

BOARD OF SECONDARY EDUCATION, ODISHA



**INSTRUCTION TO THE CHIEF EXAMINER, DEPUTY CHIEF
EXAMINER, ASSISTANT EXAMINER AND SCRUTINISER
IN CONNECTION WITH EVALUATION OF ANSWER BOOKS OF
OF HSC & MADHYAMA, C.P.ED., D.EL.ED.
& SOSC EXAMINATION, 2024**

(With The Odisha Conduct of Examinations Act, 1988,

Penalty for Lapses/ Act in connection with

Evaluation of Answer Books

&

(Relevant Portion of the orders of the

Hon'ble Supreme Court of India Passed

on S.L.P.(C) No. 17990/2005)

**INSTRUCTIONS TO THE CHIEF EXAMINERS, DEPUTY CHIEF EXAMINERS,
ASSISTANT EXAMINERS & SCRUTINISERS REGARDING
EVALUATION OF ANSWER BOOKS**

The Chief, Dy. Chief, Asst. Examiners & Scrutinisers are responsible for error free valuation of answer scripts. It is their moral responsibility to ensure that the candidates get the credit they actually deserve. In the past, irrational and erratic valuation have landed the Board in serious troubles and led to litigations. In this context the observations made by the Apex Court are quoted hereunder for information of all concerned.

The Chief Examiners, Dy. Chief Examiners, Asst. Examiners & Scrutinisers are hereby requested that they should be very much cautious and careful in evaluating the Answer Papers for awarding marks judiciously as per the Scheme of Evaluation prepared by the Board. Totalling and posting of marks in the cover page of the answer books and transcribing the marks in the **Mark Foils (Soft copy)** correctly and failing to do so may result in spoiling the career of innocent candidates, depriving them of pursuing their higher studies and entering unnecessary litigations which would amount to pecuniary punishment and disciplinary proceedings against the delinquents. An extract copy of the **Orders of the Hon'ble Supreme Court of India** in this respect is given below for guidance :-

**EXTRACT COPY OF THE ORDERS OF THE HON'BLE SUPREME COURT OF INDIA
PASSED IN S.L.P.(C) NO.-17990/2005.**

“Award of marks by an Examiner is to be fair and considering the fact that revaluation is not permissible under the statute, the examiner has to be careful, cautious and has a duty to ensure that the answers are properly valued. No element of chance or luck should be introduced. An Examination is a stepping stone on career advancement of a student. Absence of a provision for revaluation can not be a shield for the Examiner to arbitrarily evaluate the answer scripts that would be against the very concept for which revaluation is impermissible.”

**EXTRACT COPY OF ORDERS OF THE HON'BLE SUPREME COURT OF INDIA
(RELEVANT PORTION)**

(This must be read out/ elaborated to all examiners.)

It has to be ensured that the Examiners who make the valuation of answer papers are really equipped for the job. The paramount consideration in such cases is the ability of the Examiner. The Board has bounden duty to select such persons as Examiners who have the capacity, capability to make valuation and they should really be equipped for the job. Otherwise, the very purpose of evaluation of answer papers would be frustrated, nothing should be left to show even an apprehension about lack of fair assessment. It is true that valuation of two persons can not be equal on golden scales, but wide variation would affect credibility of the system of valuation. If for the same answer one candidate gets higher marks than another that would be arbitrary. As indicated above, the scope for interference in matters of valuation of answer papers is very limited. For compelling reasons and apparent infirmity in valuation, the court step in, care should be taken to see that the examiners who have been appointed for a particular subject

belong to the same faculty. It would be a mockery of the system of valuation if a teacher belonging to arts stream is asked to evaluate answer papers of science stream. It may be that a teacher had Physics, Chemistry or Biology at the intermediate level, but at Graduation stage he had special paper in Zoology. To ask such a teacher to evaluate Botany paper would not be proper. Similarly in the case of a teacher having Mathematics in intermediate level while he took his higher studies in physics or Chemistry or Botany at the Graduation level, evaluation of answer paper in Mathematics by him would not be proper. May be that he has working knowledge in the subject. But the valuation should be done by an Examiner who is well equipped in the subject. That would rule out the chance of variation in proper valuation. Board authorities should ensure that anomalous situations as pointed out above do not occur. Additional steps should be taken for assessing the capacity of a teacher who is appointed as an Examiner. The Chief Examiner is supposed to act as safety valve in the matter of proper assessment.

One thing which cannot be lost sight of is the marginal difference of marks which decide the placement of candidates in the merit list.

GENERAL INSTRUCTIONS

1. All Chief Examiners, Dy. Chief Examiners, Asst. Examiners & Scrutinisers shall report at the Valuation **Centre by 10 AM** on the previous day of the valuation. They will be supplied with the copies of the Instruction booklets & scheme of evaluation on the day of reporting for thorough reading before evaluation of answer books.
2. Question papers and scheme of evaluations shall be provided immediately after the reporting followed by a meeting of Chief Examiners / Dy. Chief Examiners for discussion and clarification of doubts, if any. Actual evaluation shall start at 09.30 AM. on the following day. The valuation work will continue till 05.00 pm everyday and in no circumstances it will be deviated.
3. They shall not bring with them any papers or packets, cell phones, handbags except the Identity Cards which should be produced on demand to enter the valuation centre. They should ensure that all the answer books (valued / un-valued) are handed over to the **Dy. Chief Examiner (s) before leaving the centre/unit**, and no answer book is kept inside the bag inadvertently.
4. The Chief Examiner will use **green ink ball point pen**, the Asst. Examiner **red ink ball point pen for evaluation and black/blue ink ball point pen for posting of marks in the mark foils in case of manual entry** and Dy. Chief Examiners **will use violet ink ball point pens for checking of answer books**. This is important.
5. The period of valuation may be extended or shortened as the case may be taking into account the availability of answer papers subject to the permission from the authorities of the Board.
6. If it is suspected that a candidate has adopted unfair means at the examination, a detailed report shall be prepared by the concerned Examiners, Dy. Chief Examiners & Chief Examiner stating the reasons of their suspicion and the report alongwith the answer papers duly valued and the marks posted in the non-standard mark foils shall be packed and sealed separately mentioning special packets "**SUSPECTED M.P.**" on the cover of the packet be handed over to the camp officer (**this packet should not be kept with other general answer paper packets**).

