bundles is noticed it should be intimated to the Custodian, District Educational Officer and also to the D.G.E at once telegraphically / over phone.

### ii. CHECK ADEQUACY OF QUESTION PAPERS:-

The adequacy of question papers should be checked as per the printed Centre nominal Rolls supplied to the centre. Any shortages noticed at the Storage point should be intimated to the Custodian. The Custodian in turn will consolidate the figure for all the centers attached to the storage point and intimate to the Route Officer. The Route Officer in turn will inform the D.E.O. and the DEO will make necessary arrangements for the supply of the required shortage from the DEO's bulk through the Route Officer.

### iii. REPORT AT THE STORAGE POINT IN TIME:

The Chief Superintendent should be present at the Storage point along with the Departmental Officer **one hour before the commencement of Examination on each day**, to receive the Question paper packets of his / her centre from the Joint Custodians. The Chief Superintendents along with Departmental Officers should go to the storage Point **with Police escort** and the **police escort should be with him till the Question papers** are brought to the centre on each day of examination.

### iv. OPENING OF Q.P PACKETS AT THE CENTRE – 10 to 15 MINUTES BEFORE THE COMMENCEMENT OF EXAMINATIONS:-

(a) At the centre, **the Chief Superintendent should open the sealed question paper packets before 10-15 Minutes** of the commencement of the examination in the presence of the Departmental Officer and two other Invigilators of the centre who act as witnesses. **He should obtain the signatures of the Departmental Officer and Invigilators as witnesses with date and time of opening the question paper packets on the content slip which is pasted on the top of the cover.**

(b) The time lost for issuing question paper to the candidates shall be given at the end wherever the delay occurred. But see that as far as possible such delays do not occur.

v. VERIFICATION OF THE CORRECTNESS OF QUESTION PAPERS BEFORE HANDING OVER TO THE INVIGILATORS.

(a) Immediately after opening the question paper covers it should be confirmed with reference to the time-table, whether the question papers in the cover Part-A pertains to that day or not, before handing over the required number of question papers to the invigilators concerned. Similar exercise has to be carried out in respect of Part-B question papers also which are to be issued immediately to the candidates at the commencement of the last half an-hour of the examination.

(b) **Issuing Part B along with main paper i.e. Part A:**

The Part-B bit paper shall be given to the candidates alongwith main papers i.e., Part-A to the following Question Papers. They should be collected at the end alongwith main answer books.

Sl. No.	Subject Name	Paper Code
1.	First Language Telugu Paper-I & II	01 / 02T
2.	First Language Oriya Paper-I & II	01 'O' / 02 'O'
3.	First Language Kannada Paper-I & II	01K / 02K
4.	First Language Marathi Paper-I & II	01M / 02M
5.	First Language Hindi Paper-I & II	01H / 02H
6.	First Language Tamil Paper-I & II	01A / 02A
7.	First Language Urdu Paper-I & II	01U / 02U
8.	OSSC Paper Sanskrit Paper-I & II	23 / 24
9.	Third Language English (TM) Paper-I & II	13E / 14E

(c) **Issuing Part (B)- Only in the last Half an Hour:**

Part-B bit papers shall be given to the candidates in the last half-an-hour to the following paper codes.

- (i) all Second Language subjects.
- (ii) all non-Language subjects.

(d) **Third Language English (EM) Paper-I & II (29E/30E):** These two Question Papers do not contain A & B papers. But the Question papers will contain bit questions. The Candidates have to write all answers (including bit answers) on the Answer Sheets only given to them.

vi. MEETING SHORTAGES FROM BUFFER CENTRE:-

In every storage point, one examination centre is identified as a "Buffer Centre" , in which a buffer stock of all paper codes of that Examination Zone will be provided, to meet the unexpected shortages, if any noticed on the day of examination after opening the question paper packets due to wrong packing by the printing press etc., The additional requirement should be obtained from the "Buffer Centre", giving a written requisition to the Chief Superintendent of the buffer centre, by the needy Chief Superintendent of the centre by deputing the Departmental Officer of the centre under intimation to the D.E.O. and the D.G.E. for information. The chief Superintendent of the buffer centre shall supply the shortages of Question Paper in a sealed cover to the needy centre.



vii. C-CATEGORY CENTRES:-

The Chief Superintendents and the Departmental Officers of 'C' category centers should obtain the day-wise question paper packets on each day of examination from the Custodians of the respective **Storage Points** only. Any delay in receipt of the question papers should immediately be taken to the notice of the District Educational Officer and the time lost shall be given to the candidates. **Efforts should be made to procure the question paper packets well before the commencement of the Examination to avoid inconvenience to the candidates and to avoid giving extra time.**

viii. **Xerox copies of the question papers should not be given to the candidates** without the specific orders of the D.E.O/D.G.E in case of shortage of question papers on any day as sufficient number of additional question papers are provided at the Buffer Center which is nearer to the Examination centre.

ix. VERIFICATION OF THE CORRECTNESS OF QUESTION PAPERS BY THE INVIGILATORS BEFORE LEAVING THE CHIEF SUPERINTENDENT'S ROOM AND ALSO BEFORE ISSUING TO CANDIDATES IN THE EXAMINATION HALL:-  
The Invigilators must be instructed to verify the question papers given to them carefully as to whether they belong to the same day of the examination and whether the subject, paper code, medium are tallying with reference to time-table or not, before leaving the Chief Superintendent's room and also before issuing the same to the candidates. **In case unconcerned Question paper was issued by the Chief Superintendent, the same may be returned to the Chief Superintendent immediately duly informing the Departmental Officer of the centre and such Question Papers shall be separately packed and sealed by informing the facts to the District Educational Officer and D.G.E immediately for necessary action.**

x. ISSUE OF QUESTION PAPERS OF CORRECT COMBINATION

(a) (i) if a candidate writes 03T question paper meant for 80 marks, he has to write 04S paper i.e., 20 Marks paper on next day. If a candidate writes 01T question paper meant for 50 marks, he has to write 02T paper i.e., 50 marks paper on next day. **03T & 02T or 01T & 04S are wrong combinations.**

(ii). Similarly in the case of 01U and 03U, 01M and 03M etc care must be taken not to issue Question Papers of wrong combination to the candidates.

(b) Not to issue Question Papers of Third Language English Question Paper intended for English Medium candidates (29E & 30E), to the non-English Medium candidates of 13E & 14E or vice-versa.

(c) Not to issue Question Papers of Second language Telugu (09T)/Special English (11E) to the candidates who offered Telugu as First Language.  
**Severe action will be initiated against the Chief Superintendent, the Departmental Officer and the Invigilators responsible for the issue of question paper of wrong combination at the centre.**

(d) In case a candidate demands the wrong paper, a declaration for opting the said must be obtained from the candidate, which is at the risk of the candidate only. He should be informed that there is possibility of canceling the performance if the opted paper doesn't fit into the SSC Scheme.

(e) **The First Language Tamil Text Book is changed for the academic year 2012-2013. The candidates who are studying Tamil as First Language and write exam in regular centres have to write Tamil Exam in New syllabus. The candidates who are appearing as WSS shall write Tamil exam in New**

**syllabus only. However once failed candidates are permitted to write Tamil exam in old syllabus for March/June-2013.**

- (f) **All the Candidates who opt 11E-Special English under 2nd Language (11E), shall follow the syllabus prescribed for the academic year 2012-13 only.**
- (g) **The Failed candidates of SSC Public Examinations May/June 2009 and earlier examinations, appeared and failed in March 2010 & June 2010, who opted 07T, 07U, 07K, 07A, 07M, 07'O', 07H as Paper-II under First Language shall opt 04S(Sanskrit), 05(Arabic), 06(Persian), 08H(Hindi), as the Govt. dispensed the above said paper codes from March 2011 and onwards vide G.O.No. 119, Secondary Education (Prog-I) Department, dt.24/10/2009.**

iii) **SECOND LANGUAGE:**

- i) All the students have to study and appear for Telugu either as 1<sup>st</sup> Language or 2<sup>nd</sup> Language compulsorily vide G.O. Ms. No. 86, dt.2-7-03 of Education (SE-C&TBP) Department.
- ii) Further, the Director of School Education, A.P., Hyderabad issued orders vide Rc.No. 196/E1-1/2008, dt. 09-06-2009 to all the District Educational Officers in the State and instructed to take effective steps to implement G.O.Ms.No.86 Edn.,(SE-C&TBP) Dept., dt.02-07-2003 for introducing three language formula effectively, without any deviation and no exemptions shall be given in the matter and also instructed to issue necessary instructions to all the schools under their control.
- iii) However, Govt. has issued G.O.Ms.No.128, Secondary Education (Prog.I) Department dt. 31-10-2009 by amending the Section 7 of G.O.Ms.No.86, "The District Educational Officer is the competent to exempt any student, whose mother tongue is not Telugu and who migrate from other states of India or from other countries or of foreign nationals to join in VI Class and above, from studying Telugu as Second Language and however the student shall take special English as Second Language".
- iv) The candidates who are studying in Oriya Medium or Oriya as First Language in SRIKAKULAM District only are eligible to write Telugu or Hindi as Second Language as per G.O. Ms. No. 39 Edn.(C&TBP) Dept.,dt.02-03-2009 to enforce the Three Lanugage Formula as enunciated in G.O.86 strictly for the students who are in VI during 2009-10, VII in 2010-11, VIII in 2011-12, IX in 2012-13 and X class during 2013-14. **This facility is extended to candidates of Srikakulam district only.**
- v) **In view of the above, if any candidate approach the Chief Superintendent for alteration of second language as Special English or Hindi, they shall not be allowed to write either Special English or Hindi without specific prior permission of the Director of School Education / Director of Government Examinations.**

xi. **PRECAUTIONS TO BE TAKEN IN CASE OF WRONG PACKING OF QUESTION PAPERS:-**

If by mistake, a wrong code of Question Paper is found in the packet not concerned to it (i.e.) for example if 15E question papers are found in the packet containing the label of 14E paper code, or 19E question Papers in 16E etc., the Chief Superintendent should **immediately reseal the packet without revealing it to any one at the centre** and inform the matter immediately to the District Educational Officer and D.G.E over phone confidentially. The Chief Superintendent and the Departmental Officer of the centre after verifying the question papers received as per the time table and after confirmation only

they shall handover to the Invigilators for distributing to the candidates. He should obtain the required number of correct question papers from the identified Buffer Centre or from the D.E.O's bulk, if sufficient number of question papers is not available at the Buffer centre of the storage point.

