

BOARD OF SECONDARY EDUCATION,
ODISHA



*Annual/ Supplementary High School Certificate,
State Open School Certificate Examination – 2018*

&

Madhyama Sanskrit Examination – 2018

With

**THE ODISHA CONDUCT OF
EXAMINATION ACT. 1988**

**INSTRUCTIONS
TO
CENTRE SUPERINTENDENT**

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**THE NOTICE GIVEN BELOW IS TO BE DISPLAYED FOR
INFORMATION OF ALL CONCERNED ASSOCIATED
WITH THE EXAMINATIONS**

NOTICE

During the examination, if any damage is caused to the furniture/building/property of the school by the candidates, the Centre Superintendent(s) should report the Roll Nos of the candidates involved along with an estimated cost of the loss caused in detail to the Secretary, Board of Secondary Education, Odisha, Cuttack immediately after the examination is over and the results of those candidates shall be kept withheld and shall not be declared unless they compensate the loss caused by them.

Sd/- Ramasis Hazra
Secretary,
B.S.E., Odisha, Cuttack.

NOTE :- *The report should be sent to the Secretary by name separately and a copy of the same be sent in cover No 11 along with the general report of the Centre Superintendent.*

1. IMPORTANT INSTRUCTIONS TO THE CENTRE SUPERINTENDENTS

(I) Receipt of OMR Answer Sheets and OMR Attendance Sheets

- (a) The Centre Superintendent shall receive the OMR Answer Sheets of their candidates from the office of the concerned District Education Officer or from the place to be notified by the B.S.E., Odisha.
- (b) After receipt of the OMR Answer Sheets, all such packets which have been packed subject wise have to be opened by the Centre Superintendent. The Centre Superintendent along with Deputy Centre Superintendent have to immediately verify whether Standard OMR Answer Sheets have been received on all subjects for all the candidates of the centre or not. If it is noticed that Standard OMR Answer Sheet is not received, they have to verify whether sufficient number of non-standard OMR Answer Sheets are available or not.
- (c) In case it is found that Standard/ Non-Standard OMR Answer Sheets are short, the concerned District Education Officer, Nodal In-Charge and Control Room of B.S.E., Odisha have to be immediately informed. This should be done on the day of receipt of the OMR Answer Sheets.
- (d) The Centre Superintendent and Dy. Centre Superintendent shall be held responsible if verification is not done properly and if found short from the actual quantity on the day of the Examination. Disciplinary proceedings will be drawn against them for such lapses.

- (e) The Centre Superintendent & Dy. Centre Superintendent are to give a certificate on each day of receipt of question-cum answer booklets in Form No.- VII to the effect that the OMR Answer Sheets for the Examination to be conducted on next day have been checked with the OMR Attendance Sheet and all Standard OMR Answer Sheet in respect of candidates due to appear tomorrow have been received by them. The certificate has to be handed over to the despatch team on each day of delivery of question-cum answer booklet.
- (II)(a)** Use of mobile phones by the persons associated with the examination is strictly prohibited. Mobile phones possessed by the candidates shall be ceased at the gate checking and kept with the centre superintendent which are to be handed over to the concerned candidate after examination is over.
- (b) Except Centre Superintendent, no other person inside the examination centres is permitted keep/ use mobile phone with him/ her.
- (III) Instructions relating to the Question-cum Answer Booklets**
- (a) The C.S. / Dy. C.S. / Head of the institution / senior most teacher duly authorized shall receive the sealed question-cum answer booklet packets from despatch team of nodal centre on proper acknowledgement.
- (b) Please ensure that the required quantity of question-cum answer booklets are received in respect of the centre as per the number of candidates allotted.
- (c) The verification work should be done confidentially in the strong room where the question papers are to be kept.
- (d) In case of any shortage/ excess/ missent, it must be informed immediately to Mr. A.K. Parida, (Academic Officer) I/C Secret Cell (Mob.- 9437196510 Office No.-0671-2415380), Sri Debananda Nayak, (Dy. Secy, Secret Cell, Mob.-9668257194) immediately for prompt compliance.
- (e) In case of receipt of any extra packet, it should be kept under the safe custody of the C.S. and returned to the despatch team immediately. The Extra packets received should be duly acknowledged by the despatch team.
- (f) The question-cum answer book packets shall contain sub-packets containing 24 booklets in each, which will be opened in the examination hall by the invigilator before the candidates and the invigilators are to take signature of any two candidates of that hall.
The sealed packet of question-cum answer booklets must not be opened before the scheduled date and time. This shall lead to tampering of the packet(s) and liable for punishment as per the Odisha Examination Act, 1988.
- (IV) The question-cum answer booklets & OMR Answer Sheet should be kept in separate iron chests with proper lock and key with joint seal and signature of both the Centre Superintendent and Dy. Centre Superintendent. This is very important.**
- (V)** The question-cum answer booklets, OMR Answer Sheets should be kept date, sitting and subject wise with tagging of date slip on the respective packet(s) to avoid any inadvertent wrong opening.
- (VI)** It is important to note that question-cum answer booklets in all subjects have been received for both HSC (Reg & Ex-Reg), SOSC as well as Madhyama Sanskrit Examination, 2018.

- (VII) The Centre Superintendents shall engage both teaching and non-teaching staff and intimate the local Police Station to deploy security guards round the clock for safe and secure preservation of the question-cum answer booklets and other confidential materials at the centre.
- (VIII) In no case the question-cum answer booklets packets either in full or part be handed over to any officer of the Education Department or the Board without obtaining prior approval/ orders of the Controller of Examinations/ Secretary/ President, B.S.E., Odisha.
- (IX) The ICT Lab of the school shall have to be closed during the period of examination.

2. SUBMISSION OF VITAL INFORMATION ON EXAMINATION THROUGH ONLINE

- (i) The Board of Secondary Education, Odisha have developed a software to get the vital information regarding High School Certificate and State Open School Certificate Examination, 2018 through online.
- (ii) Though some of these informations are being sent as usual like previous examinations through offline, yet the Centre Superintendents shall have to send the following informations through online also.
- (iii) The Centre Superintendents are the login authorities to send the informations before 3 pm on all examination days.
- (iv) The online application has been developed in such a manner that, the user can submit the information through Android Phone in case of non availability of computer. The Centre Superintendent shall log in, on visiting the link in the website www.bseodisha.ac.in. The user ID will be the school code and password will be the same as last used by the school.
- (v) In case the Head of the Institution is not the Centre Superintendent, he/ she shall help in entering the information by opening the link or the password of the school can be given to the Centre Superintendent on proper acknowledgement and the same has to be changed on completion of the entire examination.
- (vi) The following information shall be uploaded by the Centre.

I. Centre Information

- [a] Name of the Centre Superintendent :
- [b] Cell No. of the Centre Superintendent :
- [c] E-Mail ID of the Centre Superintendent :
- [d] Uploading full signature of the Centre Superintendent :
- [e] Name of the Examination : Annual HSC/ SOSC Exam
- [f] Name of the District :
- [g] Centre Code :
- [h] Date :
- [e] Subject :

II. Absentee Statement

- [a] No. of candidates allotted :
- [b] No. of candidates present and absent
- [c] Roll No. of the Absentee Candidates :

III. Information on Malpractice

- [a] Whether Malpractice Cases Booked for the present sitting or not

- [b] If Yes, No. of Malpractice Cases Booked :
- [c] Roll Nos. of the MP Cases Booked :
- [d] Code No. of the squad who have booked the MP cases

IV. Information on Subject Change Cases

V. Information on Script Papers

- [a] Whether candidates appeared in script other than Odia or not
- [b] If appeared in script other than Odia, separate answer book packets have been done or not

VI. Packaging (OMR & Subjective)

3. FUNCTION OF THE CENTRE SUPDT. / DEPUTY CENTRE SUPERINTENDENT / HEAD OF THE INSTITUTION / INVIGILATORS

(I) Function of the Centre Superintendent

- (a) The Centre Superintendent shall be accountable for smooth conduct of the examination. He will do so by involving team spirit among the staff involved in the examination work and in case of any difficulty, it should be brought to the notice of the concerned DEO for immediate solution. He will be assisted by Dy. Centre Superintendent all through.
- (b) To maintain all confidential and general records of the examination.
- (c) To check the number of question-cum answer booklets at the time of receiving the same from the despatch team of nodal centre and any short fall detected must be brought to the notice of the despatch team with information to Sri A.K. Parida, I/C Secret Cell (Mob.-9437196510), Sri Debananda Nayak, (Dy. Secy, Secret Cell, Mob.-9668257194).
- (d) **Immediately on receipt of computerised OMR attendance register, the Centre Supdt. must verify the number of Standard OMR Answer Sheets & question-cum answer booklets required and received in each subjects in respect of his/ her centre. In case of discrepancy or shortage found in the question packets, the Secretary/ Controller of Examinations/ Evaluation Officer, (Secret) shall be intimated over telephone/ fax to be followed by a letter prior to the commencement of the Examinations.** The Centre Supdt. shall be held responsible, if any candidate fails to appear for want / non-receipt of Standard OMR Answer Sheets and Question-cum Answer Booklets at his/ her centre.
- (e) While sending written requisition for extra Non-Standard OMR Answer Sheets & Question-cum Answer Booklets in the form of a letter or by fax or by e-mail, the Centre Supdt. should clearly furnish the following information so that the required Non-Standard OMR Answer Sheets & Question-cum Answer Booklets shall be provided in time through officials of the Board.
 - (a) Name of the centre with centre code. (b) Subject code.
 - (c) No. of Candidates allotted
 - (d) No. of question-cum answer booklets/ OMR answer sheet received.
 - (e) No. of extra question-cum answer booklets/ OMR answer sheet required.

Full signature of Centre Supdt. with seal & cell no.

[Please see that the aforesaid information is sent to **The Secretary / Controller of Examinations/ Academic Officer, (Secret) of the Board** immediately before the date of examination of the concerned subjects.

- (f) The Centre Superintendent shall inform to the local Police Station and the District Administration about the conduct of examination seeking their support for maintenance of Law & Order and protection of examination materials. After sitting of the examination is over, the used subjective answer book packets alongwith used OMR answer sheets in separate packets shall be despatched through the despatch team to the Nodal Centres in proper manner as described at Sl. No.-19.
- (g) To submit no relation declaration form duly filled in and signed by the C.S/Dy.C.S/ Invigilator(s) and other teaching and Non- teaching staff associated with the examinations (*Please see Annexure A*).
- (h) The Board shall appoint squads for rendering assistance to the Centre Superintendents. The C.S. is required to co-operate with the squad members in preventing/ detecting malpractice. All cases of malpractice detected by the squad members should be reported by the Centre Superintendent to the Board in the prescribed proforma. The invigilators are required to book the candidate found by the squad members who have infringed the rules of the examination. The squad members are authorized to check the question-cum answer booklet packets at any time during the examination period.
- (i) The services of identifying teachers may be utilized for invigilation purpose. If the Centre Supdt. so desires, can appoint such teachers as invigilator. But in no case, they should be appointed to invigilate the candidate of their own school.
- (j) No teacher who teaches a particular subject shall be appointed as invigilator on the day of examination of that subject.
- (k) The Centre Superintendent should ensure that the invigilator are aware with the duties of invigilation and with the instructions printed on the back of the admit cards and on the question-cum answer booklets.
- (l) In no case the seals of question-cum answer booklet packets should be broken. The packets be opened cutting the line marked for the purpose on the packets.
- (m) The almirah in which the question-cum answer booklets are kept shall be sealed every day at the end of the Examination with the joint seal & signatures of the C. S. and Dy. C.S. **The keys of the almirahs should be kept under safe and personal custody of the Centre Supdt. so that no one can get the scope to open the almirah without the knowledge of the Centre Superintendent.**
- (n) Surprise checking of the **question-cum answer booklet** packets at the centres may be taken up at any time by the officers duly authorised by the President / Secretary / Controller of Examinations of the Board from the date of delivery of the confidential materials till the end of the examination. The Centre Supdt. should therefore make available himself for verification of question-cum answer booklet packets by the authorised officers at any time, within or beyond office hours. **The Centre Supdt. should satisfy himself / herself about the identity of the authorised officer(s) before allowing them for verification of any packet or document.**

In no case the question-cum answer booklet packets either in whole or part be handed over to the officer unless otherwise directed/ instructed by the President/ Secretary/ Controller of Examinations of the Board.