7. If Roll No. in any answer book found to be over written or corrected without authenticity of invigilator, the same shall be sent in special packet with a report after evaluation of the answer book.
8. Any correction made either in the answer papers or on the cover page of the answer papers by the Asst. Examiners, Dy. Chief Examiners & Chief Examiner during valuation should be signed by both the **Chief Examiner, Dy. Chief Examiner and Asst. Examiner concerned**. Overwriting or erasing is not allowed.
9. All the standard mark foils assigned with specific **subject codes** be verified before posting of marks with distribution register. The Chief Examiners and Dy. Chief Examiners are to check up whether **correct subject codes are written** while filling up of the marks in non-standard mark foils in case of manual entry.
10. **Asst. Examiners should award bit marks/ part marks to a question as per the scheme of evaluation and post the same correctly on the cover page of the answer books and check thoroughly whether the total marks awarded is correctly posted on the cover page or not. The total mark should be written at the space provided on the cover page and the Asst. Examiners should put his/her full signature at the space provided. Please award mark to a question/ bit on the right hand side of the answer book. The total marks awarded to a question should be written on the left hand margin and encircled with the indication of the respective question sl. no.**
11. **The total marks secured by the candidate should be written at the end of the last page of answer books below the answer of the candidate. The remaining pages must be crossed and signed by the examiner.**
12. Any unusual features, if noticed should be reported to the Camp Officer. In case of suspicious of masscopy or any kind of malpractice, the answer papers should be valued very carefully so that no un-due credit is given to such candidates. (This is very important.)
A report of the Dy. Chief and Chief Examiners should be furnished in a separate sheet to be sent to the Controller of Examinations.
13. **THEY MUST ENSURE THAT NO ANSWER IN THE ANSWER BOOK IS LEFT UNVALUED.**
14. The marks awarded on the answer books should be posted in the mark foils by the Asst. Examiners themselves and not by others or on dictation. The Chief Examiners and Dy. Chief Examiners with the help of Scrutiniser will compare the marks posted in the mark foils and the answer books.
15. The digits like 3, 4, 6, 7, 8, 9 should be written neatly, clearly and legibly in the mark foils.
16. The name, **valuation centre code, date of valuation** should be written by the Chief Examiners/ Dy. Chief Examiners in each mark foil at the space provided. In case of non-standard foils, **subject code must be written correctly.**
17. While putting the signature in the mark foil, the Asst. Examiners, Dy. Chief Examiners and Chief Examiner concerned shall ensure that the **Examiner Code no. assigned to them** are clearly and correctly mentioned against their full signature. **(Please refer appointment letter for examiners code no.) in case of manual posting mark foil is used.**

18. They should be fair and impartial to everyone in awarding marks and co-operate the officials for free and fair conduct of evaluation.
19. They are requested not to loiter on the varandah/canteen or enter other units during valuation.
20. The Asst. Examiners shall be given answer papers for valuation in the following manner.
For H.S.C/ SOSC/ D.EL.ED./ CPED/Madhyama (Sans.) Exam. :-
 - (i) 1st day– 10 - 15 papers carrying 100 marks.
15 - 20 papers carrying 50 marks.
20 - 25 papers carrying 30 marks.
 - (ii) 2nd day– 20 - 25 papers carrying 100 marks.
40 - 45 papers carrying 50 marks.
45 - 50 papers carrying 30 marks.
21. The Chief Examiner, Dy. Chief Examiners may debar any Asst. Examiner in consultation with the **Camp Officer** and the **Centre Supervisor**, provided they are satisfied that the valuation of answer papers by the Asst. Examiner concerned is perfunctory inspite of verbal advice and instructions to him/ her. Such examiner(s) may be relieved without payment of **T.A. and Halting Allowance for the actual days of work**. They are also, not entitled for remuneration for examining **the Answer Papers on the date he/she is relieved**.
22. If any Asst. Examiner is debarred from the valuation work due to his/her erratic evaluation, the Chief Examiner, Dy. Chief Examiners concerned shall value the said answer paper and for which he/she will be entitled for remuneration at the prescribed rate in addition to his/her remuneration. **He/she shall furnish a certificate to this effect on the body of the bill.**
23. **Use of Cell Phones is not allowed in the centre during valuation. The cell phones shall be switched off & handed over to the Camp Supervisor after entering the valuation centre.**
24. **The answer books should be distributed in such a way that the entire roll no. printed in the standard mark foils should be utilised. So that there will be no need of use of non-standard mark foil.**
25. **In no case hand written roll nos. should be entered in the standard mark foil. It shall be entered in the non-standard mark foil.**

DUTIES OF ASST. EXAMINERS :-

1. On receipt of the answer papers for valuation, the Asst. Examiners must enter the details of Roll Nos. with set symbol against each Roll No. (i.e. exact roll number with set symbol of the answer paper to be valued) in form No. CV-11. Full signature should be put on the cover of the answer paper at the appropriate space after valuation in red ink.
2. **EVALUATION OF SET ANSWER BOOKS :-**
SUBJECTIVE ANSWER BOOKS
 - (a) Each Asst. Examiner shall be given answer books of a particular **set and particular question for evaluation everyday as far as possible**.
 - (b) The examiners will pass on after evaluation of the question number allotted to him/ her in clock wise direction till all the answer books are valued for the day. The last examiner will make totalling of marks and he/ she will be responsible for posting the total marks on the cover page. This will be done for all the sets separately and for all the papers separately.