#### 4. INSTRUCTIONS FOR EXAMINATION DAYS:

##### i) MEETING WITH ALL THE INVIGILATORS:

The Chief Superintendent should convene a meeting with all the invigilators at 07.30 A.M. on the first day of the examination or a day before the examination and should appraise the duties of the Invigilators for proper invigilation at their respective rooms. The Chief Superintendent shall issue photo identification cards to all the Invigilators and other working staff drafted for the centre on the same day.

##### ii) PROMINENT DISPLAY OF ROOM WISE ROLL NUMBER ALLOTMENT

On the basis of the printed copy of the Computer Nominal Rolls supplied to the centers, the particulars should be displayed on a black board at the entrance of the examination centre with the following contents.

- (a) Roll Numbers of the candidates and
- (b) Related Hall /Room Numbers where the candidates are accommodated for writing the Examinations.

##### iii) **The Chief Superintendent should not undertake any other assignment or works of any nature except the conduct of examinations, during the period of SSC Public examinations.**

##### iv) **PROVISION OF ESSENTIAL FACILITIES AT THE CENTRE:**

The Chief Superintendent should see that minimum facilities such as proper furniture, and lighting facilities, drinking water, sanitary conditions are made available to the candidates appearing for the examination at the centers. **Candidates should not be made to write the examinations under shamiyanas under any circumstances.**

##### v) **NO OUTSIDERS TO BE ALLOWED INSIDE THE PREMISES OF THE CENTRE:**

Only authorized persons with photo identity should be allowed inside the examination hall. Be vigilant on the movements of all the personnel, including employees. Do not allow anyone to move around in open places. Ensure that they do not resort to any malpractice at the centers. If you find it unsafe to tackle such persons single-handed, inform the District Educational Officer and Police authorities confidentially to control them. Similarly, **no journalists or press reporters should be allowed inside the centre and to take photographs of the students at the examination halls, as it affects not only the confidentiality of the examination process but also distracts the concentration of the examinees. The correspondent of the centre School shall not be allowed in the premises during the examination to avoid criticism.**

##### vi. **PROHIBITION OF CELL PHONES, PAGERS AND OTHER ELECTRONIC GADGETS:**

**No candidate should be allowed to possess Pagers/ Cell phones in the examination hall. Even the Invigilators must be restricted to carry Cell Phones/Pagers with them to the center/ examination room / hall assigned to them for Invigilation work. They should not carry cell phones or any electronic communication gadgets.**

##### vii. **NO SHIFTING OF CANDIDATES FROM HALL ALLOTTED:**

(a) The seating of the candidates in the Examination hall is based on the jumbling system. Hence, no candidate should be shifted from the places / room in which they are supposed

to write the examination. In case of private candidates also, the Hall Numbers once allotted shall not be changed. Due to variation in the number of candidates in the schools of an Examination Zone and variation in the center capacities it is likely but rarely 4 to 5 students of the same school may come serially with in a room. In all such cases the chief Superintendent in consultation with the Departmental Officer has to reseat them with in that room so that they will not be in serial.

(b) The only exception being in respect of private candidates, where the number of candidates decreases very drastically for some paper codes and as such the Chief Superintendent can rearrange the candidates and reduce the number of invigilators accordingly as per scale. However, in all such cases care may be taken to ensure that the rearrangement minimizes the chances of copying or any other malpractice. If the room cannot accommodate 20 candidate with proper spacing the Chief Superintendent can allot less number to avoid copying. The seating arrangement for 20 and 24 is given to avoid the same school children not only in seriatim but also side by side. **Candidates shall be allowed to the center up to 10.00 a.m. No candidate shall be allowed after 10.00 a.m. He should observe whether candidates of any school are coming late enmasse to the center and inform the same to the District Educational Officer concerned and also to the Director of Government Examinations, A.P., Hyderabad to look in to the matter thereafter.**

viii. PROVISION FOR BURKHA CLAD MUSLIM GIRL CANDIDATES:

Burkha clad Muslim girl candidates can take the examination with the burkha on. They should not be asked to remove the burkhas. **However action be taken to appoint women invigilators to check such lady candidates at the entrance of the centre itself for removing any forbidden material and also to establish the identity of the candidate.**

ix. APPOINTMENT OF SCRIBES FOR BLIND CANDIDATES AND OTHER PH CANDIDATES:

Scribes should be appointed for blind candidates. The qualifications of the scribes so appointed should be **equal to X class**. They shall be paid remuneration of Rs. 3/- per script, as per G.O.Ms.No.142 education, dated 19-01-1962. The jumbling system is not followed in respect of blind and other physically handicapped candidates. The Chief Superintendent allotted with blind candidates should make all necessary arrangements for the blind candidates to appoint scribes as per rules.

x. CORRECTIONS IN THE CENTER NOMINAL ROLLS:

The Chief Superintendent should furnish any rectification pointed out by the candidates with regard to paper code / subject code and medium in the printed nominal rolls and send the same to the office of the D.G.E, Hyderabad. It may be noted that corrections should be made in respect of Surname, Name, Father's Name and Date of birth of the candidate with the consultation of the concerned school authorities on receipt of letters to that extent.

xi. CHANGE OF SUBJECTS ON DECLARATION OF CANDIDATES:-

If any candidate represents that one or more of the subject codes he/she has opted for appearing for the examination is missed (not printed) in the hall-ticket as well as in the printed nominal roll, allow the candidate to appear for that particular subject and arrange to get confirmation letter from the concerned Headmaster. **On the written declaration of the candidate also he/she may be given the question paper of the candidate's choice and the Candidates shall not be put to any kind of inconvenience in this regard.** However, care must be taken to ensure that the paper opted by the candidate does not violate the language combination rules. It should be intimated to the D.E.O., as well as to

the D.G.E, A.P., Hyderabad duly carrying the corrections in printed Nominal Rolls of the Centre duly attesting them by the Chief Superintendent of the center.

xii. DECLARATION CASES – CANDIDATES WITHOUT HALL TICKET OR NAME IN NOMINAL ROLL:

No candidate should be allowed by the Chief Superintendent to take the examinations on declaration (i.e.) by allotting Roll Number at the centre itself other than the one allotted by the D.G.E without the prior approval from the Office of the Director of Government Examinations, Andhra Pradesh, Hyderabad. The Chief Superintendent is totally held responsible for it and the result of the candidate would be kept under withheld. The Chief Superintendent and the Invigilators will be placed under Suspension if the candidates who are not allotted to their centre are allowed to write SSC Examinations. The performance of such candidates will be liable for cancellation.

xiii. SUBMISSION OF D.C. BILLS.

The Chief Superintendent is responsible to furnish the D.C Bills to the District Educational Officer for the amount allocated to them by the District Educational Officers immediately on the last day of the completion of the examination or within a week without fail. Failure to furnish the D.C. bill will entail in the stoppage of their salaries by recommending to the respective managements and the Treasury Officer will not honour the bills unless the previous D.C. bills are cleared.

5. PREVENTION OF MALPRACTICES:

i. ARRANGE ADEQUATE POLICE BUNDOBUST:

The Chief Superintendent should contact the respective Station House Officer in advance for arranging sufficient Police Bundobust at the examination centre in order to prevent any outside interference.

ii. INSTRUCTIONS TO INVIGILATORS:

Strict instructions are to be given to all Invigilators that they should be alert throughout the duration of the examination. They should be able to identify the candidates who are indulging in copying and take immediate action against them. Invigilators may be informed that if any malpractice cases are booked in their rooms by the Flying Squads / Other Officials, they will be totally held responsible and severe action would be initiated against them for not being vigilant in their work and tracing out the same.

iii. THOROUGH CHECKING OF CANDIDATES:-

The candidates should be thoroughly checked at the entrance of the examination centre itself and any forbidden material should be removed. The candidates shall not be given any opportunity to carry any forbidden material along with them to the rooms where they write the examination.

**(a) No malpractice case should be booked without any valid evidence. Malpractice cases should be booked duly obtaining on the spot explanation from the candidates to avoid legal complications.**

(b) If a chit / slip is found to be lying between the two candidates, the writing of the candidate tallying with the slip should be booked. If printed slip is found between the candidates, actual culprit who made use of the matter only shall be booked by verifying the matter. In case it is not possible to establish and identify the candidate it may be ignored. But in all such cases it is evident that the invigilator is slack in discharging his duties as invigilator.

**(c) In case if the writing in the chit found between the two candidates is not tallying with neither of them, they shall not be booked under Malpractice.**

**(d) If a candidate's Answer sheet / Addl. Sheet is found with another candidate in such cases, both the candidates should be booked under malpractice and both of them will not be allowed for further examinations.**

**iv. DISPATCH OF ANSWER SCRIPTS OF MALPRACTICE CASES TO D.G.E.:**

The Answer Scripts of the candidate who are booked under M.P. should be sent duly enclosing the forbidden material, relevant reports of the officer such as flying squad leader, Chief Superintendent, Departmental Officer, State Observer or any other officer authorized who booked the malpractice and the spot explanation of the candidate separately to the name address of **Sri B. Manmadha Reddy, Director of Government Examinations, Andhra Pradesh, Hyderabad**, superscripting on the sealed cover as **"Malpractice case"**. Please note that answer scripts of M.P. CASES SHOULD NOT BE SENT to the spot valuation camp under any circumstances.

**Candidates who were booked under Malpractice, should not be allowed to write subsequent examinations as per G.O.Ms.No.872 Edn., dated: 16-05-1992 of Education Department.**

**vi. IMPERSONATION CASES:**

Any candidate found to be impersonating should be handed over to the Police and criminal case be booked against him / her duly informing the fact to D.E.O and D.G.E. with a detailed report.