- (o) Since all matters relating to question-cum answer booklets are top secret, it is desirable that the Centre Supdt. should maintain utmost secrecy and communicate such information like shortage, defects, wrong opening of question-cum answer booklets packets etc. to the following particular telephones of the Board only, for prompt compliance and not to any other telephone or officials of the Board. *This is very important.* Contact Nos.: Secret Mob.:– 9437196510 Off.:– 0671-2415380. (During 6 am. to 9 pm.)
- (p) The safety and security of the question-cum answer booklets at the Examination centres is the sole responsibility of the Centre Superintendent. He/ She must take appropriate steps for safety and security arrangement round the clock with the support of the District Administration & District Education Officer concerned.

In this connection the attention of the Centre Supdt. is drawn to the provisions of the section 4 to 10 of “The Odisha Conduct of Examination Act, 1988” at page- 38 of the instruction to the Centre Supdt. The said provisions should also be brought to the notice of all concerned and displayed in the Notice Board of the centre.

- (q) He will keep the examination programme on his table and keep the following records/ packets ready for use in the examination centre.
- (i) OMR answer sheets of that particular subject should be kept ready hall wise.
 - (ii) Despatch memo of that sitting both for OMR answer sheet and subjective answer sheet.
 - (iii) MCQ and question-cum answer book packets of that particular subject.
 - (iv) OMR Attendance Register hall wise.
 - (v) Security envelope for packing of OMR answer sheets.
 - (vi) Security envelope for packing of subjective answer sheets.
 - (vii) Security envelope for packing of cover no.-9 if any.
 - (viii) Security envelope for packing of script answer books if any.
- (r) Online submission of information : Centre Superintendents for HSC & SOSC examination are to ensure that information regarding centre and conduct of examination at their centre are sent through online on visiting the link given in the website www.bseodisha.ac.in by 03.00 pm on each day of the examination.

The link will remain live on 20/02/2018 & 21/02/2018 for practice use by the Centre Superintendents.

(II) Function of the Deputy Centre Superintendent

- (a) The Dy. Centre Superintendent shall be appointed by the Centre Superintendent and act under his/ her guidance and ensure smooth conduct of the examination with the help of the staff involved in the exam. work.
- (b) The Dy Centre Superintendent appointed for the examinations shall exclusively deal with the question-cum answer booklets, OMR answer sheets, OMR Attendance Sheets and other related papers.

- (c) To submit the **NO RELATION DECLARATION FORM** duly filled in and signed before the Centre Superintendent for transmission to the Board. A copy of such declaration be transmitted to District Education Officer also.
- (d) Criteria for appointment of Deputy Centre Superintendent :
- | | |
|----------------------|--------------------------|
| Up to 250 candidates | One Dy. Centre Supdt. |
| 251 to 500 candidate | Two Dy. Centre Supdts. |
| From 501 and above | Three Dy. Centre Supdts. |

(III) FUNCTIONS OF THE HEAD OF THE INSTITUTION:

- (a) To render all sorts of assistance to the Centre Superintendent as and when required, if he/ she is not otherwise appointed as the Centre Superintendent.
- (b) To act as the C.S in case the Centre Superintendent and the Dy. C.S. fail to reach in time i.e. 1 hour before the commencement of the examination.
- (c) To appoint a senior teacher as the C.S. / Dy. C.S. in case of exigency, subject to the conditions stipulated in the no relation declaration.
- (d) To ensure that the examination is held as per the scheduled time table .

(IV) INVIGILATOR:

- (a) Invigilators are to be appointed by the centre supdt. according to the following ratio and no deviation is allowed.

One Invigilator : For every 24 (twenty four) candidates or part thereof if the part exceeds 12 number of candidates.

One Relieving Invigilator : For every 96 (ninety six) candidates or part thereof if the part exceeds 48 numbers of candidates.

One Roving Invigilator : For every 48 (fourty eight) candidates or part thereof if the part exceeds 24 number of candidates.

- (b) The relieving invigilator are to properly carry out the work of invigilation in the temporary absence of the originally appointed invigilator.
- (c) The roving invigilator are to check the outside interference in the exam. campus/ halls.
- (d) The invigilator shall furnish to the Centre Superintendent in a statement, the particulars of their nearest relation (son/daughter/grand son/grand daughter/brother/sister), appearing in the same centre for record and allotment of rooms for invigilation. No one will be assigned invigilation work in a room/hall in which his/her nearest relation taking the examination. The statement of Declaration should be sent to the Board in Cover No. 11.

In case of the subjects having different sets of question booklets, the invigilators should distribute question booklets of the correct set to each of the candidates as per the seat chart prepared by the Centre Supdt. without making any deviation. **They shall put their signature on the question-cum answer booklets only after they are satisfied that the candidate has mentioned correct roll no. & set Code of the question-cum answer booklets.**

(V) MEETING REGARDING CONDUCT OF EXAMINATION :-

- (a) Centre Superintendent shall conduct a briefing session among the teachers/ other employees associated with the examination work regarding their duties and responsibilities for smooth conduct of the examination on the day prior to the 1st day of the examination.

- (b) He/she will brief the duties, responsibilities and secrecy to be maintained during the examination and also impress on the handling of confidential packets for use in the examination centre.

4. TIME TABLE FOR OPENING THE EXAM. HALL AND DISTRIBUTION OF THE QUESTION-CUM ANSWER BOOKLETS/ OMR ANSWER SHEETS

The examination hall should be opened as per schedule detailed below :-

- (a) Entry of candidate to examination hall – 08.15 am
(b) Distribution of OMR answer sheet – 08.30 am
(c) Distribution of Multiple Choice Question (MCQ) booklets alongwith Subjective question-cum answer booklets – 08.45 am.
(d) Between 08.45 am to 09.00 am, candidates are allowed to read the question and invigilators are required to verify correct entry of the centre code, school code and Roll Nos. on the front page of the question-cum answer booklets and to record serial no. of OMR answer sheet and Question-cum Answer Booklet in OMR attendance sheet and darken the appropriate circle for absent and present of the candidate. Further during this interval, the candidate shall darken the question set code and put his signature with date on the OMR Answer Sheet.
(e) The candidates are allowed to answer the MCQs papers from 09.00 am to 10.00 am for all subjects excepting MTH which will be answered from 09.00 am to 10.15 am.
(f) The CS/ Dy. CS/ invigilators should announce and ensure that no one starts writing the answer prior to 09.00 am.
(g) The invigilator(s) must verify the subject and subject code and the examination category printed on the question-cum answer booklets/ OMR answer sheets and ensure that the question papers are meant for that sitting as per the programme scheduled.
(h) In case of any mismatch of the question-cum answer booklets and OMR answer sheets with the subject of that particular sitting, the same may be immediately brought to the notice of the Centre Supdt. confidentially.
(i) If the question-cum answer booklets and OMR answer sheets not meant for that sitting have been opened by mistake, the centre superintendent has to pack them in the respective packets under joint seal and signatures of the C.S, Dy. C.S. and the invigilator(s) and report the matter confidentially to the Secretary, BSE, Odisha / Controller of Examinations/ Academic Officer (Secret), BSE, Odisha and the matter be kept top secret. The sealed packet be kept under the safe custody of the Centre Superintendent for inspection.

NOTE :- *In the event of wrong or inadvertent opening, if any, top secrecy must be maintained in the matter, otherwise penalty as per the provisions of The Odisha Conduct of the Examination Act – 1988 shall be imposed.*

5. SYLLABUS AND QUESTION PAPERS

- (a) The question-cum answer booklet and MCQ for **(HSC REGULAR & Ex-REGULAR)** candidates have been prepared as per the syllabus, 2014 & onwards. **(Six papers carrying 600 marks in total) For both categories of candidates, the examination will be conducted in one sitting**

- (b) No question papers have been prepared as per the syllabus 2013 and previous years.
 (c) The question-cum answer booklet and MCQ of SOSC examination candidates are identical with the HSC Examination for the following subject codes.

<u>HSC Subject Code</u>	<u>Identical To</u>	<u>SOSC Subject Code</u>
FLO	↔	OD
FLU	↔	UD
FLT	↔	TL
SLE	↔	EN
TLS	↔	SN
TLH	↔	HN
MTH	↔	MT
GSC	↔	SC
SSC	↔	SS

- (d) Composite question-cum answer booklets have been prepared for the following subjects for HSC (Regular & Ex-Regular) & SOSC candidates.

HSC		SOSC
FLB, FLH, FLU, FLT & FLE	↔	UD & TL
TLH & TLS	↔	HN & SN
TLP & TLO		

- (e) Three set question-cum answer booklets have been prepared in the following subjects for both HSC (Regular & Ex-Regular) & SOSC candidates.

HSC		SOSC
FLO	↔	OD
SLE	↔	EN
TLH & TLS (Composite Question)	↔	HN & SN (Composite Question)
MTH	↔	MT
GSC	↔	SC
SSC	↔	SS

Single set question-cum answer booklets have been prepared for the rest subjects.

6. SUBJECTS AND SUBJECT CODES

(a) High School Certificate Examination, 2018 (Regular & Ex-Regular)

SL. NO.	SUB.	SUB. CODE	SET	Full Mark
1.	FL/ODIA	FLO	A, B, C	100
2.	FL/BENGALI	FLB	Single Set	100
3.	FL/HINDI	FLH	- do -	100
4.	FL/URDU	FLU	- do -	100
5.	FL/TELUGU	FLT	- do -	100
6.	FL/ALT. ENGLISH	FLE	- do -	100
7.	SL/ENGLISH	SLE	A, B, C	100
8.	SL/HINDI	SLH	Single Set	100
9.	SL/ENV.&POP. EDN.	SEP	- do -	100
10.	TL/HINDI	TLH	A, B, C	100
11.	TL/SANSKRIT	TLS	A, B, C	100
12.	TL/PERSIAN	TLP	Single Set	100

13.	TL/ODIA	TLO	- do -	100
14.	(A) TL/VISUALART (TH)	TLV-I	Single Set	20
	(B) TL/VISUALART (PR)	TLV-II	Single Set	80
15.	Information Technology & Enabled Service	IT (TH)	Single Set	30
		IT (PR)		50
		IT (INT)		20
16.	Banking Financial Services & Insurance	BF (TH)	Single Set	30
		BF (PR)		50
		BF (INT)		20
17.	Retail	RT (TH)	Single Set	30
		RT (PR)		50
		RT (INT)		20
18.	Travel & Tourism	TT (TH)	Single Set	30
		TT (PR)		50
		TT (INT)		20
19.	MATHEMATICS	MTH	A, B, C	100
20.	GENERAL SCIENCE	GSC	A, B, C	100
21.	SOCIAL SCIENCE	SSC	A, B, C	100

(b) Madhyama Sanskrit Examination, 2018 (Regular & Ex-Regular)

SL. NO.	SUB.	SUB. CODE	Full Mark
1.	SANSKRUTA VYAKARANA "O" DARSHAN	VOD	100
2.	SANSKRUTA SAHITYAM	SHA	100
3.	PRAYOGATMAKA SANSKRUTA	KKJ/AVJ	100
4.	MATRUBHASA (ODIA/HINDI)	MOR/MHN	100
5.	MATHEMATICS	MTH	75
6.	SCIENCE	GSC	75
7.	SOCIAL SCIENCE	SSC	75
8.	ENGLISH	ENG	75
		TOTAL	700

- NOTE :-** (i) Single set of question-cum answer booklets have been prepared for Madhyama-Sanskrit Examination for all subjects.
(ii) The question-cum answer booklets for Madhyama, sanskrit Exam from Paper-I to VIII have been prepared as per the syllabus 2017 for Regular and Ex-Regular candidates.