- (c) In case the unit functions with deficit of required no. of examiners, then each examiner can evaluate the whole question paper of the particular set and make the totalling of marks and post on the cover page.
- (d) In case the answer books are not exchanged, 1440 answer books will be issued to each unit of SCP & SCL. The answer books will be exchanged to other units for evaluation on next day.
- (e) The Camp Officer will take appropriate decision as per convenience at the centre.
- (f) In case of subjects GSC&SSC, the valuation will be as per table given below. There will be two separate units each for the above subjects.

For Example :-

SUBJECT – GSC

SCP				SCL			
Chief Examiner				Chief Examiner			
Deputy Chief Examiner 1		Deputy Chief Examiner 2		Deputy Chief Examiner 1		Deputy Chief Examiner 2	
SET A	SET B	SET C	SET D	SET A	SET B	SET C	SET D
AE A1	AE B1	AE C1	AE D1	AE A1	AE B1	AE C1	AE D1
AE A2	AE B2	AE C2	AE D2	AE A2	AE B2	AE C2	AE D2
AE A3	AE B3	AE C3	AE D3	AE A3	AE B3	AE C3	AE D3
AE A4	AE B4	AE C4	AE D4	AE A4	AE B4	AE C4	AE D4
AE A5	AE B5	AE C5	AE D5	AE A5	AE B5	AE C5	AE D5
AE A6	AE B6	AE C6	AE D6	AE A6	AE B6	AE C6	AE D6
SCRUTINISER 1		SCRUTINISER 3		SCRUTINISER 1		SCRUTINISER 3	
SCRUTINISER 2		SCRUTINISER 4		SCRUTINISER 2		SCRUTINISER 4	

Here 24 examiners each in SCP & SCL will be engaged and minimum of 1440 answer books will be evaluated per day in the following manner :-

- ☞ SCP & SCL units will be separately issued with 720 (minimum of 30 answer books per examiner) answer books approximately for valuation per day.
 - ☞ After completion of valuation the same packets will be exchanged between the units on the same day for completion of valuation of their subjects. In this way 1440 answer books can be valued per day by 1 unit of SCP & SCL
 - ☞ After completion of valuation totalling will be done as per usual procedure and the concerned Scrutiniser will take care of posting of marks with the concerned Checker and Maker.
 - ☞ Similar evaluation procedure will be followed for SSC.
- (g) Due to careless evaluation, the Board is facing a large number of cases and has also been imposed penalty which is to be realised from the examiner concerned.
 - (h) All concerned are therefore advised to be careful in performing their duties in perfect manner so that no candidate suffers due to the negligence of any examiner. Any examiner committing any error shall be liable for punishment as may be imposed by the Board. They have to furnish the certificate at the end of evaluation as per the following Proforma which shall be countersigned **by the Chief Examiners and Dy. Chief Examiners concerned**. The aforesaid proforma shall be supplied alongwith the **instructions and scheme of evaluation which shall be filled in, signed and submitted along with the Remuneration Bill**.

**CERTIFICATE TO BE FURNISHED BY THE ASST. EXAMINERS
HSC, MADHYAMA, SOSC/ D.EL.ED., CPED EXAMINATION 20__**

Subject code Unit Total No. of Answer Books
valued Certified that I Sri/
Smt..... of School,
Examiner Code No..... Asst. Examiner in subject have
gone through the scheme of evaluation and instructions to the examiners carefully and evaluated
the answer books allotted to me accordingly. I have verified the **set codes mentioned in the
Answer Books** and all the answers written by the candidates have been properly evaluated as
per the guidelines of the scheme of evaluation. Marks posted on the cover page, totalling of
marks and the marks awarded on the answer books have been correctly posted in the
respective Mark Foils against the Roll Numbers.

Full Signature of the Asst. Examiner

Examiner Code No.

Name of the Valuation Centre

Valuation Centre No.....

Countersigned

Signature of the Dy. Chief Examiner

Signature of the Chief Examiner

Code No. _____

Code No. _____

3. Important Guide lines for Evaluation of Subjective Answer Books :-

- (a) Please put cross (x) mark against the wrong answer.
- (b) Please put tick (✓) mark against the correct answer.
- (c) Please do not underline the answers.
- (d) Please put cross mark (x) against the spelling error, factual mistakes, content / factual error in case of long, short and very short answers & objective answers.
- (e) Please put question mark (?) against the missing point / parts of the answer.
- (f) Please draw a vertical line and write irrelevant answer against the answer not related to the question asked.

Example :- Q. No. 04 | Irrelevant.

- (g) In case of excess / extra answer, please write **excess answer** drawing a vertical line and indicating the Question No.

Example :- Q. No. 03 | Excess Answer.

- (h) **In case of a bit questions, please award marks against each bit in the right hand side. The total mark of all the bits should be rounded off and written on the left hand margin with the question no.**

Example:- Qn. No.4	Right/Wrong bits	Marks awarded in right hand side
Example :- Q. No.4	(i) ✓	1
Total marks to be written on the left hand margin. ③	(iii) ×	0
	(iv) ✓	1
		3

NOTE :- In case the bit / objective questions, answer has to be given serially and continuously as per instruction in the question paper and the evaluation should be done accordingly. However higher marks awarded to any part of the bit answers should be accepted. **If four possible answers are written at four different places of the answer book, the first attempt answer should be evaluated and others be ignored.**

- (i) In case the answer given is correct but differs from the scheme of evaluation appropriate mark has to be awarded in favour of the candidates.
- (j) In case the answer to bit questions are written at different pages the marking should be done in the following manner. The part marks should be written and rounded off in the right hand side.