**vii. CO-OPERATION TO THE FLYING SQUADS:**

The Chief Superintendent and the Departmental Officer should offer full co-operation to the Flying squads. In the previous examinations, it has been reported by the Flying Squad Officers and State Level Observers that in a few centres the gates of the examination centre are not being opened as soon as the vehicle of the Flying Squad / Observers approach the centre. There is a delay in opening the gates. Strict instructions shall be given by the Chief Superintendent and the Departmental Officer to the watchman at the gates to open the gates the moment an official vehicle approaches the centre, without any loss of time. During the examination time, the watchman should be at the gate with the key of lock of the gate so that he can open the gate as soon as the flying squad approaches the gate. Violation of this will be viewed seriously and it will be presumed that the centre is encouraging malpractice and as such action will be initiated against them.

**6. PRINTED COPIES OF NOMINAL ROLLS:**

Two copies of printed **Nominal Rolls** (N.R.) containing the particulars of Names of the candidates, Father's name, Mother's name, Date of Birth, Sex-code, Community code and subjects with medium of instruction are sent to the Chief Superintendent of the center. If any candidate asks for the addition of any subjects or correction of any subjects already printed in the N.R. in writing, it can be accepted on the basis of the written request of the candidate. All the Heads of High schools, who have forwarded the OMR cum ICRs of Private candidates have already been requested to send the corrected copy of nominal rolls to the concerned Chief Superintendents' of centers. Hence, the Chief Superintendent shall send the corrected copy of nominal rolls along with specific report on each of such corrections made in the printed nominal roll.

**7. ATTENDANCE SHEETS.**

(i) Computerized attendance sheets with photos of the candidates are being supplied to the Chief Superintendent of the centre in respect of all the candidates (i.e.,) Regular and Private. **In the attendance sheet a provision is also made for obtaining the signatures of the candidates for the subjects and papers for which he/she registered as well as to obtain the signatures of the Invigilator concerned of the room/rooms for which**

**they are allotted.** Hence the Chief Superintendents shall arrange for obtaining the signatures of the candidates present by circulating the attendance sheets daily to the Invigilators of the room concerned. Further the **Invigilators concerned also have to put their respective signatures in the attendance sheets on each day of the examination** at respective columns of the paper code of the subject provided at the bottom of the attendance sheet.

(ii) Before circulating the attendance sheets, the Chief Superintendents are advised to stitch all the attendance sheets (Room wise) in the form of a booklet, so that it can be circulated among all the students (Examinees) / Invigilators on all the days of Examinations and no page is misplaced or detached.

## 8. COMPUTERISED HALL-TICKETS:

a) The computerized hall tickets are provided to the candidates of all categories (Regular & Private) with their Photos as well as their signatures scanned. The Hall tickets consist of particulars relating to the Roll Number, Name, Father's name, Date of birth, Subjects offered, Medium and Marks of Identification of the candidate and the dates of examinations for the subjects registered by the candidates. **There is no need to get the signature of the candidates on the Hall ticket as was done in the previous years, since the candidate's signature is obtained on the attendance sheets.** Hence the Chief Superintendent's shall see that proper instructions are given to the Invigilators concerned in this regard. The Chief Superintendent and the invigilators shall read the instructions printed on the backside of the Hall Ticket on first day & explain them properly to the students.

b) There may be instances where in the photos are not scanned in the hall-tickets due to non affixing of photos on the OMR cum ICR by the candidates, as well as due to last minute admission. In all such cases the Chief Superintendents may accept and permit the candidate to write the examination subject to the condition that the photos are affixed with candidate's signature and attested by respective forwarding Headmasters of the schools on the hall tickets. This is in rare case and all care should be taken to get the Photos affixed and attested by the Headmaster of the school from which the candidate was forwarded to avoid impersonation.

## 9. CONSOLIDATED ABSENTEE STATEMENTS:-

The absentee particulars of all the candidates appearing at the centre should be noted in a separate format called the Consolidated Absentee Statements, which are supplied to the centre along with other centre material. It may be noted that non furnishing of full details in the Absentee statements will lead to withholding of the results of the candidates for want of particulars. As such **high importance must be given to fill in the particulars correctly and in fill in the Absentee statements.** Utmost care should be taken in preparation of Absentee Statement.

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## **PART – II**

### **SPECIAL INSTRUCTIONS CHIEF SUPERINTENDENTS AND DEPARTMENTAL OFFICERS TO BE FOLLOWED FOR CONDUCTING EXAMINATIONS UNDER BAR CODING SYSTEM.**

The method of Evaluation with bar code system is being implemented to all the subjects of SSC, OSSC and Vocational Public Examinations Exams, March 2013 also.

In this Part II **SPECIAL INSTRUCTIONS** to be followed in addition to the instructions given in Part I while conducting SSC, OSSC and Vocational Examinations as mentioned above are given. The Chief Superintendents and the Departmental Officers shall understand them by reading several times and follow them scrupulously.

- This year also the stationery will be dispatched by A.N.L. parcel service. Main/Addl. Answer sheets which meant for **Bar coding answer sheet will be in 04 pages only. Main Answer books and Additional Books specially designed for coding are supplied for all the subjects.**
- **The candidates should not write Roll Number on any page of the Main Answer book and additional Answer book and in Graph and Map papers. But they should write main answer booklet serial number on Graph sheet, Map paper and Bit paper (Part-B)**
- **For all the coded subjects each candidate will be given one OMR sheet containing his/her particulars such as name, Roll Numbers, Paper code etc. for each examination. This OMR sheet must be attached to the Main Answer book by pinning with stapler followed by sealing the pins with paper seals.**
- D form in the place of Content Slip shall have to be used.
- A.N.L. Lorry Receipts are dispatched to the Chief Superintendents for collecting the Main Answer books, Additional Answer sheets, graphs from **the A.N.L. delivery point** to which the center is attached. In case of non receipt of Lorry Receipts the Chief Superintendent should contact the Additional Joint Secretary concerned looking after the district in the office of the Director of Government Examinations to obtain copies of Lorry Receipts.
- As soon as the stationery i.e., Main blank answer books, Additional answer books are received from the Office of the D.G.E. through A.N.L. Parcel Service, the Chief Superintendent should verify whether the stock received is sufficient for all the days as per the printed N.R. and the shortfall if any, should be intimated to the D.G.E immediately for supply of the same. The DEOs are also provided with sufficient stock of Main, Additional and Graph sheets to meet the shortages and to supply to the needy centers in emergency. The leftover balance of last year Bar coded Main, Additional and graph can also be used.
- Stationery account should be maintained strictly on each day of the examination and after the conclusion of examinations, a statement showing the balances available should be intimated to the Director of Government Examinations extending a copy to the District Educational Officer. The stationery required for the subsequent examinations should be indented only after deducting the balance of the stationery available at the centre. The Registers or Records should be carefully preserved and should be presented to the D.E.O/ D.G.E for audit or inspection.
- The Chief Superintendent and the Departmental Officer shall submit a certificate to the DEO to the effect that the supplied stationery has been completely utilized extending copy to the concerned Additional Joint Secretary of the O/o the Director of Government Examinations.



**A. FORMAT OF MAIN AND ADDITIONAL ANSWER BOOKS:**

Specially designed Main Answer Booklet consisting of 04 pages and Additional answer sheets consisting 4 pages will be supplied to the Chief Superintendents of Examination centres. The Serial Numbers have to be given by the Chief Superintendent with numbering machine on Main Answer Booklets and Addl. Answer sheets which will be supplied to him/her by this office and to make a hole on the left corner of both the sheets.

The following items will be supplied to the Chief Superintendents of Examination Centres for the use of Examinations to be conducted from 22-03-2013 to 09-04-2013.

<b><u>Specially designed Main Answer Booklets (Coding)</u></b>	}	Supplied through A.N.L. parcel service from O/o D.G.E., A.P., Hyderabad.
<b><u>Specially designed Addl. Answer Sheets (Coding)</u></b>		

**STICKERS:** will be supplied by O/o DGE through O/o DEO of concerned district along with other centre material.

**Numbering Machine & Punching Machine** : will be supplied to all the newly constituted Exam centres through O/o D.E.O. of the concerned district. The Old centres constituted as Exam Centres for this year, use Numbering Machine and Punching machine which are supplied during previous examinations.

- a) On the 'Bar coding answer script,' the Chief Superintendent has to arrange for making holes on the left corner of the Main answer sheet as well as additional sheet and to give Sl.No. on both the sheets in the column provided for that purpose.
- b) **Serial numbers have to be given by the Chief Superintendents of Examinations centre with the numbering machine on Main answer booklets and Addl. Answer sheets which will be supplied to him/her by this office. The Sl.No. on the main answer sheets should be on par with number of candidates allotted to that centre and Addl. sheet also have to be numbered.**
- c) One Punching machine and one numbering machine will be supplied to all the Chief Superintendents of **Newly constituted Exam centres of March 2013.** They have to get them from District Educational Officer / ACGE concerned and **they are to be noted in the Stock register for use in next year examinations.**
- d) **The first page of the Main Answer book contains certain legend and instructions to the candidates in Telugu. For other medium candidates instructions are prepared in English and they will be supplied in the form of pamphlet along with Answer books.**
- e) The first page of the Additional Answer book contains certain legend and few instructions in English.
- f) No provision is made either in the Main or additional book to write Roll Number. **There is provision only to write Subject, Paper by the candidates and to affix signature by the invigilator on Main & Addl. Books.**
- g) **Invigilators shall put their initial signature only on Part-B, Graph and Map papers without fail.**

## **B. BAR CODED OMR SHEETS AND PAPER SEALS:**

**NOTE:** Coding is intended to see that the examiner should not know the identity of the Answer script while valuing it. For this purpose each candidate will be supplied one Bar coded OMR sheet which he should attach to the Main Answer book as indicated in the instructions printed on the backside of the part – I of OMR sheet and first page of the Main Answer Book. The Chief Superintendents will have to purchase Staplers @ one per room. The Chief Superintendents will also be provided with sufficient number of Paper Seal Stickers to cover the stapled pins after stapling the bar coded OMR sheet to the Main Answer Book by the candidate.