(c) State Open School Certificate Examination, 2018 (1st) (Fresh & Back)

SL. NO.	SUB.	SUB. CODE	SET	Full Mark
1.	ENGLISH	EN	A, B, C	100
2.	ODIA	OD	- do -	100
3.	HINDI	HN	- do -	100
4.	SANSKRIT	SN	- do -	100
5.	URDU	UD	Single Set	100
6.	TELUGU	TL	- do -	100
7.	MATHEMATICS	MT	A, B, C	100
8.	SCIENCE	SC	A, B, C	100
9.	SOCIAL SCIENCE	DD	A, B, C	100
10.	HOME SCIENCE	HS (TH)	Single Set	85
		HS (PR)		15
11.	PAINTING	PT (TH)	Single Set	30
		PT (PR)		70
12.	INDIAN CULTURE & HERITAGE	CH	Single Set	100

7. IMPORTANT INSTRUCTIONS FOR THE CANDIDATE :-

(Invigilators are to instruct the candidates before commencement of examination)

- (a) At first the candidate shall verify the roll no., subject and set code printed on Question-cum Answer Booklets and MCQ Questions and darken the appropriate circle on the OMR answer sheets as per instruction.
- (b) Write the Roll No. on the question-cum answer booklet and question set code on the OMR Answer Sheets correctly.
- (c) Do not write name, the name of school and other connected matter in question-cum answer booklets.
- (d) Write the bit items of question serially at one place.
- (e) Do not write anything within margin.
- (f) Seek written permission of the invigilator for change of ink.
- (g) Violation of any of the instruction above shall lead to disciplinary action.

8. SEATING ARRANGEMENTS :-

- (a) Each candidate should be allowed a reasonable floor space to make the best possible seating arrangement. Seats for all candidates should be arranged serially according to their roll nos. as per the OMR Attendance Register. All the digits of the Roll No. be written on the table to specify the seat of the candidate.
- (b) The invigilators are required to verify the correct centre code & roll no. entry on the front page of the question-cum answer booklet by the candidate and in all paper before putting their signature.
- (c) Temporary urinals for use of the boys and girls candidates should be provided separately if the centre does not have such facilities.
- (d) Three sets of MCQ and question-cum answer booklets marked (set A,B,C) in the following subjects have been prepared and provided to each exam. centres :-

FLO, SLE, TLH & TLS (Composite), MTH, GSC & SSC.

- (e) While distributing such MCQ and question-cum answer booklets it should be ensured that no candidate gets the question papers of same set as that of the candidate immediately next to him/ her.
- (f) Seating arrangement shall be done in such a manner that no two candidates of a particular school sit next to each other.
- (g) Single set of question in all the papers of Madhyama sanskrit Examinations (Regular & Ex-Regular) have been prepared and provided to the examination centres.
- (h) The Madhyama MCQ and question-cum answer booklets of paper -I to VIII contain questions from 2017 syllabus meant for regular & ex-regular. There shall be 700 marks in total without optional subject.
- (i) The candidates are required to check whether the set codes and the booklet serial nos. on both the MCQ and subjective answer booklet given to each of them are identical or not. In case of any discrepancy, the same has to be brought to the notice of the Invigilators then and there and Invigilators will ensure supply of fresh MCQ & subjective answer booklet to the candidate.

9. DISTRIBUTION OF MCQ & QUESTIONS-CUM ANSWER BOOKLETS

In order to ensure proper distribution of set question, a seat chart for each room / hall is to be drawn up for each subject by the Centre Supdt. as per the sample given in this instruction booklet displaying the actual seating position of the candidates. The question set code should be mentioned against each Roll No. in the seating chart confidentially and handed over to the invigilators concerned on the day of the examination for distribution of MCQ Questions and Question-cum answer booklets according to the seat chart so that there will be no mistake in the distribution of set questions to the candidates. The invigilators should be instructed to supply the exact set of questions to the candidates as indicated in the seating chart.

The Invigilators should be asked to verify and ensure that the candidates have correctly mentioned the set code and darkened the appropriate place inside the box on the OMR answer sheets and write set code correctly on the question-cum answer booklets as per the question supplied to the candidates according to the seat chart. The invigilators shall be held responsible for any wrong entry of the set code by the candidates. OMR Answer Sheet shall be evaluated as per the set code given by the candidate and authenticated by the invigilator. The claim for change of set code at later stage shall not be accepted.

10. SAMPLE SEAT PLAN

Sample Seat Chart with Set Code : A, B & C

No. of Candidates – 24 (to be prepared in duplicate)

Roll No.	Set Code	Roll No.	Set Code	Roll No.	Set Code	Roll No.	Set Code
1.	A	7.	B	13.	C	19.	A
2.	B	8.	C	14.	A	20.	B
3.	C	9.	A	15.	B	21.	C
4.	A	10.	B	16.	C	22.	A
5.	B	11.	C	17.	A	23.	B
6.	C	12.	A	18.	B	24.	C

- Seat plan for 48 and 72 candidates can be made following the above method. Seat chart should not be sent to the Board in Cover No.- 11 but preserved at the centre for use in case of need.
- The Centre Superintendent should ensure that candidates are seated in such a way that adoption of unfair means could be avoided. **A copy of the seating plan of the room with set code be provided** to the invigilator concerned alongwith the MCQ and question-cum answer booklets.
- It is the prime duty of each invigilator to verify that the set code of the MCQ and question-cum answer booklets issued to candidate is correctly written in the appropriate space and darkened properly on the OMR answer sheet.
- MCQ and question-cum answer booklets shall be distributed to a candidates as per the seat plan. In no case, the question set of a candidate shall tally with the question set of the candidate sitting next to him/ her.

- (e) The collection of the OMR answer sheets & question-cum answer booklets will be done roll no. wise irrespective of the set code of the MCQ & question-cum answer booklets.
- (f) The roll no. of candidate who remains absent should be encircled **with red ink indicating ABSENT** in the seat chart.
- (g) The MCQ & question-cum answer booklets of the candidates who remain absent should be kept preserved and handed over to the Centre Supdt. within 15 minutes of the commencement of the examination. The balance MCQ & question-cum answer booklets be kept in the packet with seal of the centre supdt. indicating no. of MCQ & question-cum answer booklets received, no. of MCQ & question-cum answer booklets used and balance kept in the packet.
- (h) While preparing seat plan if some candidates are not adjusted, they may be adjusted in different halls/rooms in such a way that his/her question set does not tally with the question sets of the candidates sitting next to him/her.
- (i) At the end of the 1st part MCQ examination, the candidates will hand over their OMR answer sheets to the invigilator immediately.
- (j) At the end of 2nd part subjective examination the candidates will handover their question-cum answer booklets to the invigilator immediately. The candidates are allowed to take with them the MCQ question papers. The invigilators must be very much vigilant while collecting the used question-cum answer booklets. **There is possibility of collection of MCQ Questions by mistake in place of question-cum answer booklets.** The invigilator and the Centre Superintendent shall be held responsible if MCQ questions are collected instead of question-cum answer booklets.
- (k) The invigilators must mention the **question set code in the office copy of the Attendance Register** against each Roll No. correctly and obtain signature of the candidates in office copy of the attendance register against their roll nos. They will record present and absent by darkening **P** or **A** in both part of the attendance register.
- (l) The invigilators shall have to furnish a certificate on the body of the seat plan supplied to them for distribution of MCQ & question-cum answer booklets in the following manner which should be countersigned by the Centre Superintendent and sent along with seat plan in cover No.11.

Certified that I Sri / Smt. Asst. Teacher of School have correctly distributed the set question to the candidates in Hall / Room No. as per the set code mentioned in the seat chart and that the same set code has been mentioned in the office copy of the attendance register against each candidate and that I have personally verified the correctness of the set code / mentioned on the MCQ & question-cum answer booklets which tallies with the attendance register and shown in the seat chart.

Countersigned	Full Signature of the Invigilator
	School address :
	Hall/ Room No. :
Centre Supdt.	Date :
	Subject & Subject Code :

11. DISTRIBUTION OF OMR ANSWER SHEETS, QUESTION-CUM ANSWER BOOKLETS & DUTIES OF INVIGILATORS

- (a) OMR answer sheet will be provided to the candidates first followed by MCQ & Question-cum answer booklets.

IMPORTANT :- In no case use of non-standard OMR answer sheets shall be allowed if standard OMR Sheets are available. The non-standard OMR answer sheets can be used only if customised OMR is damaged or not available. The invigilator must verify correctness of entry of Roll No., Subject, Set Code etc.

- (b) If the subject in 1st, 2nd & 3rd languages are to be changed, it can be done by taking undertaking from the candidates. The change in subject shall be reflected on the same Standard OMR Answer Sheet attested by the Centre Superintendent. The said OMR Answer Sheet will be packed in Non-Standard OMR Answer Sheet packet. The candidate shall not be issued with Buffer/ Non-Standard OMR Answer Sheet & will be allowed to answer in the said Standard OMR Answer Sheet which has been corrected. The change of subject shall also be effected on the OMR Attendance Sheet.
- (c) The invigilators should ensure the correct entry of roll nos. and the subject code in case of composite subjects in the question-cum answer booklets. The invigilator should put his/her full signature at the specified space on the cover page of question-cum answer booklets after writing the centre code on front page of the question-cum answer booklet and after satisfying himself / herself that the entries made by the candidate are correct in all respect.
- (d) If a candidate needs to **Change Ink** during examination, he/she shall inform the invigilator and it should be certified on the page of the question-cum answer booklets by the invigilator. This should be well informed to the candidates before the commencement of examination on the first day.
- (e) Signature on the OMR Answer Sheet should be done within the space provided only. Other writings/ correction if any done shall not encroach any important field on the OMR Answer Sheet, otherwise the OMR image will not be detected.
- (f) On the top of each MCQ & question-cum answer booklets total number of questions and total number of pages have been printed. There is also a space provided for writing the Centre Code, School Code & Roll No. of the candidate on question-cum answer booklets which the candidates has to write immediately on receipt of the question-cum answer booklets. This must be verified by the invigilator on duty. The invigilator should announce in the Examination hall that the candidates receiving the MCQ & question-cum answer booklets defectively printed or with any missing page (s) shall report the matter within 05 minutes after the receipt of the MCQ & question-cum answer booklets.
- (g) After receipt of OMR answer sheets for answering MCQ questions, the candidates are to fill up set code and darken the appropriate box in the OMR Answer Sheet. The invigilators shall verify and ensure correctness of each entry on the OMR answer sheet. The candidates

are supplied standard OMR answer sheets on which roll nos. and subjects are printed. They will only write set code on it as per set code of MCQ & question-cum answer booklets supplied to him/her. In case of non-availability of standard OMR answer sheets the non-standard answer sheets shall be supplied to the candidates and the candidate has to fill up all the boxes properly and correctly as per admit card and question papers supplied to him/her.

NOTE :- *The invigilators shall announce that each candidate should write his/her Centre Code, School Code & Roll No. at the space provided on the front page of the question-cum answer booklet immediately on receipt of the question-cum answer booklets. MCQ & Question-cum answer booklets, defectively printed or with any missing page(s) supplied to a candidate should be collected back and a correct one be supplied to him/her of the same set. The incomplete & defective MCQ & question-cum answer booklets collected from the candidates should be sent to the **Secretary/ Controller of Examinations/ Academic Officer, Secret** immediately after the sitting with a forwarding letter. If defective OMR answer sheets will be replaced by the non-standard OMR answer sheets, such defective answer sheets must be sent to the Controller of Examinations in the Cover No.-11.*

- (h) It is the duty of the invigilators to be thorough with the rules printed on the back of the Admit Card, on the MCQ & question-cum answer booklets and instruction booklets.
- (i) The invigilators should keep moving inside the room/ hall and discharge their duties trustfully.
- (j) Nobody is authorised to talk to the candidates even for the purpose of correcting a misprint or removing any ambiguity in the question paper during the hours of the examination.
- (k) Use of mobile phone in the Examination Hall is strictly prohibited.