Example :-

		<u>Answer in one page</u>	
Q. No.4 (i)	✓	1	
(ii)	×	0	
		No. 4 ① part mark-1	
		<u>Answer in another page</u>	
Q. No.4 (iii)	✓	1	
(iv)	✓	1	
		No. 4 ② part marks-2.	
		Total 4 ①+② of part marks	

The total marks of Q. No. 4 ③ should be rounded off and written on the left hand margin. 4 ③ indicate that three marks have been awarded to question No. 4.

- (k) In case of long, short and very short answers, the part marks/bit marks should be awarded in the right hand side and the total mark should be rounded off and written on the left hand margin with indication of the question No.

Example :-	Right/Wrong	Marks awarded in part mark right hand side
Q. No.2	✓	3
		2
		1
		Total - 6

Q. No.2 ⑥ on the left hand margin of the Answer Book.
It indicates that ⑥ markshave been awarded to qn. No. 2.

- (l) In case the answers to a long/short & very short question are written at different pages, the procedure stated above for bit questions should be followed.
- (m) **Please verify that the number of circles in the left hand margin is equal to the number of questions answered. This is very important.**

- (n) **Please see that the total marks awarded to each questions (Rounded off marks in the left hand margin) & the marks posted in the Cover Page of the answer book against the respective question numbers match each other. This is very important.**
- (o) **Please verify the total marks (rounded off marks) on the left hand margin with the part marks awarded to the question at different pages if any.**
- (p) Please write the total marks below the last answer of the candidate and encircle it on the answer book. The total mark should be written both in figures and words duly signed by the Asst. Examiner.
- (q) **Please write the question no. against the total marks awarded (Rounded off marks) on the left hand margin.**
Example :- Q. No. 04 ③
N.B. :- Here the figures inside the circle indicate marks and the figures outside the circle indicate the question No.
- (r) In case of four choices of a multiple question is written at four different places of the answer book the first attempt should be considered and others be ignored.

INSTRUCTION TO THE ASSISTANT EXAMINERS

1. The examiner should not be permitted to continue if he/she remains absent on any day during the period of evaluation unless/ otherwise permitted by the **Chief Examiner/ Dy. Chief Examiner(s) & Centre Supervisor.**
2. **If the candidate has not written the question sl. number or given a wrong question number by mistake, the examiner should ascertain the question number from the question paper and write the question number in the answer book in the margin against the answer and evaluate the same.**
3. **They should cross (x) all blank spaces left in the answer books and sign in full.**
4. **They should also put a cross (x) mark on the cover page against the question (s) which has/have not been answered by the candidate(s).**
5. If more than the required number of alternative questions are answered by the candidate, the examiner should evaluate all, but **accept the required number of answers awarded higher marks and ignore the answers awarded with lower marks** and write **“Excess answers”** against the question No.
6. **The Assistant Examiners should post the awarded marks on the cover page correctly & write the total marks in the cover page of the answer paper at the space provided both in figures & words and put their full signatures in red ink.**
7. They should make totalling and posting of marks of the answer papers valued by themselves and also see that all the answers are properly evaluated and no answer is left unvalued.
8. After evaluation of all the answer papers allotted for the day, they should get the mark foils from the Dy. Chief Examiner/ Chief Examiner, and **write the marks against the roll numbers** in the foil by themselves and, for posting of the marks they should neither give nor take dictation. After posting of marks the Asst. Examiner shall **sign at the specified space** and mention **his/her Examiner Code Number** just below the signature (**Refer Appointment letter for Examiner’s Code Number.**)

9. They should leave the valuation unit with permission of the Deputy Chief Examiner/ Chief Examiner only after all the answer papers and mark foils are **checked and signed by the Deputy Chief Examiners**. Before leaving they should ensure that all answer books valued by them are handed over to the Chief Examiner/ Deputy Chief Examiner and no answer book (valued/unvalued), **is kept in their bag(s) inadvertently**.

DUTIES OF THE DEPUTY CHIEF EXAMINERS :-

1. Each Dy. Chief Examiner shall be in charge of two set either A & B or C & D and it is his/ her duty to ensure that the answer books of that set are properly evaluated and marks correctly posted in the mark foil by the Asst. Examiners.
2. The Dy. Chief Examiners shall assist the Chief Examiner in arrangement of the Answer Books set symbol wise for distribution to the Examiners.
3. After evaluation of answer books by the Asst. Examiners, the Dy. Chief Examiner will verify all valued answer books to ensure that all answers are evaluated as per the scheme of evaluation provided.
4. The Dy. Chief Examiner can himself evaluate the unvalued answers or get it valued by the Asst. Examiner concerned.
5. In case of wrong evaluation, the Dy. Chief Examiner can rectify the mistake and award/ reduce marks awarded by the Examiner.
6. They should put their full signature on the Answer Books checked only when there is no mistake as stated above and return to the Assistant Examiner concerned for entering the marks in the foil. They should use violet ink for the purpose.
7. After the Asst. Examiner returns valued answer books , the Dy. Chief Examiner shall arrange the answer books serially, roll number wise. The Deputy Chief Examiner shall collect the answer books after the marks have been posted by the scrutinisers and check regarding missing, mismatch & unposted if any still existing or not. After compliance of all these defects valued Answer Books shall be kept serialy roll no wise and packed as per advise and will be returned to the Camp Officer . All above works shall be done under the proper guidance of the Chief Examiner.
8. 4 / 6 Asst. Examiners shall work under one Dy. Chief Examiner for a particular SET. The Dy. Chief Examiner will have overall responsibility for proper valuation of the answer books allotted to the examiners working under his/ her group and he will thoroughly re-examine all the answer books of each examiner.
9. The Dy. Chief Examiners shall tender all such help as may be required by the Chief Examiner in maintaining necessary records, checking the totalling of marks, writing the valuation centre name and its code number in each strip of mark foil and other allied works in connection with sorting and packing of Answer Books and mark foils.
10. **Ensuring Proper Evaluation** : The Chief Examiner & the Dy. Chief Examiners shall see that the Asst. Examiners value the answer paper properly according to the scheme of evaluation and other instructions. The Chief Examiner shall examine carefully all answer books securing very high marks above 90% in mathematics and above 75% in all other subjects before entry of mark in the mark foils.