### **a. MORE ABOUT OMR SHEET:**

- (1) OMR Sheet consists of three parts, i.e., PART-I, PART-II, PART-III.
- (2) For each candidate and for each examination there will be one OMR Sheet. The OMR barcode Sheets having the candidate's particulars printed are called "STANDARD OMR BARCODE SHEETS". **The part –I of the OMR contains the following particulars printed.**

- Name
- Roll Number
- Paper code
- Paper Name
- Medium
- Center / code

Further there is provision to write the following also.

- Number of Main Answer book.
  - Number of Additional sheets used.
  - Room No.
  - Provision for affixing signature of the candidate.
- (3) For additional candidates who are admitted for SSC Public Examinations at the eleventh hour blank bar coded OMR sheets will be supplied separately. These OMR Sheets will not have particulars except barcode and they are called "**NON STANDARD BARCODE OMR SHEETS**" or "**BLANK BARCODE OMR SHEETS**".

### **b. SUPPLY AND VERIFICATION OF BAR CODED OMR SHEETS:**

The Chief Superintendents will be supplied Individual bar code OMR sheets along with center material along with confidential material. Immediately, on the same day he shall verify the OMR sheets in the following respects:

- Coded OMRs of all subjects for all candidates included in the nominal rolls and allotted to the center are received. If there are any missing OMR sheets he should immediately speak to the Assistant Commissioner in the O/o DEO and also to the O/o DGE forth with and obtain OMR sheet printed with particulars.
- Whether candidates particulars are printed or not? If not, they should inform the Director of Government Examination under intimation to the DEO concerned. He should speak to the Assistant Commissioner in the O/o DEO and also in the O/o DGE forthwith and obtain OMR sheet printed with particulars. In the case of mutilated or spoiled ones also he should take similar action.

- **In all the above 3 cases i.e., if the Director of Government Examination cannot send revised OMR sheet in respect of any candidate, NON STANDARD OMR SHEETS ie Blank OMR sheet supplied to the center shall be given to the candidate and all such cases shall be reported in the proforma-V to the name address of the Director of Government Examination and to the spot valuation center. As far as possible this can be avoided by reporting immediately to the DGE, A.P., Hyderabad and obtaining revised one.**

**C. D-FORMS:**

In the coding system, specially designed **D-Form** printed with Roll Number wise, medium wise, day wise are supplied in triplicate for use in place of content slip.

**D. PRE EXAMINATION DUTIES:**

- (1) **The Chief Superintendent shall not affix either the Center stamp or facsimile signature on any Part of the specially designed Main Answer books/ Additional Answer Books / Part B (Objective) and Map point / Graph sheet to ensure total secrecy.**
- (2) He/she shall convene meetings with Departmental Officer and Invigilators (i.e.), One day before the commencement of SSC Public Examinations to explain the steps to be taken for orderly conduct of examinations on the whole and also keeping in view of bar coded OMR Sheets.
- (3) He shall verify and arrange room-wise packets of bar coded OMR sheets of the candidates allotted to each room.
- (4) Ensure that bar coded OMR sheets are not spoiled or mutilated while preparing room wise packets.
- (5) Verify and arrange room wise packets of Main Answer Books as per the allotment of the candidates to rooms.
- (6) Instruct the invigilators to report to the examination centre daily by 8:00 AM on all the days of examinations i.e., from **22-03-2013 to 09-04-2013** and to inform the students to be in their seats by 09:00AM without fail.
- (7) Keep ready the stapler and Paper seals Stickers in adequate number, room wise.

**E. STEPS TO BE TAKEN BY INVIGILATORS:**

- (i) **HOLD A MEETING WITH ALL THE INVIGILATORS AND BRIEF THEM ABOUT DOS AND DON'TS IN THE EXAMINATION HALL.**
- (ii) Issue packets of OMR sheets and Main Answer books together with Stapler and Paper Seal Stickers kept ready to the invigilators and instruct the invigilator of each room to satisfy himself that all required bar coded OMR sheets of his / her allotted room are available in the packet and that all the Main Answer Books given to him / her have serial number printed and are adequate. Similarly adequacy of paper seal stickers is also to be checked.
- (iii) Instruct invigilators to be in the room allotted and to issue Main Answer Books in the order of Serial Number only printed on them and bar coded OMRs to the candidates duly tallying the particulars printed on OMR Sheet and Hall Ticket, by 09:00 AM.
- (iv) Instruct the invigilator to advise the candidates to read the instructions printed on the backside of the Part-I of Bar-Coded OMR Sheet carefully. He/She should also read them loudly and explain the role of the candidate.
- (v) Instruct the invigilators to advise the candidates to go through the instructions printed on the Main Answer Book carefully and to return the Main Answer Book if it has no Serial number and obtain new one having serial number.

- (vi) Instruct invigilators to advise the candidate to write Subject and Paper under the relevant Columns on the Main Answer Book.
- (vii) Instruct the invigilators to tell the candidates to verify the particulars printed on OMR to tally with the particulars on his hall ticket. If not tallied it has to be returned to the invigilator and obtain correct one.
- (viii) Instruct the invigilators to go round and staple the OMR Sheet after verifying it, to the Main Answer script as indicated in the instructions printed on backside of OMR Part-I and first page of Main Answer Book (pl. see instruction No.3).
- (ix) After completion of stapling the Bar Coded OMR Sheet by the invigilator in the room to the respective Main Answer Books, the invigilator shall see that Paper Seal stickers are affixed by covering the stapled pins at the places shown in Part-II of Bar-Coded OMR Sheets with Main Answer Book (i.e.,) top portion of the Sticker should cover the pin on OMR sheet and bottom to be covered lower part of the pins of Main Answer Book. This sealing should be done by the candidate under the supervision of the invigilator.
- (x) Instruct invigilator to see that the candidates write Serial Number of the Main Answer Book on part-I and Part-II of OMR sheet stapled and affix his signature on the part-I of OMR only. After obtaining the signatures of the Candidates on the OMRs, **the invigilator shall put his/her signature at the top right hand corner of Main Answer Book, Additional answer book and the Part-I of Bar-Coded OMR sheet.**
- (xi) The entire procedure as explained above shall be completed between 09:00 AM to 09:25AM to ensure that the examination commences on time i.e. 09:30AM.
- (xii) Instruct the Invigilators to cancel and strike off the Bar-Coded OMR sheets in Red ink pertaining to Absentees/Malpractice candidates.
- (xiii) Instruct the Invigilator to warn the candidates not to tamper / scratch the Bar code printed on the Bar-Coded OMR sheet.
- (xiv) **Issue of Additional Answer Books:**
  - a) Each centre will be provided sufficient additional answer books. The Chief Superintendent shall issue Additional sheets in serial order to each room for all the subjects.
  - b) Instruct the invigilator to issue Additional sheets to the needy candidates and record the said particulars in **Proforma** duly obtaining candidate's signature. He should see that the candidate do not write Roll Number on the additional sheet.
  - c) Instruct the invigilator to see that the candidate do not to write Roll Number on the Graph/Map and Part-B question paper but Put the Main Answer Booklet Number only on them.
- (xv) Instruct invigilators to see that the candidates to write Number of the Additional Answer Books he has used on part-I and Part-II of OMR sheet stapled at the end of the examination.
- (xvi) Instruct the invigilators to strike off the blank places left over by the Candidates both on the Main and Addl. Answer Books. Also advice him/her to write **The End** at the end of the last answer written and strike the blank space.

#### **F. Collection of Answer Books.**

- i. Instruct the Invigilator to instruct all the candidates to properly tag additional sheets, part-B, Graph in the case of Mathematics and MAP in the case of Social Studies to the Main Answer Book at the Punch hole provided while doing so the candidate should not mutilate or spoil OMR sheet.
- ii. Instruct invigilators to ensure that the candidates fill the relevant information both on Main answer book as well as Part-I and Part-II of the Bar-Coded OMR sheet before handing over the answer script to the invigilator. In other words the invigilator is not

supposed to take answer scripts from the candidates without incorporation of entries in the OMR Bar-Coded sheet and the Main Answer Book.

- iii. Instruct the Invigilators to handover the Answer Books received from the candidates duly bundling them in Serial Order of Roll Number along with statement of Main and Additional Answer Books used, Roll Number wise and also balance Main and Additional Answer books.

#### **G. RETURNING OF MATERIAL BY THE INVIGILATOR:**

- a) The Departmental Officer, going to the rooms shall collect Question Papers and unused OMR Bar-Code sheets in the case of absentees duly getting Part-I, Part-II and Part-III cancelled in red ink by the invigilator immediately after 10:00AM.
- b) The unused returned OMR Bar Coded sheets which are cancelled by the invigilators shall also be signed by the Chief Superintendent and the Departmental Officer.
- c) The absentee OMR sheets shall be returned to the O/o D.G.E., A.P., Hyderabad on the last day of Examination.

#### **H. AFTER EXAMINATION:**

- i) The Chief Superintendents/Departmental Officers shall receive the answer script bundles medium wise from the invigilators concerned & verifying them physically. Arrange the answer scripts in Seriatim.
- ii) **Note Absentees as AB / Malpractice as MP against the / Roll Numbers in the D-Form** duly encircling the concerned Roll Numbers in red ink duly verifying the statements submitted by the Invigilators. Add additional Roll Numbers allotted if any at the end of the form.
- iii) All answer scripts of candidates are to be verified with reference to the D-Form and counted physically to tally the number of candidates present.
- iv) **Dispatch all the answer scripts of Malpractice candidates duly enclosing all the reports to the name address of DGE, Andhra Pradesh, Hyderabad in a separate sealed cover.**
- v) Arrange answer scripts medium wise making sub bundles of 20 each in Seriatim of the Roll Number shown in the D-Form excluding the absentees / Malpractice cases. In other words every **sub-bundle shall necessarily have 20 answer scripts in the ascending order of the Roll Numbers as per D-Form.**
- vi) Separate sub-bundles of answer scripts shall be prepared medium wise as per D-Form provided.
- vii) Make all sub-bundles of a particular medium into a single bundle duly placing one copy of the D-Form on the top of the bundle initially and pack with a paper cover and then in a cloth lined cover. Then dispatch followed by sealing with wax to the concerned Spot valuation camp as per the distribution chart sent by the DGE.
- viii) Retaining the second copy of the D-Form with the centre and 3<sup>rd</sup> copy shall be forwarded to the DGE along with other post exam material of the centre.