12. PREVENTIVE MEASURES TO CHECK MALPRACTICE.

- (a) The Centre Supdt. shall make necessary arrangement for frisking of the candidates at the entrance to the centre everyday with the help of his/her staff and other teachers deputed to identify the candidates. In addition the Centre Supdt. and some members of his/her staff shall make surprise checks at random during the course of the exam at least once in a sitting without causing any disturbances in the exam halls. During the check, candidates found with possession of incriminating material shall be booked under malpractice.
- (b) The candidates should be informed regarding the arrangements made at the Centre to prevent malpractice and punishment likely to be imposed for adopting unfairmeans. (Refer the conduct of Examination Act, 1988.)
- (c) The Centre Supdt. may refuse admission to the examination or expel from the examination hall as the case may be, any candidate who refuses to such check at the entrance gate or at the examination hall.
- (d) The books and printed / written materials etc., if any brought by the candidates are to be left outside the exam. centre.

- (e) The examination halls shall be opened 01 hour before the commencement of examination on the first day and 45 (forty five) minutes before on the subsequent days. The candidates should enter the examination hall 30 minutes before commencement of examination. The Centre Supdt. by way of announcement shall inform the candidates to deposit if any incriminating materials still left with them even after a thorough search at the entrance. No plea of possession of such materials will be entertained after commencement of examination.

If candidates adopt unfair means, the examination is liable to be cancelled wholly or in part and no further examination shall be conducted for the cancelled paper(s).

- (f) The candidates are required to appear in subjects as per their OMR attendance register, admit card prepared in accordance with their enrolment records.

13. ROLL NO PATTERN

The Roll Nos. for Regular, Ex-Regular, CC Regular & CC Ex-Regular candidate will be combination of letters and numerals (total of 09 figures) for examples :-

Regular – 001AA0001 to 001AA2000

Ex-Regular – 001AA2001 to 001AA3000

Correspondence Course Regular – 001AA3001 to 001AA4000

Correspondence Course Ex-Regular – 001AA4001 to 001AA5000

14. ATTENDANCE OF CANDIDATES IN BOTH THE PART OF OMR ATTENDANCE REGISTER

- (a) Candidates must sign in full in the office copy of the OMR Attendance Sheet on each day of the examination. In every sitting, attendance of each candidate should be taken in black ball point pen by darkening the appropriate circle (on the body of both the OMR Attendance Sheets. **Circle A to be darkened for ABSENT and P to be darkened for PRESENT.**
- (b) No examinee is allowed to go out of the examination room/ hall till one hour from commencement of the examination. Examinees may be permitted to go out to attend the call of nature as and when necessary. However one of the invigilators or an attendant should watch them during their temporary absence from the examination hall. A record of such absence shall be maintained in Proforma–IV B. S. E. (Exam.) form No. 37 which should be sent to the Board in **Cover No. 11.**
- (c) A record should also be maintained in Proforma–II for each of the candidates leaving the Examination Hall in each sitting by the invigilators.
- (d) Record of absentees in the OMR Attendance Sheet should be clearly indicated in the absentee statement format and be sent to BSE, Odisha with other documents in Cover No.11.

15. ADMIT CARD FOR IDENTIFICATION OF CANDIDATES

- (a) The admit cards for the Annual HSC Examination, 2018 shall be hoisted and hard copy will also be issued to the candidates by their respective Head of the Institution.
- (b) Admit cards if downloaded from the website shall be produced before the respective Head of the Institution for their signature before entering the examination centre.
- (c) If a candidate do not have photograph pasted on the admit card, he/she has to submit one photograph on the 1st day of examination with the Centre Superintendent. However another photograph shall be submitted by the concerned Head of the Institution with Confidential-I Section of the B.S.E., Odisha, Cuttack at the earliest failing which the original certificate will be printed without photograph.
- (d) If the candidates signature is not printed on the admit card, the candidate has to put his/ her full signature on the admit card before the Head of the Institution.

- (e) The candidates are to be identified by the teachers of the school concerned deputed for the purpose. Only one teacher is to remain present to identify their candidates appearing at the centre on the first day of Examination. Admit Card of the candidates who have been permitted to change their Centres and that of correspondence course candidates shall be issued by the Centre Superintendents on proper identification and receipt.
- (f) In case of suspicion, the C.S. may verify the signature of the candidate with the signature on the Admit Card. In case of correspondence course candidates and other candidates those who have changed centre, the photographs on the admit cards of the candidates concerned may also be verified.
- (g) If any candidate is not properly identified for any reason, he/she may be allowed to sit for the examination pending the production of satisfactory evidence of his/her identity on a later day before the closure of examination. In doubtful cases the matter should be reported to the Control Room of the Board immediately.

NOTE :- Any candidate reporting for taking the examination without admit card shall be allowed to take the examination on submission of an undertaking alongwith two passport size recent photographs of **his/her own, provided his/her name figure in the OMR Attendance Register** supplied by the Board. The Centre Superintendent is required to verify the photograph with reference to the physical appearance of the candidate and if the photograph tallies with the appearance of the candidate, put his signature and seal on the lower portion of the photograph without defacing the same. The identifying teacher presenting the candidate must also write the name of the candidate and put his/her full signature on the reverseside of the photograph. If the candidate fails to submit the photograph on the 1st day he/she should be given the opportunity of taking the examination on the same day and to produce the photograph on the next day of the examination. A report of all such candidates alongwith undertaking countersigned by the Centre Superintendent and the identifying teacher shall be sent in cover no.-11.

16. FACILITIES FOR DISABLED CANDIDATES.

The following facilities shall be extended to candidates for any written examination provided they obtain prior permission of the Board and produce the permission letter in original before the Centre Superintendents at least three days prior to commencement of examination.

- (a) The head of the institutions shall apply for provision of facilities for their physically disabled students before the concerned Deputy Secretary of Zonal Offices with the original physically disabled certificate issued by the medical authority. The notified medical authority of the district is the Chief District Medical Officer (CDMO) assisted by concerned specialist if required for issuance of disability certificate. The original certificate shall be returned after due verification.
- (b) The Deputy Secretary after verification of documents shall issue permission letter to the candidates under information to the concerned Centre Supdt. and Head of the Institution.
- (c) The facility of Scribe/ Reader/ Lab Assistant should be allowed to any candidate who has disability of 40% or more, if so desired by the candidate.
- (d) The candidate shall have the discretion of opting for his own scribe/ reader/ lab assistant or request the concerned Centre Superintendent for the same, three days prior to commencement of the examination.
- (e) On receipt of information regarding appearance of candidates with disability, the concerned Centre Superintendent should make panel of scribes who may be utilised in case candidate request for the same.

- (f) The disabled candidates along with their scribes are required to submit their BIO DATA and declaration form in the prescribed proforma of the Board to the Centre Superintendent before commencement of the examination. The centre superintendent will send one copy to the Board in Cover No.11.
- (g) Criteria like education qualification, marks scored, age or other such restrictions for the scribe/ reader/ lab assistant should not be fixed. Instead, the invigilation & supervision system shall be strengthened so that the candidates using scribe/ reader/ lab assistant do not indulge in malpractices of any form.
- (h) There should also be flexibility in accommodating any change in scribe/ reader/ lab assistant in case of emergency. The candidates should also be allowed to take more than one scribe/ reader for writing different papers especially for language.
- (i) All the candidates with disability, availing or not availing the facility of scribe shall be given compensatory time not less than 20 minutes per hour of examination.
- (j) The scribe/ reader/ lab assistant will be paid remuneration as prescribed by the Board.
- (k) Candidates with disability having language acquisition problems may be exempted from the 3 language formula. Question papers for children with language acquisition problems should be simple, mainly comprising objective type questions.
- (l) The candidate along with his/her scribe should sign in full on the OMR Attendance sheet.
- (m) The candidates should be allowed to use assistive devices like tailor frame, abacus and geometry kit if required.
- (n) Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the examination. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.
- (o) In case the candidate meets with an accident during or prior to commencement of examination for which he/she is unable to write the answers, the candidate may be given the facility of scribe and compensatory time on recommendation of the Head of the Institution. However, the Head of Institution is required to produce the certificate for the temporary disability duly countersigned by the CDMO of the district on or before the day of completion of examination failing which the result of the candidate shall stand cancelled. The information regarding non submission of certificate shall be informed by the centre superintendent to the Board of Secondary Education, Odisha through online along with sending a report in Cover No.11.

17. CENTRE CHANGE CASES

- (a) A candidate can be allowed to change centre only on the ground of transfer of his/ her parents and in any other grounds.
- (b) The representation of the parents of the candidate for change of centre shall have to be recommended by the concerned Head of the Institutions mentioning the ground for change of centre to the concerned Deputy Secretary of zonal office. Copy of the transfer order of the parents have to be attached with the representation. The Deputy Secretary shall send the file along with his/ her remarks to the Controller of Examinations for approval.
- (c) A candidate who is permitted to change centre of the examination will be issued necessary intimation letter. Such letter is signed by the respective Deputy Secretary / Assistant Secretary of the Zonal Office of the Board. Copy of such letter together with his/her admit card/ enrolment-cum-admit card with photograph will be sent to the concerned Centre Superintendent either by post or through special messenger for admitting the concerned candidate to the examination after proper identification and receipt.
- (d) If the candidate produces his/her intimation letter duly signed by the Deputy/ Asst. Secretary but the Centre Superintendent has not received the copy of intimation letter together with the admit card, the Centre superintendent will admit such candidate provisionally after obtaining a written undertaking from the candidate to the effect that his/her admission to the examination would be liable for cancellation provided it is incorrect. Such candidate

will be asked to submit his/her photograph on the 2nd day of examination with full signature on the photograph. The centre supdt. will also sign at the back of the photograph of the candidate & should write "appearing the Annual/Suppl. HSC Exam. 2017 bearing Roll No.....". The Roll No. shall be entered in the OMR Attendance Sheet and Proforma III. The undertaking, intimation letter, photograph and the report of the Centre Superintendent in each case should be sent in an envelope inside cover No. 11. In such cases control room of Zonal Offices be immediately contacted.

- (e) The name and complete particulars of candidates permitted to change their centre should be noted at the end of the OMR Attendance Sheet with their full signature.

18. HOW THE PACKETS WILL BE PREPARED AT THE EXAMINATION CENTRES

(a) OMR Answer sheets

- (i) All standard OMR Answer sheets (Where no correction has been effected) shall be packed in separate packet(s) depending on number of OMR Answer Sheets. These will be packed Roll No. wise irrespective of the subjects. (For Example :- First Language Subject OMR Answer Sheets shall be packed together i.e. OMR Answer Sheets of FLO, FLB, FLT, FLE, FLH & FLU shall be packed together. Similar packets shall be done for Second & Third language subjects also.)
- (ii) All Non-Standard OMR Answer Sheets (includes corrected OMR Standard Answer Sheets and Non-Standard OMR Answer Sheets if used) shall be packed in separate packet(s), superscribing "Non-Standard OMR Answer Sheet".
- (iii) No cover other than cover meant for packing OMR answer sheets shall be used for packeting.