DUTIES OF THE CHIEF EXAMINERS :-

1. On the first day of valuation the Chief Examiners should have a discussion on each set of the question paper and the scheme of evaluation with the Dy. Chief Examiners & Asst. Examiners concerned before the evaluation starts. They should apprise the Dy. Chief Examiners, Asst. Examiners & Scrutiniser regarding general instructions and other rules for proper evaluation and maintenance of records. **They must ensure that it is strictly adhered to by all the Dy. Chief Examiners, Asst. Examiners & Scrutinisers.**
2. It is the duty of the **Chief/ Dy. Chief Examiners to attend the valuation centre in time and distribute the answer books among the Asst. Examiners through respective Dy. Chief Examiner as per the instructions contained therein. One Dy. Chief shall be allotted to check and re-examine two sets.**
3. **The Chief Examiners with the help of the Dy. Chief Examiners & Scrutiniser shall count the total number of answer books provided and then arrange the Answer Books set wise and distribute the same among the two Dy. Chief Examiners present in the unit. All the Asst. Examiners present in the unit shall be divided into 4 groups (Group-A, Group-B, Group-C & Group-D). The Answer Books of Set-A, Set-B, Set-C, Set-D should be distributed to the Asst. Examiners grouped under A, B, C & D respectively by the Dy. Chief Examiners.**
4. In order to ensure proper evaluation, an Examiner should not be assigned Answer Books of different sets. However, in case of exigencies Answer papers of different sets may be assigned to an Examiner in consultation with the Camp Officer and Centre Supervisor provided the examiner is considered suitable by the Dy. Chief/ Chief Examiner concerned.
5. **The Scheme of Evaluation has been prepared separately for each set of question paper. Each Asst. Examiner shall be provided with the Scheme of Evaluation corresponding to the set of the Answer Books supplied to him/her.**
6. After distributing the Answer papers to the Asst. Examiners, the Chief Examiner/ Dy. Chief Examiner should ensure that the Answer Papers received by the Asst. Examiners are correctly **entered in the distribution register as well as in the Form No. CV-11.**
7. **Chief Examiners/ Dy. Chief Examiner shall see that the Asst. Examiners value the papers properly according to the scheme of evaluation and other instructions. The Chief Examiner will examine all papers securing very high marks above 90% in MTH, GSC & SSC and 75% and above in all other subjects before posting of marks.**

NOTE :- *The Scheme of Evaluation is only a guideline but not binding for awarding marks. Marks should be awarded judiciously considering the mode and method of answers as demanded in the question papers and in consultation with the Chief Examiner/ Dy. Chief Examiner(s).*

8. **The Chief Examiners have to re-examine minimum four specimen copies of the valued answer papers of each examiner daily.** They shall pick up answer papers valued by the Asst. Examiners at random for re-examination.

9. The Chief Examiner/ Dy. Chief Examiners will put **their signatures in full on the answer papers** after they are satisfied that the award of marks, totalling, posting etc. are correct.
10. They should maintain record showing temporary absence of the Asst. Examiners. The Asst. Examiners should not leave the valuation centre unless and until their papers are duly checked by the Dy. Chief Examiners & the Chief Examiner and they should leave the valuation centre only with the permission of the Chief Examiner/ Dy. Chief Examiner on completion of the day's assignment.
11. **The Chief/ Dy. Chief Examiners will also ensure that the DISTRIBUTION REGISTER is properly maintained. They should verify that the total No. of answer books distributed daily & entered by the Asst. Examiner in (CV-11) is same as per the Distribution Register. They will countersign the necessary certificate in respect of the each Asst. Examiner on the last day which should be submitted to the Camp Officer.**
12. **The proforma meant for valued answer book packets (Form No.–CV–20) should be filled up properly everyday and preserved by the Chief Examiner to be submitted on the last day in one lot to the Camp Officer.** He should maintain all records as per the instructions.
13. If the Chief Examiner / Dy. Chief Examiner is convinced that the suspicion of malpractice raised by the Asst. Examiner in respect of the answer books referred to him is genuine, he should send **those answer books with the mark foils (non-standard) & their report along with the report of the Asst. Examiner in a sealed packet to the Controller of Exams, through the Camp Officer. (To be written Suspected Malpractice in the report.) Here there is no need of online posting of marks which will be kept vacant.**
14. He/She is to instruct all Deputy Chief/ Assistant Examiner/ Scrutiniser to prepare the remuneration bill and one consolidated statement of account furnishing saving account no., name of bank, IFSC code, contact no. etc. and handover the same to the Camp Officer prior to one day from the date of completion of the valuation for online transfer of money to the respective account.

DUTIES AND RESPONSIBILITIES OF SCRUTINISERS

1. Scrutinisers will assist in all the work assigned to him by the chief examiner.
2. Two scrutinisers will be appointed per unit. One for set A & B and other for set C & D.
3. They will check the totalling of marks in all answer books done by the examiner of the sets allotted to them.
4. Subjective marks will be dictated by the scrutinisers for online entry at computer point.
5. Scrutiniser-1 will dictate the subjective mark to maker and Scrutiniser-2 will dictate the mark of same subject to the checker.
6. After completion of posting of marks at both the ends, the total answer books shall be handed over to the Deputy Chief Examiner in order of roll number for checking of Mismatch, Missing and Unposted marks.