#### **I. RETURNING OF BALANCE ANSWER BOOKS:**

- The unused Main Answer Books / Addl. Answer Books may be kept with Chief Superintendent for next examinations. But they must submit the account in two sets. (one for the D.G.E., office and one for the A.C.G.E., O/o DEO )
- Unused Non Standard Blank OMR sheets, Paper Seal stickers shall be handed over to DEOs in sealed corrugated box in which they are originally supplied at the district Head quarters on the dates presented by the DEO concerned along with blank OMR sheets.

- The cancelled OMRs in respect of absentee cases shall be returned to the DGE in a separate cover along with other post examination material.
- Malpractice cases shall be dispatched on the same day itself to the name address of Director of Government Examinations, A.P., Hyderabad in a separate cover duly superscribing "MALPRACTICE CASE".

**J. PACKING AND DISPATCH OF ANSWER SCRIPTS:**

i). **No answer scripts(s) of the candidates (s) who are booked under M.P. should be placed in the bundle intended to be sent to the spot valuation camp.**

ii) **BOOKING PARCELS THROUGH SPEEDPOST:**

As was done for the SSC Public Examinations March, 2012 booking of answer scripts under Speed post system to the spot valuation centres without affixing any service postage will continue for the SSC Public Examinations March, 2013 and May/ June, 2013 also. Further instructions with regard to the address of spot valuation camps will be given by the D.E.O. at the time of delivering center material to the respective Chief Superintendents of the centres.

iii) After the completion of the examination on each day, care may be taken to collect answer scripts room wise, roll number wise including part-B question papers from the concerned invigilators. Advise the invigilators to be very careful and verify about the tagging of main answer sheet and part (B) paper while receiving them from the candidates before they hand it over to the Chief Superintendent of the Centre. **Invigilators should invariably draw a line or X on the blank spaces and the Chief Superintendent should affix his/her facsimile on the last page of answer scripts used or written by the candidates.**

iv) Ensure that the answer scripts of all the candidates who appeared in the examination centre are placed in the bundle for transmission to the spot valuation camp. Check that no answer script is retained in the examination centre. Earlier it was noticed that the answer scripts which are in single digit in number were wrapped with old News paper. **In this regard the chief Superintendents are hereby instructed to wrap the answer scripts with brown sheet and write the contents on the brown paper pack with colour sketch pen in bold letters.**

v) **The Chief Superintendent must ensure that the answer scripts are packed and bundled medium-wise and paper code-wise only, and then be dispatched to the spot valuation camp concerned, in separate parcels.** For example: First Lang. Paper-I -01T, 01H, 01U, 03T, 03H, 03U etc should be packed and sent separately. Similarly, in case of non-language Papers also the answer scripts shall be packed separately **paper code wise, medium-wise** and must be booked as separate individual parcels to the spot valuation camps concerned. For Example: Mathematics Paper-I-15T, 15E, 15U, 15M, 15A, 15K, 15H, 15O shall be packed separately keeping concerned OMR sheets Content Slips along with Answer Scripts.

**Please note that under no circumstances the answer scripts of different media of a paper code should be bundled together and dispatched to the spot valuation camp, even if they are to be valued in the same camp.**

**K. NON-CONFIDENTIAL POST EXAMINATION MATERIAL:**

After the examinations are over, the non-confidential post examinations material (i.e.) Corrected copy of nominal rolls, Attendance sheets, Consolidated absentee statements, D-forms, Chief Superintendent Report, Balance of question paper statement, Balance of the

stationary account, the day-wise speed post account particulars and particulars of declaration cases if any, should be dispatched to the name address of the officers concerned as shown below by Speed Post immediately on the next day of the completion of examinations to reach not later than **12th** April, 2013 without fail. The attendance sheets shall be stitched in the booklet form arranged in seriatim of roll numbers. Similarly all D-forms also shall be arranged day wise, paper code wise and stitched in the form of booklet for more safety and to avoid misplacement of D-forms.

<b>Sl. No.</b>	<b>Name of the Addl. Joint Secretary</b>	<b>Name of the Districts Allotted</b>	<b>Contact Phone No.</b>
1.	Sri G.W.Ch. Solmon Raju,	Adilabad	9177002458
2.	Sri K. Surya Narayana,	Khammam	917700 2459
3.	Sri K.N. Saxena	Hyderabad	917700 2451
4.	Sri Sd. Ibrahim	Kadapa	917700 2464
5.	Sri Koyya Jayaprakash	Vizianagaram	9346329489
6.	Sri Rathod Datta	Nizamabad & Karimnagar	917700 2454
7.	Sri D. Ramachandra Murthy	Nalgonda & Visakhapatnam	9177002460
8.	Sri P. Satyam	West Godavari	9177002465
9.	Sri Kuravi Jaya Prakash	Chittoor & Prakasam	9177002462
10.	Smt. I. Vijaya Bharathi	Warangal	9177002463
11.	Sri T. Niranjana Kumar	East Godavari & Guntur	9177002461
12.	Smt K. Saroja Devi	Nellore & Medak	9849901358
13.	Smt G. Manikyam	Srikakulam	9701376178
14.	Sri K. Ramulu	Krishna	9701376179
15.	Smt M.Padmavathi	Anantapur	9849901359
16.	Smt K Subramanyeswari	Kurnool & Mahaboobnagar	9849901361
17.	Sri D Chalapathi Rao	Ranga Reddy	9177002457

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## **SPECIAL INSTRUCTIONS AND FUNCTIONS OF DEPARTMENTAL OFFICER**

It may be noted here that the **Departmental Officer of a center is the representative of the Government and he has the total responsibility to see that the examinations are conducted in an orderly manner.** As the Departmental Officer and the Chief Superintendent shall jointly over see and take all possible steps to conduct SSC Examination smoothly, curbing all kinds of unfair means, the duties and instructions given to the Chief Superintendent holds good for the Departmental officer also. Hence both shall discharge all the functions jointly. In the first instance he shall carefully go through all the instructions given to Chief Superintendent of the Center in order to have total picture on the various steps involved in coding system.

- He/she shall personally verify the Main Answer Books and Additional Answer Books meant for coding and check the Serial Numbers noted on them and bring the discrepancies if any to the notice of the Chief Superintendent and record in the paper account maintained for it.
- The main Answer Book, Additional Answer Book, Bar Coded OMR sheets and other items related to it shall be preserved under the joint custody of the Departmental Officer & the Chief Superintendent of the Center.
- He/she shall attend the meetings of the invigilators convened by the Chief Superintendent and participate in explaining all **Do's and Don'ts** to them in discharging their duties properly.
- To see that all candidates are informed to come to their respective center by 8.50 A.M itself and seated in their seats by 9:00 AM sharp in order to complete certain preliminary work related to coding to be ready for conducting the exam at the stroke of 9:30 AM.
- To arrange for a circular among students to come by sharp 8:50 AM to the center and to be in seats by 9:00 AM for the examinations.
- He/she, along with Chief Superintendent of the center, shall visit all the Examination Halls of the center to ascertain whether OMR sheets are stapled by the invigilators in respect of all candidates and stapled pins sealed properly with paper seal stickers by the candidates at appropriate places.
- To see that the unused bar coded OMR sheets are cancelled with red ink by the Invigilator in the first instance followed by signing by the Chief Superintendent and the Departmental Officer.
- Supervise packing and dispatch of answer scripts to the concerned spot valuation centers as per the distribution chart communicated. He/she should accompany the Chief Superintendent to the post office where the answer script bundle is booked.
- To verify the address noted carefully on the sealed answer bundles pertaining to all media for their correct dispatch.
- **Shall verify along with Chief Superintendent all the records produced by the invigilators properly as they are very very essential in deciding the discrepancies at later stages.**
- To verify the following records carefully and put his signature along with Chief Superintendent of the center.
  - a) Bundle Slip
  - b) D-Form after verifying Absentees, Malpractices and additional Roll Numbers if any.



- To see that answer scripts of all Malpractice cases are dispatched to the name address the Director of Government Examinations, A.P., Hyderabad on the same day duly enclosing all evidences, reports.
- To see that all post examination material shown below is dispatched to the Director of Government Examinations, A.P., Hyderabad as per the instructions given to reach as per scheduled date.
  - a)** Consolidated Absentee statement
  - b)** Corrected copy of Nominal Rolls
  - c)** Stationery Account.
  - d)** Room wise, Roll Number wise, Date wise, Paper code wise Main Answer Books and Additional Answer book Issue Statement.
  - e)** Statement of Blank OMR sheets used (PROFORMA V).
  - f)** Speed post accounts
  - g)** Report of the Chief Superintendent of the Centre.
  - h)** Attendance sheets of the Centre.
  - i)** D-Forms
  - j)** Any other important documents.

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# SPECIAL INSTRUCTIONS TO THE INVIGILATORS

## DUTIES OF INVIGILATORS

### IMPORTANT NOTE:

- These instructions are divided into two Parts.
- Part-I deals with General Instructions applicable to all papers.
- The Invigilators are informed that Coding is being implemented for all the subjects of SSC, OSSC and Vocational Public Examinations, March, 2013 also. Detailed instructions to be followed while conducting examinations are given in the **Part-II** of these instructions. Any deviation/ mistake /lapse on the part of the invigilator will lead to severe consequences such as withholding the results of the candidates in his room, non identification of the answer scripts of the candidate and severe disciplinary action against the invigilator concerned.
- Read all the Instructions carefully and in case of any doubt, please discuss with the Chief Superintendent and the Departmental Officer. Any lapse on his / her part will cause irrevocable damage to the candidates.

