COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA: BHUBANESWAR

Notification

Date: 07.02.2019

Sub: **Special instructions to Centre Superintendents of AHSE 2019 for smooth and fair conduct of the examination.**

No. EC-II-37/2019/680/CHSE. All the Centre Superintendents of Annual Higher Secondary Examination are requested to observe and enforce the following Instructions for smooth and fair conduct of the Annual Higher Secondary Examination (AHSE) 2019. They are requested to circulate these Instructions among all the officers/ employees of their respective Examination Centers. **Violation of any of these Instructions shall be viewed seriously and action deemed fit shall be initiated against the violators.**

1. **No mobile phones or other electronics devices (except those allowed to the candidates) to be allowed to the examination centre.** No students, no invigilators and no other person present inside the examination centre should carry mobile phones. **It shall be the duty and responsibility of the invigilators, officers, observers and others including Class IV employees present inside the examination premises to handover their mobile phones, cameras, and other electronic devices to the Centre Superintendent.** If required, the Centre Superintendent may create a cloak room for the mobile phones of the members of the staff as mentioned above and visiting Squad members only. A record of mobiles phones deposited with the CS for every examination sitting shall be maintained in a register, which shall be preserved for future inspection. No official or teacher should be in possession of mobile phones when the Question Paper Packets are being opened. However, only the Centre Superintendent can have a mobile phone with him to remain in contact with authorities.

   The squad members/ observers arriving at different Examination Centres shall not carry mobile phones or other electronics devices to the examination halls. If required, they will deposit their mobile phones with the CS before they start functioning at the Examination Centre. The CS shall ensure this. The squad members will also report if any employee/ candidate inside the Examination Centre are found in possession of, or using, mobile phones.
2. Gate checking and body frisking of all the candidates shall be done before commencement of the examination, so that not a single piece of incriminating material enters into the examination centre/ examination halls. Only female teachers should be entrusted with the job of frisking girl students. Students should be allowed into the examination halls half an hour before the commencement of the examination and they should be advised, through notices in bold letters at the gates, to be on their allotted seats at least 15 minutes before the start of examination. If in spite of this notice students come in hordes just before the examination no leniency be shown to such candidates and they may be allowed into the examination halls only after thorough gate check and body frisking.
3. All precautionary measures be taken so that groups/ crowds of people do not gather around the examination centre. If required, take help of the local police in this regard. Under no circumstances any guardian or public will be allowed inside the examination centre.
4. Strict vigil should be kept in and around the examination centre so that question papers do not go out of the examination centre during the hours of the examination.
5. In view of the approaching summer, adequate safe drinking water facility be arranged for the candidates. There should be separate urinals for boys and girls. These should be inspected from time

to time so that no incriminating material is kept hidden inside the urinals. **Invigilators must ensure that students who are allowed to go to urinals, which must not be for more than two minutes, must submit their question papers to the invigilators. The question paper will be returned to the students when they come back.** Any candidate taking more than two minutes inside the toilet must be immediately checked by the invigilators.

6. Prompt action be taken against any teacher or employee of the college/ examination centre, if found aiding/abetting malpractice or if in possession of mobile phones. Report all such cases to higher authorities in Council, Government and your respective district.
7. Question Papers (QPs) be supplied to the examination halls in covers/ packets through the Dy. CS(s). After commencement of examination on each day, the invigilators are to collect all extra questions and keep the same inside an envelope. Exactly at 10:30 AM all such envelopes containing QPs will be sealed with gum in the Examination hall itself. In no case the QPs shall be kept exposed. The CS shall provide envelopes and gum to each examination hall. The CS will go round all examination rooms and collect the unused/extra Question Papers and keep the same sealed packets under joint safe custody of the CS and the Observer.
8. Posters, signage, notice in bold letters be put up indicating limits of the Examination Centre: "**Examination Centre – Restricted Zone**", "**Trespassers will be prosecuted**", "**No Unauthorised Entry**", "**Mobile Phones not allowed into the Examination Centre**" "**Warning: Candidates must not bring any incriminating material, books, notes, etc. to the examination centre**", "**Candidates must write with black ball point pen only**" and be displayed at the main gate, at the entrance, and other prominent places.
9. Media should not be allowed in to the Examination Centres. However, if members of media desire to take pictures, they may do so from outside the examination premises.
10. In addition to clause 07(b) of the Instructions to the CSs, **no candidate shall be allowed to take out the Question Paper in case he/ she leaves the Examination Centre before close of the examination on that day. The Question Paper shall be retained and kept inside a cover.**
11. The Centre Superintendent shall maintain a diary of important events, such as any trouble or visit by officials/ squads, etc. with timing everyday and report the same to the COE.
12. Before the commencement of examination on every day the invigilators must warn the candidates inside the examination hall that they must not write anything or must not put any mark including tick/ cross/ dots in the question papers, except their respective Roll Numbers. Any violation of this rule will amount to malpractice.

These instructions be observed in letter and spirit. Any violation in examination rules shall invite stern action under 'Conduct of Examination Act 1988 with its subsequent amendments' and under IPC.

A K Patnaik
8.02.2019
(Amarendra Kumar Patnaik, IAS)
Chairman

Memo No. 681 Date: 07.02.2019
Copy to all Centre Superintendents of AHSE 2019 for information and necessary action.

06.2.19
Controller of Examinations

Memo No. 682 Date: 07.02.2019
Copy submitted to the P.S. of the Principal Secretary to Govt., S & M E Dept. for information of the Principal Secretary.

06.2.19
Controller of Examinations