



# राज्य प्रावैधिक शिक्षा पर्षद, बिहार, पटना।

Rev 2.0

Form-204

चतुर्थ तल, टेक्नोलॉजी भवन, विश्वेश्वरैया परिसर, बेली रोड, पटना-800015  
Website : [www.sbtebihar.gov.in](http://www.sbtebihar.gov.in) ; Email : [sbtebihar@bihar.gov.in](mailto:sbtebihar@bihar.gov.in)

## **ROLE AND DUTIES OF OBSERVER FOR DIPLOMA EXAMINATIONS**

1. An Observer is to observe the activity in the Board Examination. He / She is independent to assess the manner in which the examination is actually conducted. The Observer is also expected to provide active feed-back if feels necessary during the course of the examination to the Centre Superintendent (CS) and to inform him / her of any important developments or irregularities / deficiencies which may come to notice. However, responsibility for the actual conduct of examination at a given examination centre lies squarely on the shoulders of the CS and his team of Officer-in-charge / Invigilators etc. The Observer has no formal role of responsibility in the said sphere. Even so his inputs and advice will carry importance for CS and the Board as well.

2. Some of the important aspects which the Observer is expected to look into and follow are as follows:

(a) To observe the law-and-order arrangement at the centre(s) where he / she has been deputed and point out the deficiencies / methodologies adopted out of the tune of rules / regulations of examinations.

(b) To visit examination centre(s) well before the start of each session so that questions are opened in the presence of CS by combining the OTP received in presence of some invigilators as mentioned in CS's Guidelines. Also, ensure that candidates must occupy their allotted seat half an hour before the commencement of Examination and in no case shall be allowed to enter the examination premises after 09:00 a.m. in 1<sup>st</sup> sitting and after 1:30 p.m. in 2<sup>nd</sup> sitting. However, this observation should not cause any disturbance or delay to the process, since starting of examination on time is of paramount importance.

(c) To inspect arrangements made by the centre to prevent entry of such materials that may be used for unfair means or creating something untoward.

(d) The Observer will visit examination rooms off and on to assess the credibility of the examination.

(e) To observe that whether the process of packing Answer Books is being done properly in the presence of the CS / Officers-in-charge / Invigilators.

(f) To see that the answer books are immediately packed & sealed after the end of examination for each session and handed over to the courier agency as per schedule.

(g) To see that the used and unused answer with variable data must be sealed and sent on the same day.

(h) On conclusion of each day's examination the Observer is required to intimate the Controller of Examinations about the conduct of examination covering the above-mentioned points.

- (i) At the end of examination, the Observer is required to submit report in writing (what he / she has been communicating on telephone as contained in para
- (h) about the whole conduct of examination and any other information whatever has been conveyed to COE over phone.)