### PART – I

#### 1. APPOINTMENT ORDER

The Invigilators for the Examination centers will be appointed by the respective District Educational Officers and in exigency by the Deputy Educational Officers in consultation with the District Educational Officer. The Chief Superintendent should not appoint / change without informing the DEO. In all such cases they should be got approved by the DEO concerned in writing.

#### 2. REPORTING FOR DUTY.

Invigilators should report to the Chief Superintendent (C.S) of the concerned Examination centre one day before the commencement of examination as per the instructions of the DEO and obtain the **Photo Identification Cards** duly signed by the Chief Superintendent or the Departmental Officer (D.O). He should attend the meeting convened by the C.S. without fail and receive necessary instructions for orderly conduct of Examinations.

#### 3. RECEIPT OF QUESTION PAPERS:

On receipt of the Question papers from the Chief Superintendent, he/she should check up whether the name of the subject, Paper code, medium etc., pertains to that day's examination as per the time table and whether the number of question papers are sufficient for the number of students taking examinations in the hall allotted to him/ her.

**WARNING: If the question papers of the next day or wrong paper code or wrong subject or wrong medium or wrong combination is received by the Invigilator, He/she should return them immediately to the Chief Superintendent/ Departmental Officer and ensure that correct question papers are given to him/her immediately. Under no circumstances he/she shall leave the Chief Superintendent's room with wrong question papers, and under no circumstances he/she distribute wrong question papers to the candidates. If necessary they shall seek clarification from the Chief Superintendent in case of any doubts. The invigilator is totally held responsible for any of the above lapses if he/she does not follow the instructions.**

#### 4. SEATING ARRANGEMENTS FOR CANDIDATES:

The Invigilator should ensure that no candidate is disturbed from the original seating arrangement allotted to his/her room in the Jumbling system and arranged by the Chief Superintendent of the centre. Because, the schools do not have equal strength and similarly the capacities of centers constituted are not uniform and jumbling is done by computer programming it is likely, but rarely, 4 to 5 students of the same school might be allotted continuously. In all such cases he should report to the Chief Superintendent and get the seating arrangement modified internally in the same room so that they will not be seated in continuous manner and if it is not possible to adjust in the same room, they may be adjusted in the next room so that the same school children are not seated continuously. As far as possible the children should be made comfortable mentally without disturbance and without problem to the students.

#### 5. ATTENDANCE SHEETS:

The computerized attendance sheets with scanned photos of the candidates are supplied to the Chief Superintendents of the centres. **The Invigilator of the concerned room shall obtain the signatures of all candidates assigned to his/her room on every day of the examination at relevant columns and the Invigilators concerned also have to put their signatures on the attendance sheets provided at the relevant columns** at the bottom of the sheets on each day of the examination. The attendance sheets would be circulated daily by the Chief Superintendent of the centre to all examination rooms for this purpose. **He should not allow any candidate/ candidates who are not allotted to his room or who do not belong to his centre. Severe action will be taken as per the Act 25 of 97 for indulging in such activities.**

#### 6. CHECKING OF HALL TICKETS:

a) The computerized hall tickets with scanned photo and signature of the candidate, Roll Number, Name, Father's name, Date of Birth, Subjects offered, Medium and Marks of identification of the candidate and the dates of examinations of the subjects offered by the candidate are being supplied to the candidates of all categories. There is no need to get the signatures of the candidates on the Hall Tickets as was done in the previous years, since the candidates signatures have to be obtained on the attendance sheets itself at relevant column.

b) The Invigilators have to verify the identity of the candidate with reference to the photo on hall tickets and attendance sheets and report to the Chief Superintendent of the centre if any impersonation or discrepancy is found.

c) The candidates shall be allowed to the examination Hall up to 10a.m. only. No candidate should be allowed after 10.00 a.m.

#### 7. SPECIAL INSTRUCTIONS ON ISSUING QUESTION PAPERS TO CANDIDATES:

##### i. FIRST LANGUAGE PAPERS:

- a) **Care** should be taken in particular that on the day of First language Paper-I, Question paper of 01T of 50 Marks should not be issued for the candidate of Composite Course (03T of 80 marks) and vice-versa. Similarly the Question paper of 02T of 50 marks should not be issued to the candidates of 04S of 20 marks. For the reasons not known both Invigilator and the candidates are getting confused, with the result there are instances every year where the candidates were given 03T paper for 01T and vice versa. Similar occurrences are there in the case of 01U and 03U also. Some times the candidates themselves demanded for wrong Question paper and answered them. To avoid confusion, composite course question papers are supplied in colour paper.

- b) **All Candidates who opt 11E-Special English under 2nd Language (11E), shall follow the syllabus** prescribed from the academic year 2012-13.
- c) The **Failed candidates** of SSC Public Examinations May/June 2009 and earlier examinations, **appeared and failed in March 2010 & June 2010**, who opted 07T, 07U, 07K as Paper-II under First Language shall opt 04S(Sanskrit), 05(Arabic), 06(Persian), 08H(Hindi), as the Govt. is dispensed from March 2011 and onwards vide G.O.No. 119, Secondary Education(Prog-I) Department, dt.24/10/2009.

**ii. SECOND LANGUAGE:**

1. All the students have to study and appear for Telugu either as 1<sup>st</sup> Language or 2<sup>nd</sup> Language compulsorily from SSC Examinations March, 2008 vide G.O.Ms.No. 86, dt.2-7-03 of Education (SE-C&TBP)Department.
2. Further, the Director of School Education, A.P., Hyderabad issued orders vide Rc.No. 196/E1-1/2008, dt. 09-06-2009 to all the District Educational Officers in the State and instructed to take effective steps to implement G.O.Ms.No.86 Edn.,(SE-C&TBP) Dept., dt.02-07-2003 introducing three language formula effectively, without any deviation and no exemptions shall be given in the matter and also instructed to issue necessary instructions to all the schools under their control.
3. However, Govt. has issued G.O.Ms.No.128, Secondary Education (Prog.I) Department dt. 31-10-2009 by amending the Section 7 of G.O.Ms.No.86, The District Educational Officer is the competent to exempt any student, whose mother tongue is not Telugu and who migrate from other states of India or from other countries or of foreign nationals to join in VI Class and above, from studying Telugu as Second Language, however the student shall take special English as Second Language
4. The candidates who are studying in Oriya Medium or Oriya as First Language in SRIKAKULAM District only are eligible to write Telugu or Hindi as Second Language as per G.O. Ms. No. 39 Edn.(C&TBP) Dept.,dt.02-03-2009 to enforce the Three Lanugage Formula as enunciated in G.O.86 strictly for the batch students of who are in VI during 2009-10, VII in 2010-11, VIII in 2011-12, IX in 2012-13 and X class during 2013-14. **This facility is extended to candidates of Srikakulam district only till 2013-2014 only.**
5. In view of the above, if any candidate approach the Chief Superintendent for alteration of second language as Special English or Hindi, they shall not be allowed to write either Special English or Hindi without specific prior permission of the District Educational Officers concerned.

On the day of the examinations of 2<sup>nd</sup> Language, 09H Question paper should be issued to only those candidates who have answered First language Telugu i.e., 01T/02T, or 03T/04S. Under no circumstances the candidates of 1<sup>st</sup> language Telugu should be given 2<sup>nd</sup> language Telugu question paper or Special English, i.e., 09T or 11E. Similarly the candidates who have answered 1<sup>st</sup> language Hindi, i.e., 01H /02H should be given 2<sup>nd</sup> language Telugu 09T except in the cases of exemption accorded by the District Educational Officer concerned.

### iii. THIRD LANGUAGE PAPERS:

Ensure that on the days of examination of Third language English, the candidates appearing for non-English Medium should be given 3<sup>rd</sup> language English question paper of 13E / 14E only. Likewise the candidates who are appearing for the Examination through English medium should be given the question papers of 29E/30E i.e., English medium English only.

### iv) PENALTY FOR ISSUING WRONG COMBINATION OF QUESTION PAPERS:

The Invigilators will be solely held responsible for the issue of any type of wrong combination of question papers to the students. Persons responsible for the issue of wrong question papers will be punished as per Act 25 of 1997 for negligence in discharging their duties. Hence the Invigilators shall seek clarifications from Chief Superintendent of the centre even for slightest doubt and objection raised by the Examinees. Severe disciplinary action will be taken against all concerned for such lapses.

### v) VERIFICATION BY CANDIDATES:-

As soon as the question papers are given to the candidates, the Invigilators should ask all the candidates to verify the question paper given to them before answering it, whether the Question paper given to them is relevant to the subject / paper code. Medium/ day and date offered by them. The candidates may also be warned that any objection raised later during the examination will not be entertained and they have to lose the performance of that day's examinations.

### vi) DISCREPANCY IN SUBJECT COMBINATION IN THE HALL TICKET OR NOMINAL ROLL:

If any of the candidate(s) report that the subjects offered by him/her are not printed in the Hall-ticket or printed nominal roll, you must report the matter to the Chief Superintendent. **No candidate should be permitted to write any additional subject other than the one printed in the Hall-tickets or nominal rolls without taking a declaration on the lines that the candidate himself/herself is responsible for the change of subjects** or appearing for the subject other than one printed in N.R and for any type of eventuality in this regard that may arise at later stage.

### vii) NOTING ROLL NUMBER ON QUESTION PAPER

The candidates shall be asked to note the Roll Numbers on the question papers soon after it is given to them in order to curb any exchange of question papers among them. The candidates may be strictly warned not to exchange their question papers, answer papers or communicate in any manner during the conduct of examinations, lest they would be booked under malpractice.

### viii) ISSUING PART (B) – ONLY IN THE LAST HALF AN HOUR:

The Part-B bit paper shall be given to the candidates along with main papers i.e., Part-A to the following Question Papers. They should be collected at the end along with main answer books.