(b) Subjective Answer Books (Question-cum-Answer Booklets)

- (i) Subjectwise separate packets will be prepared for First, Second & Third language papers.
Example :- For First Language there are candidates who may appear in FLO, FLH, FLU, FLT & FLE in a center. Hence the packets shall be done separately for all the said papers. Similarly in Second language for subjects, SLE, SLH & SEP. Like wise in third language for TLH, TLS, TLP, TLO & TLV.
- (ii) For subjects TLS, MTH, GSC & SSC, if candidates appear in language other than Odia, the said Answer Books shall be packed separately superscribing "SCRIPT PAPER" in Hindi/ English/Urdu/Bengali/ Telugu as the case may be.
- (iii) All the packets of FLH, FLU, FLT, FLE, SLH, SEP, TLP, TLO, TLV and script paper mentioned at sl. no.- (ii) will come to the Nodal Centers from where those will be lifted to the Central Office, Cuttack.
- (iv) The answer books of the physically challenged candidates shall be packed in general packet which will be evaluated in general evaluation centre. No separate packet will be made for these answer books.
- (v) The Centre Superintendent of centres where candidates are appearing in vocational subjects, shall have to do packets for the vocational question-cum answer booklets separately for different trades. These packets shall be sent to Nodal Centre from where those will be lifted to Central Office, Cuttack.
- (vi) No cover other than cover meant for packing of "Subjective Answer Books" shall be used for packeting.

(c) Other Packets

- (i) After completion of the examination the OMR Attendance Sheets must be separated into 2 parts i.e. Part-1 is Computer Copy & Part-2 is Office Copy. The Part-1 (Computer Copy) must be packed in the envelope meant for computer firm Attendance Sheet, but

the Part-2 (Office Copy) must also be packed in a separate cover and sent to the concerned Nodal Centre on last day of the examination.

- (ii) The Standard OMR Answer Sheets of the Absentee Candidates :- All Standard OMR Answer Sheets of absentee candidates be arranged subject wise and send to Nodal Centres in one lot packed together, superscribing OMR Answer Sheets of Absentee candidates on the last date of examination.
- (iii) After completion of all sittings of the examination i.e. on the last day of the examination, two separate packets shall be prepared for the OMR Attendance Sheets. One containing computer copy of the OMR Attendance Sheet and other containing office copy of the OMR Attendance Sheets. Both the packets shall be sent to the concerned nodal centre through the despatch team on the last day.
- (iv) A separate packet shall be made which shall contain the detail absentee statement, change of subject and change of appearing code of the candidates in the centres.
- (v) Separate packet containing Cover No.-11 & 4 shall be sent to the concerned Nodal Centre on the last day of the examination.
- (vi) The Cover No.-9 containing malpractice cases, if any shall be sent to the concerned nodal centres on the same day containing Proforma-V duly filled in, OMR Answer Sheet/ used Question-cum Answer Booklet, Admit Card and Incriminating Materials.
- (vii) The packet containing seat chart of the candidates for the centre shall be preserved at the centre for future reference and shall not be sent to the nodal centres as done in previous examinations.

19. COLLECTION OF SPARE QUESTION-CUM ANSWER BOOKLETS

- (a) Copies of MCQ & question-cum answer booklets, OMR Answer Sheets found unutilised after distribution to the candidates present should be collected by the Centre Superintendent within 15 minutes of the commencement of the examination and preserved under his/her safe custody in a sealed cover till the examination is over.

The number of unutilised MCQ & question-cum answer booklets and the number of OMR answer sheets and question-cum answer booklets distributed on a particular subject in a sitting should be verified immediately after 35 minutes of the commencement of the examination. Discrepancies, if any, noticed in the total number of question papers received should be reported to the Academic Officer, Secret, B.S.E., Odisha, Cuttack.

- (b) A warning bell should be given five minutes before the final bell is rung at the end of a sitting. After the warning bell all the doors should be closed and the candidates should be asked to be at their seats till all the question-cum answer booklets are collected. No candidate is allowed to leave the hall before completion of 30 minutes from the commencement of the subjective examination. However, he/she may leave the hall after 30 minutes and before the issue of warning bell only on handing over the question-cum answer booklets. Candidates after handing over the OMR answer sheets and question-cum answer books should not be allowed to enter again to the examination room during the sitting. The invigilators should inform the candidates about the above procedure before commencement of the exam.

**DETAIL PROGRAMME FOR MOVEMENT OF VEHICLES FOR CARRYING CONFIDENTIAL PACKETS
FROM NODAL CENTRES TO EXAMINATION CENTRES AND BACK**

Sl. No.	Name of the Exam	Qn. pkts of the following exam dates are to be despatched to exam centres from Nodal Centre	Date of movement of vehicle from the Nodal Centre carrying qn-cum abs to exam centres	Halt at last centre after delivery of qn-cum abs	Date of Return after collecting the confidential pkts starting from the last centre in the same route	Confidential pkts of the following exam dates are to be collected from exam centres by the despatch team
1.	HSC	23/02/2018	22/02/2018	22/02/2018	23/02/2018	23/02/2018 - HSC
	SOSC	23/02/2018, 24/02/2018 & 25/02/2018				
2.	HSC	26/02/2018	25/02/2018	25/02/2018	26/02/2018	26/02/2018 - HSC
	SOSC	26/02/2018, 27/02/2018				
3.	HSC	28/02/2018	27/02/2018	27/02/2018	28/02/2018	28/02/2018 - HSC
	SOSC	28/02/2018				
4.	HSC	03/03/2018	02/03/2018	02/03/2018	03/03/2018	03/03/2018 - HSC
	SOSC	03/03/2018 & 04/03/2018				
	HSC	06/03/2018 & 07/03/2018 (Class-IX Vocational Qn.)				
5.	SOSC	06/03/2018, 07/03/2018	05/03/2018	05/03/2018	06/03/2018	06/03/2018 - HSC
	HSC	08/03/2018				
6.	HSC	08/03/2018	07/03/2018	07/03/2018	08/03/2018	07/03/2018 & 08/03/2018 - HSC
	SOSC	08/03/2018				

20. DESPATCH OF CONFIDENTIAL PACKETS, COVERS, ANSWER SHEETS, ANSWER BOOKLETS AND OTHER PACKETS

The answer books and other packets shall be collected by the despatch teams of the Nodal Centres as per the programme detailed below :-

The despatch team shall start collection of used OMR answer sheet and used subjective question-cum answer booklets in separate packets from each examination centre alongwith used Script Answer Paper packets, Cover No.-9 undertaking form regarding checking of OMR Answer Sheets and other documents, if any, on each day after completion of the examination from 12 noon. But the Cover No.-11 and the cover containing OMR attendance sheets shall be collected on the last day of the examination.

21. DUTIES & RESPONSIBILITIES OF THE NODAL - IN - CHARGE & DY. NODAL - IN - CHARGE :

- (a) The Nodal Centre shall engage despatch officers to deliver the confidential packets and other materials to the examination centres on the day before the examination day of each subject as per the programme notified by the Board. The Nodal-in-Charge shall also make requisition for security guards to accompany the vehicle carrying the confidential packets during the transit.
- (b) The Nodal Centre-in-Charge shall hand over the question-cum answer book packets to the despatch officer(s) in gunny bags on proper verification and acknowledgement of receipt. **(FORM NO.-II)** At the time of handing over the materials, the Nodal Centre-in-Charge and the Dy. Centre-in-Charge and the person(s) receiving the packets shall ensure that the confidential packets contain the question-cum answer booklets & pertaining to the concerned subject of the examination of the next day and are meant for the particular centre concerned.
- (c) The dispatch officer(s) after delivering the materials shall get the acknowledgement receipt for the same from the Centre Superintendent and Dy. Centre Superintendent concerned in the prescribed form **(FORM NO.-III)** and the form of undertaking from the Centre Superintendent regarding checking & verification of OMR Answer Sheets for the next day examination.
- (d) The dispatch officers should complete the delivery of confidential materials on or before 05.00 pm on the day of dispatch. They will have to report the nodal centre in-charge over phone as soon as the last packet is handed over in the last examination centre.
- (e) The Nodal Centre in-charge should report to the concerned DEO regarding the daily dispatch of the confidential materials including question packets containing question-cum answer sheets and MCQ questions to the examination centres. The Dy. Secretaries of all zonal offices of the Board, shall also collect the information from all nodal centres under their jurisdiction and report the same to the Board by 05.30 pm positively.

CONTACT NUMBERS

	<u>Mobile</u>	<u>Landline</u>
BSE, Secret Section	9437196510, 9668257194	0671-2415380
Director, Secondary Edn.		0674-2393531
Secretary		0671-2415404
Controller of Examinations		0671-2432801
Finance Officer		
BSE, Control Room		0671-2412059/ 2412060
Asst. Secretary (Examination)		

BSE (ZONAL OFFICES)

Central Zone	0671-2415236
Bhubaneswar Zone	0674-2534474
Balasore Zone	06782-263118
Berhampur Zone	0680-2404308
Jeypore Zone	06854-232023
Sambalpur Zone	0663-2400402

- (f) In case of short supply of question-cum answer booklets, MCQs and OMR Answer sheets reported by the Centre Superintendent, the Nodal Centre-in-Charge shall prepare additional packets using the polythene supplied by the Board, with joint seal and signature of the Nodal Centre-in-Charge and Dy. Nodal Centre-in-Charge; for immediate despatch to the centre concerned. The Centre Superintendents shall intimate to the dispatch officer the additional number of question-cum answer booklet required on each subject in respect of his/her centre. The matter should be reported by the nodal in-charge to the BSE, Secret Cell for verification and record forthwith.
- (g) In case of difficulty in delivering confidential packets in a centre for any reason whatsoever, the matter shall be reported by the dispatch officers to the DEO concerned, Nodal Centre-in-Charge and the Board's control room forthwith so as to enable them to take steps for immediate compliance.
- (h) The dispatch officer must keep with them the route chart and the centre list with centre code, phone no. of each centre, for reference, to ensure easy and smooth delivery.
- (i) **The despatch officers shall collect the contact numbers of the Centre Superintendent and the Dy. Centre Superintendent and report the same to the Nodal Centre, concerned DEO and the Board's control room for record.**
- (j) The Centre Superintendent shall verify the subject, subject code, date of examination and the number of question-cum answer booklets, no. of customized OMR answer sheets roll no. wise, with that of the Attendance Register of the centre and any shortage if detected on any subject, shall be reported to the despatch officer for immediate compliance and the dispatch officer shall intimate the matter over telephone to the Nodal Centre/ DEO and Board's control room forthwith for compliance.
- (k) The Centre Superintendent shall inform receipt of the confidential packets to the Nodal Centre-in-Charge over telephone so as to ensure that the required number of question-cum answer booklets in the subject concerned are received in time.
- (l) The Nodal Centre-in-Charge shall take appropriate measures to preserve and protect the confidential packets from fire, water seepage, accidental tearing or rodents.

22. COLLECTION OF USED CONFIDENTIAL MATERIALS FROM THE EXAMINATION CENTRES.

- (a) The Nodal Centre in-charge shall prepare another strong room for storing of used OMR answer sheets, used question-cum answer booklets, Cover No.-9, Mark Foils of the Practical examination, used script question-cum answer book packets, Cover No.-11, cover containing OMR attendance sheets.

- (b) The despatch officers deputed to deliver the question-cum answer book packets to the centres, shall halt with the vehicle at the last centre. They will collect the used OMR answer sheets and used subjective question-cum answer book packets separately, mark foils of the practical examination Cover No.-9 if any & other documents from the examination centres in the same route after examination of the day is over. While receiving the used OMR answer sheet and subjective question-cum answer book packets, the despatch officer shall see that all required information are mentioned properly on the different security covers.
- (c) The despatch team shall acknowledge the receipt of used OMR answer sheet and used subjective question-cum answer book packets, mark foils of the practical examination and Cover No.-9 if any, in Form No.- IV, on each day of examination.
- (d) The despatch team shall deliver the used OMR answer sheet and used subjective question-cum answer book packets, mark foils of the practical examination and Cover No.-9 if any, to the nodal centre-in charge along with a copy of the acknowledgement receipt.
- (e) The despatch team shall also obtain receipt from the nodal centre-in charge regarding delivery of used OMR answer sheet and used subjective question-cum answer book packets, mark foils of the practical examination and Cover No.-9 if any, in the prescribed format No.-V.
- (f) Specific area on the floor of the strong room meant for storing the used OMR answer sheet and used subjective question-cum answer book packets shall be earmarked to keep the used OMR answer sheet and used subjective question-cum answer book packets separately.
- (g) The nodal centre-in charge shall keep the used packets of OMR answer sheets, used subjective question-cum answer books and script answer books separately subject/ date wise.
- (h) The nodal centre-in charge shall maintain a statement in triplicate in the prescribed format separately in respect of used OMR answer sheet, used subjective question-cum answer book packets, mark foils of the practical examination, Cover No.-9, Cover No.-11, OMR Attendance Sheet and Script question-cum answer book packets centre wise and subject wise in Form No.-V.