7. If any Missing, Mismatch, Unposted marks still exist, the same shall have to be complied taking the help of online supervisor.
8. After compliance of all defects the valued answer subjective book will be packed in the manner as explained in previous para.

DUTIES & RESPONSIBILITIES OF DATA ENTRY OPERATORS :-

- Two/ Three pairs of Makers & Checkers shall be engaged for entry of subjective marks.
- Checkers & Makers have been named as Checker-I, Checker-II, Checker-III and Maker-I, Maker-II & Maker-III depending on the no. of pairs engaged for the purpose.
- Each Checker & Maker will be issued with unique ID & password for operation.
- The Password in sealed envelope will be handed over to the Checkers & Makers on the 1st day of valuation.
- Checkers & Makers will make entry of subjective marks in papers which are allotted to them only.
- Checker & Maker will do the same function but at different times and at different rooms separately.
- Approximately 2500 subjective marks have to be entered per day.
- It must be ensured that no mark of subjective papers valued on the previous day is left unposted/ Unentered by the next date.
- **Checkers and Makers shall prepare unit wise account statement of allotted unit and mail the same to Head Office in the bse.accts@gmail.com mail ID on the first day for online payment. This has to be ensured by the Camp Officer.**

FOR EXAMPLE:-

- Unit : FLO - I.
- Evaluation completed.
- Totaling Done.
- Keep the Answer books serially according to Roll Nos.
- Serial shall be perfectly done.
- Count the Answer books. Tally with the Answer books received for evaluation from the Camp Officer. If tallied continue as follows.
- Scrutiniser 1 has to take the answer books to Strong Room-II where Maker is sitting.

OR

- Scrutiniser 2 has to take the Answer Books to other room where Checker is sitting.
- Either way of the above two, the work can continue.
- If Answer Books have been taken by Scrutiniser 1, he will dictate the total marks of the Answer Books and Maker will enter the marks one by one.
- After completion, the said Answer Books will be handed over to Scrutiniser 2.
- Scrutiniser 2 will dictate the marks to checkers & checker will enter the marks one by one.
- After completion of marks entry at both the ends the Ans Books shall be handed over to the Dy. Chief Examiners.(in this case answer books will be handed over by Scrutiniser-2.)

- In other way half of the valued answer books can be taken by both the scrutinisers and start entry of marks at both the points & exchange between them after completion of posting.
- In either way online posting of marks can be done.
- Deputy Chief Examiners shall make the packet centre wise in denomination of 150 answer books or part there of with the help of both the Scrutinisers and handover to the Camp Officer in Strong Room-I.
- Before making packet of the Answer Books with pasting of packet slip, the Deputy Chief Examiners/ Camp Officer should confirm from the concerned online supervisor that no Mismatch/ Missing/ Unposted marks exist for that particular subject and Center.
- The Mismatch/ Missing/ Unposted marks if any are to be verified at the Checker/ Maker points.
- Maker/ Checker shall verify whether all the mark foils allotted to them have been posted with marks or not.
- If not, they should inform the Deputy Chief Examiners/ Camp Officer who in turn shall verify the same from the concerned supervisor or Controller of Examinations.



INSTRUCTIONS FOR PREPARATION OF VALUED ANSWER BOOK PACKETS

REGULAR & EX-REGULAR

1. The valued answer books of Regular, Ex-Regular, CC(Regular) and CC (Ex-Regular) will be packed continuously according to roll no. centre wise @150 per packet or part there of. In case of subjects like MTH, GSC & SSC the contents of the answer book in a packet will be one hundred or part there of per centre depending on size of the packet. The answer books of two centres shall not be put in a single packet.
2. At the end of the day, the Chief Examiner with help of the Dy. Chief Examiners & Scrutinisers shall arrange the valued **answer papers serially according to Roll nos. (centre wise), pack them with the packing paper. The number of answer papers if exceeds 150 per centre more than one packet per centre can be prepared. The answer book of one centre must not be kept in the packets of another centre.** The packing slips supplied by the camp officer should be filled in correctly mentioning **the roll numbers from ____ to ____ of answer books kept in that packet** and the said slip be pasted on the packet. A copy of the slip should also be kept inside the answer book packet.

Important :- *The gunny bag of valued answer books of different subjects be prepared subject/ district wise.*

PATTEREN OF ROLL NOS:-

Regular – 001AA0001 to 001AA2400

Ex-Regular – 001AA2401 to 001AA3000

Correspondence Course Regular – 001AA3001 to 001AA4000

Correspondence Course Ex-Regular – 001AA4001 to 001AA5000

IMPORTANT

The District Education Officer/ the Centre Supervisor/ the Camp Officer/ Visiting Officers of the Board shall pay surprise visit to the valuation centre. Any Scrutiniser/ Examiner/ Dy. Chief Examiner/ Chief Examiner or any other person in the valuation centre, if found to have been involved in any kind of malpractice or delinquency or acting in contravention of the instructions given, shall be dealt with firmly and action as deemed fit shall be initiated by the Camp Officer in consultation with the Centre Supervisor and the District Education Officer/ Visiting Officers of the Board.

Further all persons associated with the valuation work are instructed to act as per the **Education Act, 1994 u/s. 11 (d) and the Odisha Conduct of Examination Act, 1988 u/s. 5 and 9.**

NOTE :- *The persons associated with the evaluation work are advised to ensure error free valuation as the answer books may be produced in the Court for re-examination by order of the Hon'ble High Court.*

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

SI. No.	Nature of lapse/ act comitted in connection with the examination conducted by the B.S.E., Odisha	Penalty
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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

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|--|---|
| 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

- | | |
|---|--|
| 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 exam 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. |

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|--|---|
| 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

- | | |
|---|--|
| 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

1.	Totaling mistake up to 5 marks.	Penalty up to 01 day remuneration and proceeding for disciplinary action.
2.	Totaling mistake resulting in change of results.	Penalty up to 01 day remuneration 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 remuneration 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 remuneration 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 remuneration 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 remuneration 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 remuneration and proceeding for disciplinary action.
8.	Failure to sign on the cover page of the question-cum answer sheet.	Penalty up to 01 day remuneration 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 remuneration and proceeding for disciplinary action.
10.	Inter change of marks while posting in the mark foil.	Penalty up to 01 day remuneration 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 remuneration 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.