Sl. No.	Subject Name	Paper Code
1.	First Language Telugu Paper-I & II	01 / 02T
2.	First Language Oriya Paper-I & II	01 'O' / 02 'O'
3.	First Language Kannada Paper-I & II	01K / 02K
4.	First Language Marathi Paper-I & II	01M / 02M
5.	First Language Hindi Paper-I & II	01H / 02H
6.	First Language Tamil Paper-I & II	01A / 02A
7.	First Language Urdu Paper-I & II	01U / 02U
8.	OSSC Paper Sanskrit Paper-I & II	23 / 24
9.	Third Language English (TM) Paper-I & II	13E / 14E

**ix) ISSUING PART (B) – ONLY IN THE LAST HALF AN HOUR:**

Part-B bit papers shall be given to the candidates in the last half-an-hour to the following paper codes.

- (iii) all Second Language subjects.
- (iv) all non-Language subjects.

**x) Third Language English (EM) Paper-I & II ( 29E/30E):** These two Question Papers do not contain A & B papers. But the Question papers will contain bit questions. The Candidates have to write all answers (including bit answers) on the Answer Sheets only given to them.

**8. PEACEFUL CONDUCT OF EXAMINATIONS – PREVENTION OF MALPRACTICES:**

- i) The Invigilator should not leave the examination rooms or indulge in conversation with other Invigilators during the conduct of examinations.
- ii) The Invigilator should ensure that no pieces of paper / guides / any other forbidden material are present in his / her examinations room before the commencement of the examination.
- iii) While entering the examination hall itself, warn the students to throw away any forbidden material and not to keep any material with them. Verify and confirm with reference to the Hall – tickets and photos about the correctness and genuineness of the candidate taking the examination.
- iv) If it is found that any person is impersonating, bring the fact to the notice of the Chief Superintendent / Departmental Officer immediately and care should be taken to see that the delinquent is handed over to the Police and a criminal case is booked against him, giving a written complaint.
- v) If a Muslim girl candidate desires to take the examination with her burkha on, she should be permitted to do so. Please take the help of women invigilators to check them at the entrance only, in order to establish the identity and to detect possession of forbidden material, if any.
- vi) Do not allow any unauthorized person including the employee/correspondent of the school who is not appointed on examination duty to enter into the examination room(s) or to the center it self. Take special care so that they do not pass on any forbidden material to the students or move about in a suspicious manner in the premises of the center.
- vii) **Prevent the candidates from resorting to malpractices. Further, the particulars of any candidate booked under malpractice should be noted in the prescribed form only and handed over to the Chief Superintendent for onward transmission to the Director for Government Examinations, A.P., Hyderabad.**
- viii) No candidate should be allowed to possess Pager/Cell Phone in the Examination Hall. **Even the invigilator is also prohibited from having the Pager/ Cell Phone during the examination.**
- ix) In case, any candidate does not enclose the Main Answer Script to the additional answer sheets or vice versa record the same on the additional answer sheet /Main Answer Book and send to the Chief Superintendent with a written report.
- x) During the surprise visits either by the Flying Squads or by any authorized officers, if any of the candidate is found to resort to malpractice, the invigilators will also be held responsible for improper invigilation and checking and action will be initiated against them as per the Act 25/1997, the Prevention of Malpractices Act and C.C.A. rules.
- xi) **Candidates who were booked under Malpractice, should not be allowed to write subsequent examinations as per G.O.Ms.No.872 Edn., dated: 16-05-1992 of Education Department.**

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## **PART-II**

### **SPECIAL INSTRUCTIONS TO INVIGILATORS TO BE FOLLOWED FOR CONDUCTING EXAMINATIONS OF CODED PAPERS**

**NOTE:** This year also the coding system is extended to all the Subjects (SSC / OSSC / Vocational Examinations). In this regard, bar coded OMR sheets, Main Answer Books, Additional Answer Books which are specially designed for coding system are supplied to the centres. Hence the Invigilators play a key role in this new system. The Invigilators, therefore, have to attend the meetings convened by the Chief Superintendent of the centers without fail and adhere to the instructions given scrupulously on conduct of examinations with bar coding system without any mistake.

(i) The Invigilators shall report to the Chief Superintendents by 8:30 A.M. on the examination days without fail.

**(ii) Receiving of Answer Scripts and OMR sheets:-**

- Shall receive bar coded OMRs, the blank Main Answer Book and Additional Answer Books from the Chief Superintendent and go to respective allotted rooms by 8-45 AM sharp.
- Instructions to be given to the candidates one day in advance to seat at their respective seats by **9:00 AM sharp from 22-03-2013 to 09-04-2013.**

**(iii) Distribution of Main Answer Books:**

- **Invigilator shall put full signature in the space provided only.**
- Shall go round the room in the 1<sup>st</sup> instance and check whether correct candidate with reference to the Hall tickets is sitting at the correct place.
- Then distribute the Main Answer Books to the candidates without disturbing the Serial Numbers noted on the Main Answer book. Explain the instructions printed on the Main Answer Book to the students.
- Instruct the candidates not to write his / her Hall ticket Number on any part of the answer script either on Main or Additional Answer Books.
- The Invigilator shall instruct the candidates to write Main Answer sheet serial number on Graph Sheet, Map Sheet and Part (B) bit paper and satisfy himself by verifying while signing by him.
- Direct the candidates to write subject Name and paper as the case may be on the Main answer book at the relevant columns. This aspect has to be checked by the Invigilators first going to each and every candidate.

**(iv) Distribution of Bar Coded OMR Sheets:-**

- **Invigilator shall put full signature in the space provided only.**
- After completing the work shown at item No. (iii) above he shall distribute bar coded OMR sheets to the candidates with reference to Hall tickets of the candidate available with them duly verifying the Roll number and Name of the candidate printed on the Part I of the OMR sheet. The Invigilator shall be very careful and vigilant while distributing the OMR so that wrong issuance can be averted.
- Instruct the candidates to verify the entries printed on the part I of the bar coded OMR sheet and to ensure whether they related to them.
- After satisfying the correctness of OMR and particulars in it instruct the candidate to adjust the bar coded OMR sheets to be placed just below the punch hole provided at the top left corner of the main answer sheets.

- The Invigilator who will be provided with the stapler machine, he has to go to each and every candidate in the order of Roll Number and after satisfying the proper placement of the OMR sheet he shall staple Bar coded OMR sheet to the main answer books at the places provided and indicated on the part II of OMR sheets.
- Then the Invigilator shall see that the paper seal stickers are properly pasted by the candidates to cover the stapled pins (ie.,) top portion of the sticker covering the pin over the OMR sheet and bottom portion of the sticker to be covered stapled pin at the bottom of the main answer sheets.
- After completion of the said work by all the candidates instruct the candidates to note Sl.No. of the Main answer book issued to him on the part I and Part II of the OMR sheet at relevant column and also put his / her signature at the place provided in OMR sheets.
- The Invigilator shall go to each of the candidate and after satisfying him self about the stapling of OMR sheet and sealing the stapled pins portion shall put his signature (Invigilator's) both on main answer book and OMR sheets at relevant columns.
- Invigilator shall complete the above work by 9:25 AM so that question paper can be distributed at the stroke of 9:30 AM and examinations are commenced on time without any loss of time.
- In case BARCODED OMR sheet is not sent by the O/o D.G.E., in respect of any candidate whose name is in the Centre Nominal Rolls and he was issued Hall Ticket, Blank OMR sheet (non standard OMR sheet having no particulars of candidate in Part-I of OMR sheet) shall be obtained from the Chief Superintendent and used. The candidate's particulars shall be filled in the OMR sheet by the candidate and the invigilator shall check the particulars printed on the Hall ticket. Further, the particulars of the blank forms used shall be furnished in the **Proforma-V & VI** in duplicate and given to the Chief Superintendent for onward submission to the camp officer of the Spot valuation centre allotted for dispatch of the answer scripts of that examination and to the Director of Government Examinations.

Note: The Chief Superintendent shall dispatch from V to the DGE along with post Exam Material.

- In case of mutilated OMR sheets or torn/spoiled OMR sheets also blank OMR sheets are to be used following the procedure described. Similarly in the case of additional Roll numbers allotted to the centre at the last minute blank OMR sheets (Nonstandard OMR sheet having no particulars in Part-I of OMR sheet) shall be used.

**(v) DISTRIBUTION OF ADDITIONAL ANSWER BOOKS:**

- **Invigilator shall put full signature on the first page of Additional answer book in the space provided.**
- He shall distribute additional answer books supplied to him in serial to the needy candidates without disturbing the serial number.
- The Invigilator shall note the Sl.No. of the Additional Answer Books issued to the candidates in the **Proforma** supplied by the Chief Superintendent.
- **Before issuing Part-B / Graph / Map, Invigilator shall put initials only on it.**
- After issuing Part (B) (i.e.,) Objective paper before 10 minutes of the conclusion of examination the candidates shall be instructed to tag all the additional sheets including Graph sheets/map point paper and Part (B) with twine at the punch hole provided to the main answer sheet only.
- Instruct the candidates to note the total number of Additional answer books taken at the places provided on the Main answer book and in part I and II of bar coded OMR sheets.



- Advise the candidates specifically not to write / scratch or meddle with the bar codes provided in the OMR sheet and spoil it otherwise the OMRs will not be scanned by the computer then the result will be put under withheld.
- Shall maintain the account of Main Answer Books, Additional Answer Books and bar coded OMR sheets utilized, Blank OMRs (Nonstandard format) used in the prescribed in the **proforma** supplied by the Chief Superintendent.
- The particulars indicating the Serial Number of additional answer books issued to the respective Roll Numbers shall also be maintained in the relevant **proforma** given by the Chief Superintendent.
- Return the unused Main Answer Books, Standard OMR sheets, Blank O.M.R Sheets and Question Paper to the Chief Superintendent of the center after half-an-hour after the commencement of examination (i.e.,) 10:00 AM as **no candidate will be allowed to enter in to examination center after ½ hour.**
- Cancel Un used standard OMR sheets with red ink before returning the same to Chief Superintendent.
- Also ensure that the signature of the candidate on the bar coded OMR sheet tallies with that of the attendance sheet and Hall Tickets.
- Shall not forget to obtain the signature of the candidate on attendance sheet duly putting his signature also at relevant columns in it.