23. HOW TO REPORT CASES OF MALPRACTICE

- (a) The Centre Superintendent shall report cases of malpractice to the Board which have been detected by himself or herself /invigilators/Flying Squad/Special Squad with a detailed report.
- (b) For each individual case separate report is to be made in Proforma-V.
- (c) The person detecting the case of malpractice should seize the incriminating material and the admit card from the candidate and get the incriminating materials signed by the invigilator concerned and get a written statement of the candidate in Proforma V or in a separate sheet of paper. The invigilator should also give his/her statement in item no. 16 Proforma V. If the candidate refuses to give his/her signature on the incriminating materials or/and a written statement, the same should be noted in item no.17 & 18 of proforma- V.
In case of seizure of the Admit card in the event of malpractice by the candidate, the Centre Superintendent should issue one manuscript copy of admit card to the candidate

indicating the name of the Examination, name of the candidate with roll no., name of the school, subjects of Exam and it must bear the full signature of the Candidate as well as that of the Centre Superintendent with seal.

- (d) The person detecting the case should put his/her signature on the incriminating materials mentioning the Roll number, Subject Code & Date of Examination.
- (e) The members of the flying/special squads should obtain a written receipt in Appendix - A from the Centre Superintendent and send the same with their report to the Controller of Examinations in one lot with the squad report. Centre Superintendent should ensure the correctness of entries in Appendix - A made by the flying/special squad.
- (f) The Centre Superintendent after enquiry will forward to the Board all such cases filling all columns of Proforma- V and giving his/her views in item No. 20 of Proforma- V putting his/her signature on the body of the incriminating materials. He must ensure that no point remains unfilled.
- (g) A candidate may be expelled from examination by Centre Superintendent if there is sufficient, clear and convincing evidence of his/her resorting to malpractice.
- (h) The Centre Superintendent should ensure that the following documents are sent to the Board in each case. (a) Proforma - V filled in all respects, (b) incriminating materials seized from the candidate by the invigilator / by the officer detecting the case/ the Centre Superintendent himself/herself (c) question-cum answer booklets/ OMR Answer Sheet and admit card of the candidate concerned.
- (i) The Centre Superintendents should send a detailed report in all cases of malpractice along with the question-cum answer booklets/ OMR Answer Sheets and other relevant documents such as statement of the invigilator, candidate and others, if any, in support of the cases.
- (j) Incriminating materials mayn't be verified in the Exam. Centre with question-cum answer booklets to ascertain their use.
- (k) All documents are to be sent by the Centre Superintendent on the very day of occurrence and in all cases only in Cover No.-9 supplied by the Board. The Cover No.-9 shall be sent to the Nodal Centre on the same day through the despatch team.
- (l) In case of shortage of Proforma - V, manuscript/Xerox copies of the form may be used. If Cover No. 9 falls short of requirement, separate covers may be used, but cover no. 9 should be written in bold letter on such covers.
- (m) Before sending the cases of malpractice to the Board, the Centre Supdt. should keep with him photocopies of incriminating materials along with the copy of a filled in Proforma - V in sealed cover. The expenditure on photocopy shall be met from the contingent expenses.
- (n) The malpractice cases of MCQ sitting and subjective sitting of a day shall be sent in one packet only in Cover No.-9 and in any other packet.

- (o) Besides reporting and sending the mal practice cases as narrated above, the Centre Superintendent shall have to report the cases through online as explain in Inst. No.-2.

24. PRACTICAL EXAMINATIONS

(I) For HSC Examination, 2018

- (a) There is practical examination in TL/Visual Arts (TLV) for the Deaf & Dumb candidates only.
- (b) The practical examination shall be conducted at the respective Examination Centres. Mark foil containing practical marks of TLV shall be sent to the Nodal Centre superscribing TLV Practical mark.
- (c) Attendance of such candidates shall be taken in both copy of the attendance register and to be sent to the Board in cover No. 11. of his/her own Centre.
- (d) The practical examination will be conducted in all the Vocational Subjects (IT, BF, TT & RT) out of 50 marks.
- (e) This Vocational Practical Examination for HSC Examination, 2018 shall be conducted in respective schools from 12th February to 17th February – 2018.
- (f) The external examiner will be appointed by the Board and Vocational Co-Ordinator of the school will be the internal examiner.
- (g) The mark foil and attendance sheet for the examination shall be downloaded from the website :- www.bseodisha.ac.in.
- (h) The Head of the Institution shall enter the practical marks online. The link for entry of marks can be opened by the User ID as School Code and Password that has been last used.
- (i) Though practical marks shall be transferred online, yet hard copy of the mark foil has to be sent to the Controller of Examinations by name superscribing "VOC PRC TRADE".
- (j) Trade will be either IT/ BF/ RT/TT.
- (k) In case the external examiner do not turn, the Head of the Institution shall arrange external examiner from near by schools or from locality with approval of the concerned District Education Officer.

(II) For SOSC Examination, 2018

- (a) The practical examination for SOSC Examination, 2018 shall be conducted in subjects Home Science (HS) out of 15 marks and Painting (PT) out of 70 marks.
- (b) Practicals in Home Science (HS) & Painting (PT) shall be conducted in respective examination centre schools on the dates notified in the programme schedule.
- (c) The Science Teacher (either CBZ or PCM) of the centre school shall examine the Home Science (HS) Practical and Arts Teacher of the said school shall examine the Painting (PT) practical.
- (d) The Centre Superintendent shall appoint the examiners for practical examination in both the papers as per norm at supra 'c'.
- (e) In case non-availability of proper examiners at the examination centres, centre superintendent shall appoint teachers of near by school with approval of the concerned District Education Officer under intimation to the Controller of Examinations.

- (f) Mark foil and attendance sheet for Home Science (HS) & Painting (PT) practicals shall be sent to the concerned centres along with Admit Cards, OMR Answer Sheets & OMR Attendance Sheets and can also be downloaded from the website www.bseodisha.ac.in
- (g) One copy of the mark foil with posting of marks along with attendance sheet of the candidate shall be sent in an envelope through the despatch team to the Nodal Centre. The envelope shall be addressed to the Controller of Examinations and superscribed "SOSC PRC" "HS / PT" at the top right hand corner.

25. REPORT ON THE CONDUCT OF THE EXAMINATION

- (i) The centre superintendent will send a final report after the examination is over in the prescribed proforma supplied as to whether the above instructions have been fully carried out and the examinations have been conducted according to Rules & Regulations of the Board or not. This report should be sent to the Controller of Examinations, B.S.E. Odisha, Cuttack -753001 by name.
- (ii) If the Centre Superintendent desires to send any interim report of urgency, the same should be sent in a plain paper furnishing all details and preferably through special messenger to be delivered in the control room of Cuttack/Bhubaneswar/Sambalpur/Berhampur/ Jeypore/ Balasore Zonal Offices. A copy of the final report should also be sent in Cover No.– 11.

26.(A) HONORARIUM AND CONTINGENT EXPENDITURE IN EACH OF THE REGULAR & EX-REGULAR EXAMINATIONS.

The Board shall remit centre charge advance to the Centres to meet all the expenditure required for conduct of examination.

- (i) The Honorarium to the Centre Supdt.

Up to	300 candidates	Rs. 340/-
301 &	above candidates	Rs. 400/-

- (ii) The consolidated honorarium of a Deputy Centre Supdt. is Rs. 230/- (Rupees two hundred thirty) only.

Regarding appointment of required no of Dy. Centre Supdt. please see instructions 2(II) (d).

- (iii) The honorarium to invigilators, relievers and rovers is Rs.25/- for 2½ hours or more and Rs. 20/- for less than 2 ½ hrs. per sitting of invigilation and the amount due to each shall be paid by the Centre Supdt. with the help of the Deputy Supdt. soon after the day's sittings are over.

- (iv) The honorarium to clerk and menials and waterman for extra work done in connection with the Board's examinations will be Rs. 25/- (Rupees Twenty Five) for every 100 candidates or part thereof up to 200 Candidates per sitting. When the nos. of candidates exceeds 200 the honorarium @ Rs 0.25 paise per candidate will be paid per sitting, out of which 70% should be paid to menial staff and 30% to the ministerial staff.

- (v) The helper writer provided to the blind & physically handicapped candidates shall be paid honorarium @ Rs.20/- for each sitting subject to produce of bills and document.
- (vi) The actual expenditure incurred for despatch of answer books to the receiving centres shall be borne by the Board on production of postal receipt in case of Madhyama Sanskrit Examination.
- (vii) The contingent expenditure to meet all other miscellaneous expenses shall be Rs.1/- (Rupees One) only per candidate.
- (viii) No extra amount is to be claimed for waterman. The work is to be done by the menials who receive the honorarium from the amount under honorarium to clerks and menials [See Instruction 25 (a) (iv)].
- (ix) The helper writer once appointed can not be changed unless any medical exigencies arise like admission for treatment in medical.
- (x) T.A., D.A. to the outside Centre Supdt. is admissible at the Govt. rate. In this case, Centre Supdt is to attach his appointment letter as well as T.A. bill with the bill. No charge is admissible for erection of fencing or boundaries of the Centre.
No charge is admissible for transportation of table, chair and benches from the neighbouring school or from any other sources.
- (xi) Where there is an outside Centre Supdt. the Headmaster of the Centre School shall hand over the advance amount drawn by him towards centre expenses to the Centre Supdt. on proper receipt. The Centre Supdt. is accountable for the entire expenditure of the centre towards conduct of Examination.

(B) PROCEDURE FOR SUBMISSION OF CENTRE CHARGE BILL AND DOCUMENTS :

Centre supdt. are provided with a centre charge advance calculation sheet cum bill form by the messenger and the format for Utilisation Certificate is provided at Page No. 43.

Centre Supdt. are requested to go through the advance calculation sheet cum bill form in detail. It consists of two parts. In first part there is a calculation made by the Board showing the advance sanctioned item wise to a centre. The 2nd part is to be used by the Centre Supdt. as a bill form mentioning actual expenditure incurred by them.

Centre Supdt. are instructed not to send acquittances of invigilators, clerk, menials, Supdt, Deputy Supdt., Contingent Vouchers etc to the Board. If the expenditure is within the limit of advance, Centre Supdt. are to submit only utilization certificate for adjustment of advance. They should not send Centre charge bill along with U.C. But in case the expenditure exceeds the limit of advance the Centre Superintendent are requested to submit the bill in the prescribed computer sheet bill form.

(i) **In case of outside Centre Superintendent, he/she will submit his T.A. bill and his/her appointment letter with the centre charge bill.**

(ii) **In case of payment of honorarium to the helper writer, permission letter of the Board in Original shall be attached with the bill along with the acquittance.**

The acquittance obtained by the Headmaster of the centre school from the Centre Supdt., Deputy Supdt., invigilators, relievers, rovers, clerk, and menials shall be kept at the Centre School for future reference. In no case these shall be sent to the Board with the bill form.

(iii) No bill will be accepted without the signature of Centre Supdt. and Deputy Centre Supdt.