SECTION – VI

**DUTIES & RESPONSIBILITIES OF THE EXAMINERS FOR CHECKING OF
ADDITION OF MARKS**

SUBJECTIVE ANSWER BOOK

1. The checking addition examiners are to sign in the attendance register and register maintained by the Camp containing the answer papers issued to each examiner everyday before the checking work starts.
2. They are to receive the answer papers prepared according to the distribution sheet from the supervising Officer of the Board.
3. **The Examiners are to Check :-**
 - (i) The set code mentioned on the cover page of the Answer Book relates to the answer given by the candidate. If set discrepancy is found the Answer Book may be treated as not valued. The same is to be valued under the supervision of Scrutiny Committee.
 - (ii) All the answers in the Answer Books have been valued and marks have been awarded or not. If not valued, the said answers is to be valued and fresh marks be awarded.
 - (iii) The part marks awarded by the previous Examiner has been correctly counted and rounded off or not.
 - (iv) The part and rounded marks have been correctly posted on the cover page of the Answer Book or not.
 - (v) The totalling of part marks and total marks are correct or not.
 - (vi) Additional papers as per the number mentioned by the invigilator are correctly attached to main answer paper or not.
4. Discrepancies as mentioned at 3(i) to (vi) if found in the Answer Books, are to be rectified and referred to the Scrutiny Sub-Committee. The Checking Addition Examiners are to note their observation regarding the above discrepancies in a prescribed report and write “**Checked and Referred**” on the cover page of the Answer Books. Observations of the Checking Addition Examiners must not be mentioned in the Answer Book.
5. The Answer Book which do not have any such discrepancies is to be marked “**Checked and No Change**” on its cover page.
6. “**No Change**” & “**Referred**” as the case may be are also to be mentioned against the Roll Numbers and subjects in the Distribution Sheet supplied to the examiners.
7. **Blue Ball Pen** is to be used for the purpose of checking addition.
8. Examiners are required to check atleast **70** answer papers subject to maximum of **120** papers per day.
9. Secrecy and impartiality in discharging the duties are to be strictly maintained and utmost care is to be taken in checking addition work so that no error creeps in at this stage.
10. In any discrepancy as mentioned at 3 (i) to (vi) is escaped in the Checking Addition process by the Examiners and subsequently detected at the level of the Checking Addition Committee or Hon’ble High Court, the matter will be viewed seriously.

SECTION – VII

T.A./D.A./C.A. REMUNERATION TO CHIEF/ DY. CHIEF/ ASSISTANT EXAMINERS & SCRUTINISER

1. (i) The Chief/ Dy. Chief Examiners/ Assistant Examiners/ Scrutiniser coming from outside be paid bus fare to and fro at fixed rate of Rs.0.93p. seventy two paise per kilometer.
(ii) Halting allowance to Chief Examiners/ Dy. Chief Examiners/ Assistant Examiners/ Scrutinisers will be paid @ Rs.90/- (Rupees Ninty) only per day of work at Valuation Centre in addition to admissible bus/train fare. One extra Halting allowance Rs.90/- (Rupees Ninty) only will be paid for the day of joining at the Valuation Centre provided they actually join one day before the day of central valuation. The attendance register in case of such joining should be maintained from the preceeding day of valuation by the Chief and to be submitted along with bills duly countersigned by the Centre Supervisor.
(iii) The Chief/ Dy. Chief/, Asst. Examiners and Scrutinisers are attending valuation centre from a distance of 250 of km. or more may be paid one H.A. extra for joining the valuation centre and another extra H.A. for return journey.
(iv) The Chief Examiners, Dy. Chief Examiners, Asst. Examiners & Scrutinisers are coming from outside be paid incidental charges of Rs.15/- (Rupees Fifteen) only consolidated for forward and return journey taken together.
2. The local Chief/ Dy. Chief/ Asst. Examiners & Scrutiniser shall be paid Rs.50/- (Rupees Fifty) only on each day towards conveyance charge for the actual period of duty. No. T.A/ H.A. will be paid to them for this purpose. The places situated within a radius of 8 (eight) kms from the valuation centre shall be treated as local. The Examiners coming from their Headquarters by crossing river through Ferry ghat, one extra I/C of Rs.15.00 (Rupees Fifteen) only shall be allowed for their to and fro journey subject to production of receipt. The local Chief/ Dy. Chief/ Asst. Examiners/ Scrutinisers are allowed to get C.C. for the preceeding day of valuation if they actually join on that day.
3. The Chief/ Dy. Chief/ Asst. Examiner/ Scrutinisers will be paid sitting allowance @Rs.20/- per day for the days of actual evaluation.
4. The scrutiniser will get remuneration @Rs.200/- per day for the period of evaluation.
5. Each Asst. Examiner/ Examining Chief will get remuneration at the following rates.
 - (i)

	For paper Carrying 75 or more marks	For paper carrying less than 75 marks
H.S.C./SOSC	Rs.8.00	Rs.5.00
D.El.Ed.	Rs.7.50	Rs.5.00
CPED	Rs.7.50	
Madhyama		Rs.5.00
HLT	Rs.2.00	
Single Subject	Rs.7.00	
 - (ii) In any case total amount paid to an examiner should not be less than Rs.50/- per day only, **for HSC/D.El.Ed/CPED/Madhyama/SOSC** Examinations.