**(vi) COLLECTION AND HANDING OVER OF ANSWER SCRIPTS:**

- To receive all answer scripts with all the additional answer sheets noted on main answer book, O.M.R sheet, Part (B), Graphs and Map from all the candidates.
- **The invigilator has to cross the unused blank spaces in the main and additional answer books to avoid future complications.**
- **At the end of last answer sheet the invigilator has to write “ The End” or put his full signature.**
- Shall hand over all the answer scripts, other related **proforma**, Main Answer books/ Additional Answer Sheet account, absentee particular etc to the Chief Superintendent.
- The invigilator is totally held responsible for violating any of the instructions / Setout Procedure and is punishable as per Act. No. 25 of 97 including criminal prosecution of warrants.

**vii) ENSURE PROPER TAGGING:**

Ensure that all the Additional Answer sheets / Graph sheets, Maps and Part (B) papers are properly tagged with twine to the Main answer scripts while collecting from the candidates. Instruct all the candidates to tag all the additional answer scripts and Part (B) etc., 10 minutes before the end of the examination. Invigilators have to verify whether all the candidates have tagged all the additional sheets given to them and part-B to the Main sheet as per their record while receiving answer scripts from the candidate, and then only permit the candidates to leave the rooms. No candidate should be allowed to leave the examination hall without handing over the answer scripts / Additional answer scripts, Part (B) question paper etc., which were given to them.

**viii) ACCOUNT OF ANSWER SCRIPTS:**

Maintain the account of the number of Main Answer books / Additional Answer books etc., given to the candidates on each day of examination duly obtaining the dated signatures of the candidates and submit the same to the Chief Superintendent on each day on completion of the examination.

**ix) DATED SIGNATURES OF CANDIDATES ON THE ATTENDANCE SHEETS:**

1. Obtain dated signature of the candidates on the computerized printed attendance sheet in respect of both Regular and Private candidates at the relevant columns provided there in duly incorporating the signatures of the Invigilators also as a token of attended the examination by the respective candidates and certifying it by Invigilators concerned.
2. Do not forget to obtain the dated signatures of the candidates in the prescribed forms as and when Additional Answer sheets / Graph sheets, Maps etc., are given to them.

**xii) CONSOLIDATED ABSENTEE STATEMENTS:**

The absentee particulars of all the candidates appearing at the centre should be noted in the Consolidated Absentee Statements, which are supplied to the centre along with other centre material. It may be noted that non furnishing of full details in the Absentee statements will lead to withholding of the results of the candidates for want of particulars. As such importance must be given to fill in the particulars correctly and in full in the Absentee statements and before noting the absentee particulars utmost care should be taken.

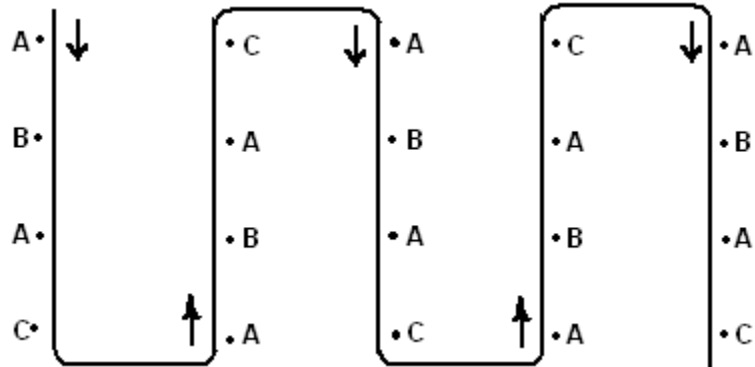
\*\*\*\*\*

Proforma-I

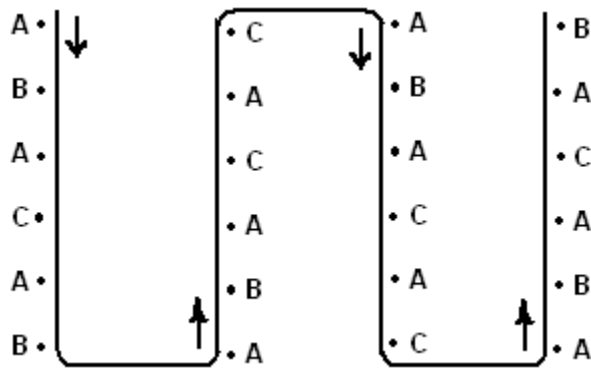
Seating Arrangement

Case: - I “A” School has large strength and “B” and “C” are two Schools clubbed.

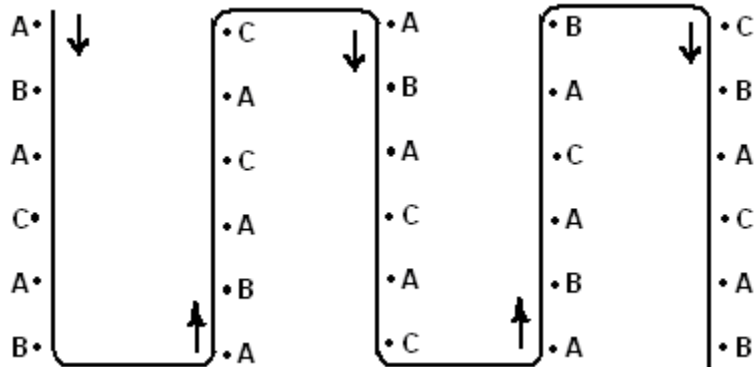
Room : 20 Candidates.



Room : 24 Candidates



Room : 30 Candidate



**Note:** This is only one example. Jumbling in all the centres may not be alike. It may be unique to the each centre depending upon the Schools attached to the centre, their student strength and capacity of centres in that Examination Zone (EZ).

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**Additional Guidelines and Instructions to all Chief Superintendents and  
Departmental Officers pertaining to SSC Public Examinations,  
March 2013 and June 2013.**

All the Chief Superintendents and Departmental Officers are requested to follow the below mentioned Guidelines in addition to the Instructions issued in this office Instructions booklet on Rc.No.101/B-1/2012, dt. 18-12-2012.

**PHYSICALLY HANDICAPPED CANDIDATES.**

- (1) The scribe has to be provided to the Blind, Orthopadically handicapped candidates who are having deformity in hands and fingers and Dyslexia candidates.
- (2) Extra time of 30 minutes to the Blind, the Deaf and other Physically handicapped candidates and one hour to Dyslexia candidates have to be allowed.
- (3) Deaf and Dumb candidates are exempted from writing two languages.
- (4) Dyslexia candidates are exempted from writing third language.
- (5) The Blind and Orthopadically handicapped candidates with deformity on hand and fingers(not able to write) are exempted from drawing figures in Science subjects, graphs in mathematics and map pointing in social studies, but the descriptive part of questions have to be answered for award of marks.
- (6) These answer papers are to be valued separately by Assistant Examiners and they shall not be clubbed with other scripts. Therefore the Chief Superintendents are instructed to pack the answer books of all such candidates separately super-scribing the nature of Disability on the cover and these packets should be kept in the main cloth bundle.

**USAGE OF OMR BAR CODE SHEETS.**

**I. Distribution of 03T / 01T Question Papers:**

03T Question paper is meant for 80 marks and duration is 3 hours. It is printed on Yellow colour paper. The combination with 03T is 04S question paper. The maximum marks for 04S is 20 marks.

01T Question Paper is meant for 50 marks and the duration is 2½ hours. It is printed on White paper.

Question Paper shall be supplied to the candidates with reference to the particulars of 1<sup>st</sup> language printed in the Nominal Rolls / Hall Tickets.

Correct combination

01T / 02T

03T / 04S

Wrong combination

03T / 02T

01T / 04S

Contd...2p...

**II. Bar Coded OMR Sheets:**

If Standard Bar coded OMR sheets of any candidates are not received or misplaced, the buffer OMR sheets have to be used for those candidates.

**Example:-** If OMR sheets of 4 candidates are missing, the Chief Superintendent shall use buffer OMR sheets for those 4 candidates. The Chief Superintendent shall also fill Form-V for those candidates as given below.

**(a) Correct Filling of Form-V**

Sl. No.	Date	Roll Number	Paper Code	Bar Code Number
1	03-04-2013	1201156760	20T	34567781
2	03-04-2013	1201156761	20T	34567782
3	03-04-2013	1201156762	20T	34567783
4	03-04-2013	1201156763	20T	34567784

**(b) Wrong Filling of Form-V**

Sl. No.	Date	Roll Number	Paper Code	Bar Code Number
1	03-04-2013	1201156760 to 1201156763	20T	34567781 to 34567784

When proforma –V is filled wrongly as shown above at **(b)** it cannot be identified which blank OMR form is used to which Roll Number. As a result the marks of one candidate will be posted to another candidate.

**III. Change of Paper Codes at Examination Centre:**

**For example:** Suppose a candidate has opted 01H & 02H (1<sup>st</sup> Language Hindi) with Roll NO. 1201100065 and wants to write 01T & 02T by giving declaration to Chief Superintendent. In such cases Chief Superintendent shall issue Blank OMR ( Non-Standard) sheet to the candidate in place of printed OMR sheet duly incorporating the details in Form-V. He should return original printed OMR sheets of the candidate to the Board in a separate cover along with post examination material.

...3...

Similarly, if a candidate changes his/her medium of instruction from Telugu Medium to English Medium, Non-standard OMR sheets have to be used for English Paper-I and II (29E&30E). In case of non-language, the same printed OMR sheets supplied can be used.

**IV. Return of Absentee OMRs:**

For SSC Examinations, March 2013, Part-I Bar coded OMR is printed with Two Bar codes. If a candidate is absent for any paper code, the OMR of such candidate shall be returned to O/o Director of Government Examinations, Chapel Road, Nampally, Hyderabad along with Post Examination material in a separate cover. The Part-I OMR shall be cancelled or struck off with Red Ink, but without damaging the Bar codes.

This system will facilitate the computer organization to scan the Part-I OMR and mark as absent in the particular Paper Code.

( Sd/- Manmadha Reddy Banala )  
**DIRECTOR**