(iv) Expenditure on any account not mentioned under 22 (a) (i) to (xi) shall not be accepted unless prior written approval is obtained from the Board and the said approval letter in original should be attached with the bill.

(v) The Centre Supdt. are requested to take special care on the following.

(a) All payments exceeding Rs.5000/- should be affixed with the revenue stamp of Re 1.00 except on the Postal receipts or vouchers.

(b) All postal receipts should be countersigned by the Centre Supdt. on back of the receipt along with his/her seal. The postal receipt which are over written, corrected without proper signature of the postal authorities will not be accepted.

(c) All claims are to be made at a time in one bill only. No other claim will be accepted later on.

(d) No adjustment is allowed towards any previous dues.

27. SUBMISSION OF DOCUMENTS (UNUSED MCQs, OMR ANSWER SHETS & SUBJECTIVE QUESTION-CUM ANSWER BOOKLETS ETC)

The Centre Supdt. is to see that all documents are sent through the despatch officer to the Nodal Centre soon after the Examination is over. For the purpose, correct cover is to be used as stated hereunder.

(i) Computer copy OMR Attendance Register :- This cover is very important in which the computer copy OMR attendance register will be kept and sent to computer firm for recording of attendance of the candidate. These attendance sheets must be kept in the security cover meant for it. This year there will be no separate packets made for Regular & Ex-Regular Candidates.

(ii) One copy of absentee statement, change of subject may be packed in separate cover.

(iii) Cover No. 11 : This cover is the most important one which should contain all documents required for the publication of result. Hence, this must be handed over on last day of examination to the despatch team of nodal centre after the Examination is over. Any delay in this regard will be viewed seriously. Cover No.-11 will be one packet this year containing for both Regular & Ex-Regular categories.

- (a) Consolidated absentee statement. (2nd Copy)
- (b) Undertaking of candidates for change of subject [see instructions No. 11 (ii)]
- (c) Reports of the Centre Supdt. & Dy. Centre Supdt.
- (d) Attendance register Practical see instructions.
- (e) Duplicate memo forms
- (f) Invigilator certificate
- (g) List of despatch advice.
- (h) Proforma of temporary absence of candidates.
 - (i) Undertaking and other papers of candidates permitted to change Centre
 - (j) Undertaking of the invigilators
- (k) Centre Supdt. & Dy. Centre Supdt.
 - (l) Accounts of MCQ & question-cum answer booklets.
- (m) Master record for despatch of confidential packets Statement showing details of despatch of the Answer paper to Nodal Centre
- (n) Statement showing details of Answer Papers unused
- (o) Statement showing change of subject, deletion and insertion cases.
- (p) Photocopy of hand written admit card with pasting of passport size photo on it.

NOTE :- *All these documents shall be serially arranged and numbered and tagged with a strong thread and sent in cover No. 11 along with a forwarding letter stating therein the documents sent. No OMR answer sheets or subjective answer book shall be packed in Cover No.-11.*

28. UNUSED ARTICLES :

(i) Unused Confidential Materials -

All unused MCQ & question-cum answer booklets, Graph papers, Memo forms, Envelopes and other forms with a detailed account of receipt, used and balance should be packed and preserved at the Centre. These documents should not be despatched to the office of the Board without getting specific instructions from the Secretary of the Board.

(ii) The Standard OMR Answer Sheets of the Absentee Candidates :

All Standard OMR Answer Sheets of absentee candidates be arranged subject wise and send to Nodal Centres in one lot on the last date of examination.

29. COVER NO. 4 :

All material relating to accounts should be despatched in this cover to the Nodal Centre after the examination is over, which will be lifted by the messenger of the Board and handed over to the Finance Officer of the Board.

- 30.** The District Education Officers are Board's representative to visit any Centre in his/her district at any time. He/She is to be contacted for any administrative difficulties during the period of examination.

ADDRESS OF CONTROLLER OF EXAMINATION

Dr. Nihar Ranjan Mohanty, OES(I)

Controller of Examinations

Board of Secondary Education,

Odisha, Cuttack - 753001

Phone No. Office & Fax (0671) – 2432801

ADDRESS OF THE ACADEMIC OFFICER

Sri Akashaya Kumar Parida,

Academic Officer, Board of Secondary Education,

Odisha, Cuttack - 753001

Phone No. Office & Fax (0671) – 2415360/ (M)–9437196510

GOVERNMENT OF ODISHA

School & Mass Education Department

No. 2095 / SME,/ DATE - 01/02/2014

IX-SME(BSE)-28/13

From

Sri R.N. Nayak, OAS (SAG),
Additional Secretary to Govt.,

To

The President,
Board of Secondary Education, Odisha, Cuttack.

Sub.- **Penalty for Lapses/ Act in connection with examination conducted by the Board of Secondary Education, Odisha.**

Sir,

In inviting reference to your D.O. No.- 3969 (Exam. Conf.) Dtd.30/11/2013 on the aforesaid subject I am to say that Government have approved the proposal for imposing penalty for lapses/ acts as well as fixation of responsibilities and accountabilities on erring officials in connection with conduct of examinations by the Board of Secondary Education, Odisha.

Different areas of lapses/ act for which responsibilities and accountability will be fixed is enclosed herewith for incorporation in the Board's Regulation.

Yours faithfully,

Sd/-

Additional Secretary to Government

Memo No. 2096/ SME/ Dtd. 01/02/2014

Copy forwarded to the Director, Secondary Education, Odisha, Bhubaneswar/ SPD/ RMSA (OMSM) for information and necessary action.

Sd/-

Additional Secretary to Government

29. PENALTY FOR LAPSES/ ACT IN CONNECTION WITH EXAMINATION CONDUCTED BY THE BOARD OF SECONDARY EDUCATION, ODISHA

Sl. No.	Nature of lapse/ act comitted in connection with the examination conducted by the B.S.E., Odisha	Penalty
PENALTY ON HEAD OF THE INSTITUTION		
1.	Wrong recording of name of the candidate and parent name of the candidate.	Departmental proceeding will be drawn against the person responsible for the lapses
2.	Wrong recording of date of birth.	Departmental proceeding will be drawn against the person responsible for the lapses
3.	Forwarding the name of the candidate who is not bonafide students to appear the examination.	Rs.100/- (per candidate)
4.	Forwarding application form for candidates those who have below 14 years.	Rs.100/- (per candidate)
5.	Improper verification of check list	Departmental proceeding will be drawn against the person responsible for the lapses
6.	Changing of all particulars of a candidate in check list/ roll sheet/ D.R.-cum Application Form.	Rs.100/- (per candidate)
7.	Claiming exemption from payment of fees by recording wrong information in case of disabled candidates.	Rs.100/- (per candidate)
8.	Wrong recording of subject/ medium of examination offered by the candidates.	Departmental proceeding will be drawn against the person responsible for the lapses
9.	In case of ex-regular candidates wrong recording of their previous roll no.	Departmental proceeding will be drawn against the person responsible for the lapses
10.	Submission of incomplete data	Departmental proceeding will be drawn against the person responsible for the lapses
11.	Not sending the photo and signature of the candidate	Departmental proceeding will be drawn against the person responsible for the lapses
12.	Tampering of records	Rs.100/- (per candidate)
13.	Deposit of fees less than the amount due	Severe warning to be given by the concerned District Education Officer
14.	Submission of form and fees for enrolment and for examination not within the due date.	Rs.500/- (per candidate) & departmental proceeding for action according to CCA Rule. The penalty will be collected from the erring headmaster/ headmistress, teacher, staff & officers responsible for such lapses.

**PENALTIES ON THE CANDIDATES VIOLATING CONDUCT OF
EXAMINATION RULE AT THE CENTRE**

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|-----|---|---|
| 1. | Possession of incriminating material not related to the subject of the examination. | Severe warning to be given by the concerned District Education Officer. |
| 2. | Possession of electronic device like mobile phone etc. in the examination hall. | Severe warning to be given by the concerned District Education Officer. |
| 3. | Possession of incriminating material related to the subject of the examination | Debarring of the candidate of one exam. in all subjects including the one in which he/she commits the malpractice. |
| 4. | Copying from books or notes or answer books of the neighbour. | Debarring of the candidate of one exam. in all subjects including the one in which he/she commits the malpractice. |
| 5. | Communication in the exam. hall by gestures or conversation with the intention of committing the malpractice | Severe warning to be given by the concerned District Education Officer. |
| 6. | Tampering the answer papers any time after the exam. with the intention of gaining good mark. | Debarring of the candidate of one exam. in all subjects including the one in which he/she commits the malpractice. |
| 7. | Serious misbehaviors on the part of the candidates in the examination hall or centre. | Candidate shall be sent out of the exam. hall/ room and shall not be admitted to the examination hall/ room on that day and on subsequent days of examination. |
| 8. | Manhandling or resorting to any other kind of violence by the candidate at the examination hall or centre. | Debarring of the candidate of two consecutive examinations in all subjects including the one in which he/she commits the malpractice. |
| 9. | Impersonation at the examination hall | Debarring of the candidate of two consecutive examinations in all subjects including the one in which he/she commits the malpractice and criminal proceeding against the candidate and person impersonate. |
| 10. | Tampering of roll no. on the answer sheet or writing roll nos. or any number other than own roll no. as per admit card with malafide intention. | Debarring of the candidate of two consecutive examinations in all subjects including the one in which he/she commits the malpractice. |
| 11. | Attempt to send qn.-cum answer booklets outside the examination hall/ centre or attempt to take the same outside the examination hall/centre with a malafide intention. | The candidates shall be sent out immediately and not to be allowed to give the examination on subsequent days. He/she shall be debarred for two subsequent examinations including the one in which he/she resorts to malpractice. |

PENALTIES TO BE IMPOSED ON CENTRE SUPERINTENDENT, DEPUTY CENTRE SUPERINTENDENT, INVIGILATOR AND OTHER STAFF ENGAGED IN THE EXAMINATION CENTRE FOR NEGLIGENCE IN DUTY IN CONNECTION WITH CONDUCT OF EXAMINATION

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|---|--|
| 1. Failure to prevent mass copying reported by members of the squad. | Departmental proceeding and action as per CCA Rule and will be debarred from any examination duty. |
| 2. Invigilator conniving with the candidate & allowing him/her to record the roll no. of the other candidate. | Departmental proceeding & action as per CCA Rule & will be debarred from any examination duty. |
| 3. Failure to detect the tampering/ interchanging of roll nos. by Centre Supervisory staff. | Departmental proceeding & action as per CCA Rule & will be debarred from any examination duty. |
| 4. Wrong despatch of answer books for evaluation with reference to despatch advice send by the Board. | Departmental proceeding & action as per CCA Rule & will be debarred from any examination duty. |
| 5. Replacement of new question-cum answer books by removing the written answer scripts. | Departmental action and recommendation for dismissal from the service. |
| 6. Failure to report taking away of question-cum answer book from the exam. centre before half an hour of the commencement of the examination or before leaving the examination room by Supdt./Dy. Supdt./ Invigilator. | Departmental action and recommendation for dismissal from the service. |
| 7. Deliberate late for opening of school gate to give entry to members of the squad. | Severe warning and drawl of proceeding according to CCA Rule. |
| 8. Replacing a new answer sheet in place of original one in the examination centre. | Departmental action & recommendation for dismissal from the service. |

PENALTIES FOR POST EXAMINATION WORK

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|---|---|
| 1. Totalling mistake up to 5 marks. | Penalty up to 01 day honorarium and proceeding for disciplinary action. |
| 2. Totalling mistake resulting in change of results. | Penalty up to 01 day honorarium and proceeding for disciplinary action. |
| 3. Failure to award marks to question or part of question resulting in change of results. | Penalty up to 01 day honorarium and proceeding for disciplinary action. |
| 4. Failure to award marks to questions or part of questions resulting no change of results. | Penalty up to 01 day honorarium and proceeding for disciplinary action. |

5. Mistake in transcribing marks from answer scripts to mark foils, resulting no change of results.	Penalty up to 01 day honorarium and proceeding for disciplinary action.
6. Mistake in transcribing marks from answer scripts to mark foils, resulting change of result.	Penalty up to 01 day honorarium and proceeding for disciplinary action.
7. Failure to record marks of each qn. on the cover page of the answer book which has been awarded inside the answer book.	Penalty up to 01 day honorarium and proceeding for disciplinary action.
8. Failure to sign on the cover page of the question-cum answer sheet.	Penalty up to 01 day honorarium and proceeding for disciplinary action.
9. Failure to notice & report over writing or tampering of roll nos. on the question-cum answer booklets.	Penalty up to 01 day honorarium and proceeding for disciplinary action.
10. Inter change of marks while posting in the mark foil.	Penalty up to 01 day honorarium and proceeding for disciplinary action.
11. Wrong posting of marks while transferring from answer script to mark foil resulting change of results.	Penalty up to 01 day honorarium and proceeding for disciplinary action.
12. Replacing a new answer sheet in place of original one at the valuation centre.	Measure penalty of Rs.500/- per mistake & proceeding for dismissal from the service.
13. Changing of marks on the answer book without attestation by Chief Examiner.	Measure penalty of Rs.500/- per mistake & proceeding for dismissal from the service.
14. Wrong information on the cover page of the mark foil.	Serious warning.

