

State Board of Technical Education, Bihar, Patna

Guidelines for Invigilators

1. Invigilator must report the Examination centre atleast one 1 hours 15 minutes before the commencement of Exam.
2. **Invigilators and officers other than CS/ACS shall not possess mobile phones inside the examination centre premises during the Board examination.**
3. Invigilators should compare the Roll. No: in the Admit card of each student with the Seat Allotment and ensure that all students are seated in the proper place. Invigilator must verify the Photo as well as signature from the admitcard to identify the candidate.
4. Before issuing Answer Books, Invigilators make sure that they are not defective and all of them have the monogram of the SBTE. If found any defective immediately reported to the Examination Section.
5. Invigilators must ensure that students of similar branches will be seated in alternate coloumns, their seat planning must be arranged in that manner only. Invigilators should identify the Scheme and Code. No: of subject of each student before distributing Question paper.
6. Invigilator must verify that the Roll No. / Reg. No. and other details entered on the face of the OMR of Answer book must be same with the Admit Card.
7. The students should be directed to go through the instructions given in the Admit Card and Answer book and to comply with the same.
8. Immediately after the distribution of Question papers, the students should be directed to write their own Roll No: on the Question paper so as to prevent exchange and misuse of Question paper.
9. **Candidates are not allowed to enter in the examination Premises after 9:00 A.M in morning shift and 01:30 PM in evening shift.**
10. Attendance of the students is to be recorded by obtaining the signature of each student against the Roll No: and Name given in the Attendance sheets. If any student is absent enter '**ABSENT**' with red pen against the Roll. No: concerned in the Attendance sheet,.
11. The Absentee/Attendance details are to be furnished in the format maintained in the Exam Section of Office towards the preparation of the Label to be placed over Answer script bundles.
12. An Invigilator must ensure that only one examinee are allowed to leave the Examination Hall at a time.
13. An Invigilator must ensure that examinee should not be allowed to leave examination hall temporarily for more than six minutes. On medical ground Center Superintendent can allow

absence according to the situation but not more than a period of ten minutes and in all such cases, a responsible person should be deputed to watch the movement of the examinee outside the hall. Invigilators must furnish the details of temporary absence in the format and sent to Exam section after the completion of Exam.

14. The students shall be allowed to bring only Admit Card and writing materials to the Exam Hall.
15. Unfairmeans/Malpractice/Misbehaviour, if any, should be reported on the spot. Malpractice detected should be reported along with Answer book, Additional Sheets, if any, and also with materials or notes or scripts used for the same as per guidelines of center superintendent (as given below).

“If an examinee in examination room is found to be indulged in any form of malpractice against the norms of examination shall immediately be reported to the CS by officer-in-charge / invigilator of the room along with seizure report. The CS will deal the matter under the provisions in the examination rules and The Bihar Conduct of Examination Act-1981.

The chit or written material etc. should be signed by the invigilator and the candidate should be asked to submit his explanation. The answer book of the examinee along with the chits etc. shall be submitted by the invigilator to the CS. The Disciplinary Action Committee of i) JCS, ii) ACS/Senior most Lecturer, iii) Invigilator concerned under the chairmanship of CS, shall take action as per the scale of Punishment prescribed by the Board based on the severity/nature of offence.

The CS shall send the answer book and the material found in possession of the candidate for using unfair means, invigilator's report, explanation of the candidate, along with DAC report apprising the Board about the action taken in a sealed and insured cover to the Controller of Examinations”.

16. Students shall not be allowed to leave the Exam hall until the completion of exam.
17. After the completion of exam, Answer scripts should be **sorted branch wise/Subject wise in the serial /order of Roll No. and handed over to the Exam section.**
18. Total No. of Answer scripts handed over to the Exam section should tally with the Attendance sheet maintained by each Assistant Superintendent/invigilator.
19. If due to an unavoidable reason the exam is started late, proportionate extra time as decided by the CS/ACS is to be allowed so as to maintain the prescribed duration of exam.
20. Procedures followed previously and not specified in this manual may be adhered to as usual.

Secretary,
S.B.T.E., Bihar, Patna