30. THE ODISHA CONDUCT OF EXAM. ACT, 1988

An act to provide for penal action for adoption of unfair means at certain Examination held in the state and other matters connected therewith.

Be it enacted by the legislature of the state of Odisha in the Thirty -ninth year of Republic of India as follows:

SHORT TITLE :

1. This Act may be called "The Odisha Conduct of Examination Act. 1988"

DEFINITIONS :

2. In this Act, unless the Context otherwise requires.
 - (i) "Recognised examinations" means and examination specified in the schedule and includes evaluation, tabulation, publication of results and all other matters connected therewith.....

- (ii) "Unfair means" In relation to any recognized examination means take or giving or attempting to take or give any help, other than one permission if any the rules applicable hereto, from any material, written record or printed or relayed or from any person, in any form whatsoever.

PROHIBITION OF USE OF UNFAIR MEANS AT EXAMINATIONS :

- 3.(i) No person shall adopt or take recourse to unfair means at any recognised Examination.
(ii) No person shall aid, abet, or conspire in the use of unfair means at recognised examination.

RESTRICTION ON COPIES OF QUESTION PAPER

AND OFFER OF INFORMATION :

4. No person, who is not lawfully authorized or permitted by virtue of his duties to do so, shall before the time fixed for distribution of Copies of question paper to examinees at a recognized examination.
(i) Procure, attempt to procure or possess such question paper or portion or a copy thereof.
(ii) Impart or offer to impart information which he knows or has reason to believe is related to or is derived from or has a bearing upon such question paper.

PREVENTION OF LEAKAGE BY PERSON ENTRUSTED WITH EXAMINATION WORK :

5. No person who is entrusted with any work connected with a recognized examination shall, expect in the discharge of his duties, directly or indirectly divulge or cause to be divulged or known to any other person any information or part thereof which he has come in possession in the discharge of his duties.

RESTRICTION OF FAKE PAPERS

6. No person shall procure, possess, distribute or otherwise publicize or cause to be publicized any question paper as being the one or purporting to be the one that is to be given or likely to be given at an ensuing recognised examination.

PROHIBITION OF LOITERING, ETC. NEAR EXAMINATION CENTRE ETC.

7. No person save in the discharge of his duties shall :
(i) During the hours when a recognized examination is conducted at any recognized examination centre or where any evaluation or tabulation work relating to a recognized examination is done; and
(ii) Two hour preceding the commencement of such examination, evaluation or tabulation work on any date on which such examination is conducted or evaluation or tabulation work is done.

Commit or cause to be committed any of the following acts within the premises wherein the recognized examination is held or at any place where evaluation or tabulation work is done or at any public or private place within a distance of one hundred metres of such premises or the place of evaluation or tabulation work, namely :

- (a) Loitering :
- (b) Distributing or otherwise publicizing any paper or matter relating to such examination.
- (c) Indulging in such other activity as is likely to be prejudicial to the conduct of such examination or is likely to affect the secret thereof.

Provided that nothing contained in this section shall apply in respect of BONAFIDE activities of examinees appearing at the examination which is conducted at such examination centre.

REFUSAL OF DUTIES CONNECTED WITH EXAMINATION PROHIBITED

- 8. No person assigned with invigilation work or superintendent of any recognized examination at any centre or any other work connected with such examination or evaluation, tabulation or publication of results of such examination shall refuse, save under circumstances beyond his control, to perform the work or duties so assigned.

PENALTY :

- 9. Whoever contravenes any of the provision of sections 3 to 8 shall on conviction, be punished with imprisonment for a term which may extend to three months or with fine which may extend to three thousand rupees but shall not be less than five hundred rupees or with both.

INVESTIGATION. ETC :

- 10.(i) An offence under this Act shall not be investigated by an officer below the rank of a Sub-Inspector of Police.
- (ii) All offences under this act shall be cognizable and nonbailable.

EFFECT OF OTHER LAWS:

- 11.(i) Subject to the provision of sub-section.
- (ii) The provisions of this Act shall have effect not with standing any thing inconsistent there with contained in any enactment other than this Act.
- (iii) Where any act or commission constitutes an offence punishable under this Act and also under any other Act. The offender found guilty of such offence shall be liable to be punished under the other Act and not under this Act.



ANNEXURE – A

No Relation Declaration

for Centre Superintendent / Deputy Centre Superintendent/ Head of the Institution

Certified that I have no relation appearing at the H. S. C. (Annual / Suppl.), Certificate Course in Physical Education / Hindi Teachers Certificate/ NRTS / Half Yearly Language Test (1st & 2nd)/ Sanskrit (Madhyama) / D.El.Ed. Examination held by the B.S.E. (O), in the year.

Signature _____

Designation _____

Name of the School _____

Name of the District _____

The term "Relation" includes wife, husband, son, daughter, grandson, granddaughter, brother, sister, nephew, niece, grand nephew, grand niece, uncle, aunt, cousin, son-in-law, daughter-in-law, brother-in-law, sister-in-law.

(Strike off which is not applicable.)

ANNEXURE – B

NO-RELATION DECLARATION

For Invigilators / other teaching & non-teaching staff engaged in the Examination :

Name of the Examination & Year :- _____

Name of the Centre :- _____

We hereby declare that non of our relation is appearing at the examination in the centre mentioned above :

Sl. No.	Name in Capital Letters	Designation in the Exam.	Duty assigned	Signature in full

Countersigned

(CENTRE SUPDT. WITH SEAL)

FORM OF UTILISATION CERTIFICATE

(To be submitted in duplicate)

I hereby certify that the Centre charge advance of Rs. _____ (Rupees _____ only) placed at my disposal / at the disposal of C. S. _____ (Centre Code) / _____

(Name of the Centre) for conduct of AHSC/SHC/Madhyama Examination, 20__ has been fully utilised as per the norms prescribed in the "Instruction to Centre Supdt.".

I further certify that the voucher pertaining to the expenditure have been kept in safe-custody for audit.

Full Signature of Dy. Supdt. with Seal

Date _____

Full Signature of the
Centre Supdt. with Seal

Please furnish following school particulars.

SBI A/c. No. _____ IFSC Code _____

ADDRESS

Name of the School :-

At. :-

Dist. :-

e-Mail Address :-

Land No. :-

Po. :-

Pin. :-

Mob. No. :-

BIO-DATA AND DECLARATION OF HELPER WRITER

To be enclosed in cover No. 11

1. Name of the Helper Writer : _____
2. Name of the School with : _____
Address
3. Class in which studying : _____
4. Permanent address of the : _____
Helper writer.
5. Signature of the Helper : _____
Writer.
6. Right Hand Thumb : _____
impression of the
Helper Writer

Photograph of the
helper writer duly
attested by the Centre
Superintendent

(Signature of the Helper Writer)

I _____ Roll No. _____ of _____ Examination
_____ do hereby accept _____ as helper - writer on my behalf and declare that
he is not related to me.

Signature/Thumb impression of the candidate

Certified that the Helper Writer and the candidate have signed and put their thumb
impressions in my presence.

Signature of the Centre Superintendent with seal & Date

BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK
ACKNOWLEDGEMENT OF QUESTION-CUM ANSWER BOOK PACKETS
BY THE CENTRE SUPERINTENDENT

 AHSC/SHSC
 Regular/ Ex-Regular

Name of the Examination :- _____

Centre Code :- _____

Sl. No.	Name of the subject	No. of Allotted	No. of OMR A/Bs received	No. of Qn.-cum A/Bs received	No. of Candidates appeared	Remark
	FLO					
	FL					
	FL					
	FL					
	SLE					
	SL					
	SL					
	TLH					
	TLS					
	TL					
	TL					
	TL					
	MTH					
	GSC					
	SSC					

Signature of Dy. Centre Superintendent

Signature of Centre Superintendent
with Mobile No. & Seal

BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK
ACKNOWLEDGEMENT OF USED OMR ANSWER SHEET & USED QUESTION-CUM
ANSWER BOOK PACKETS BY THE CENTRE SUPERINTENDENT
HANDED OVER TO THE DESPATCH OFFICER

 AHSC/SHSC
 Regular/ Ex-Regular

Name of the Examination :- _____

Centre Code :- _____

Sl. No.	Name of the subject	No. of Candidates Appear	No. of used OMR A/Bs despatch	No. of Qn.-cum A/Bs despatch	No. of Qn.-cum A/Bs in Special Packet	Signature of Despatch Officer
	FLO					
	FL					
	FL					
	FL					
	SLE					
	SL					
	SL					
	TLH					
	TLS					
	TL					
	TL					
	TL					
	MTH					
	GSC					
	SSC					

N.B.:- Separate packets be done for Script & Deaf, Dumb & Blind Candidates Question-cum answer books.

Signature of Dy. Centre Superintendent

Signature of Centre Superintendent
with Mobile No. & Seal

BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

**MASTER RECORD OF OMR ANSWER SHEET, SUBJECTIVE ANSWER BOOK,
OTHER COVERS & RECORDS OF EXAMINATION CENTRE**

AHSC/SHSC

Regular/ Ex-Regular

Name of the Examination :- _____

Centre Code :- _____

Date	Name of the Subject	OMR Answer Sheet	Subjective Question-cum Answer Booklet	Cover No.-9	Cover No.-04 & 11, OMR Attendance Register	Signature of the Despatch Officer
	FLO					
	FLU					
	FLB					
	FLT					
	FLH					
	FLE					
	SLE					
	SLH					
	SEP					
	TLH					
	TLS					
	TLV-I					
	TLV-II					
	TLP					
	TLO					
	MTH					
	MTH SCRIPT					
	GSC					
	GSC SCRIPT					
	SSC					
	SSC SCRIPT					

Signature of Dy. Centre Superintendent

Signature of Centre Superintendent
with Mobile No. & Seal

**TELEPHONE NUMBERS OF CONTROL ROOMS IN THE HEAD OFFICE
AND ZONAL OFFICES OF THE BOARD**

	<u>TEL. NOS.</u>
President Office (0671)	2415305
Secretary Office (0671)	2415404
Controller of Exams.(0671)	2432801
Finance Officer & (0671)	2415363
Accounts Officer (0671)	2414308
Office (PBX) (0671)	2415460
	2415429
	2414927
	2414928
	2412059
	2413305
	2413306
Evaluation Off. (0671)	2415380
Central Zone, CTC (0671)	2415236
BBSR Zone (0674)	2434474
Balasore Zone (06786)	263181
Berhampur Zone (0680)	2404308
Sambalpur Zone (0663)	2400402
Jeypore Zone (06854)	232023