(iii) **REMUNERATION FOR CHIEF EXAMINERS**

	<u>H.S.C./ SOSC</u>	<u>D.El.Ed.</u>	<u>CPED</u>	<u>Madhyama</u>
(a) Not Examining answer book by self		for paper I to VII		
	1300/-	1100/-	550/-	1100/-
	650 in case of	for paper		
	Period of valuation	VIII to XII		
	does not exceed 5 days	1200/-		

(b) Examining answer books by self (Rs.50.00 per day subject to maximum Rs.500/-)

Note :- (i) *In case the period of valuation for the H.S.C. Examination exceeds 12 days the Chief Examiner & Dy. Chief Examiner shall be paid remuneration @ Rs.75/- & Rs.50/- (Rupees Seventy Five) & (Rupees Fifty) only respectively per each additional day in addition to their usual remuneration, C.C. or H.A. as applicable.*

(ii) *In case of omission and commission if any, the payment shall be guided as per Central Valuation Manual.*

(c) The Chief Examiner shall re-examine 4 specimen copies of subjective answer paper of each examiner daily for H.S.C./D.El.Ed./ Madhyama Sanskrit/ SOSC Exams and shall get remuneration @ Rs.3.00 per answer paper. The statement containing the Roll Nos. actually re-examined by him/her shall be submitted to the Camp Officer on the last day of valuation.

(iv) **REMUNERATION FOR DEPUTY CHIEF EXAMINERS**

(a) Rs.800/- for entire valuation period as remuneration but if the period of valuation does not exceeds 05 days the remuneration of Dy. Chief Examiner will be Rs.350/.

(b) Rs.1/- per answer book carrying more than 50 marks for re-examining and scrutiny. (All answer books)

Or, Rs.0.60/- per answer books carrying 50 marks for re-examining and scrutiny. (All answer books for SOSC Examination Rs.0.50 be paid to the Dy. Chief Examiner.

(c) The Chief and two Scrutiniser (Set-A & Set-B) shall stay one day more after completion of valuation of answer paper for entry of objective/ subjective marks, they shall be paid one halting allowance/ conveyance allowance and one sitting allowance for that day.

N.B. :- Remuneration of Dy. Chief Examiner towards re-examination of answer books per day will not be less than Rs.80/- (Rupees Eighty) only per day.



SECTION – VIII

T.A./D.A. & HONORARIUM TO PERSONS ENGAGED FOR CENTRAL VALUATION

1. The Centre Supervisor and other staff appointed in the centre for the purpose shall get remuneration as detailed below.

(i) **The Centre Supervisor Remuneration :-**

For Annual HSC Examination Rs.1500/-

For Supplementary HSC/ SOSC/ D.El.Ed./ Madhyama Rs.1100/-

Where total days of valuation not exceeds 05 days Rs.550/-

Besides their normal remunerations they be paid C.A. at the rate of Rs.50.00 only per day for actual period of valuation plus two days prior to the valuation. If the valuation exceeds 12 days, Rs.60/- only will be given as remuneration per day.

(ii) **Remuneration for Class–III & Class–IV Staff of the Valuation Centre School.**

For (SA-I & II) HSC Examination	Rs.1500/-
For Supplementary HSC/ SOSC/ D.El.Ed./ Madhyama	Rs.1100/-
Where total days of valuation not exceeds 05 days	Rs.550/-

This amount should be suitably disbursed by the Camp Officer on the recommendation of the Centre Supervisor among the Class–III and Class–IV staff engaged in the valuation centre obtaining proper acquittance from the recipients.

- (iii) The Watchman engaged for watch and ward duty by the Centre Supervisor shall be paid remuneration at the rate of Rs.75/- only per day from the date of receipt of Answer books till the valuation work starts basing on the certificate of the Centre Supervisor. He shall also be paid at the same rate from the date of completion of valuation till valued answer books are brought to the Board's Office.
- (iv) The labourers appointed in each centre on part time basis by the Camp Officer should be paid wages @Rs.120/- only per day for all such labourers engaged at the centre during actual period of valuation. (Instruction - 2 of Section–III).
- (v) The Camp Officer shall entrust watch and ward work at the centre for actual period of valuation on part time basis to reliable local people in consultation with the Centre Supervisor and the total amount to be spent on this account shall not exceed Rs.150/- only per day for all such persons engaged. (Instruction - 3 of Section–III)
Contingent expenditure of Rs.1000/- (One thousand) only for HSC/ SOSC Examination and Rs.400/- for D.El.Ed./ Madhyama Examination may be incurred by the Centre Supervisor towards repair of electric fittings/ Current charges/ telephone charges/ internet charges/ sanitizer/ maintenance of toilet etc. The Centre Supervisor shall submit an Utilisation Certificate for the above expenditure.
- (vi) Strict economy measures will be taken in respect of contingent expenditure. Orders for all expenditure beyond the amount sanctioned for the purpose (on account of arrangement of Electricity and Petromax light etc.) should be taken either from President / Vice-President/ Secretary during the period of valuation itself on recommendation of the Centre Supervisor and separate vouchers of extra expenditure to be submitted are subject to audit.

2. (i) The District Education Officers supervising the valuation centres are allowed consolidated remuneration as per the following rates :

Sl. No. No. of Valuation Centres

	in the District	Rate of Remuneration	
		(more than 5 days)	(5 days or less than that)
1.	One at Dist. Headquarter	Rs.2000/-	Rs.1000/-
2.	More than one and up to three	Rs.5000/-	Rs.1000/-
3.	More than three	Rs.6000/-	Rs.2000/-

- (ii) The driver of the Govt. vehicle engaged by the District Education Officers shall also be paid Rs.50/- (Rupees Fifty) only per day for local and Rs.70/- (Rupees Seventy) only for outside centre. The bill is to be countersigned by the District Education Officers stating the vehicle number.
3. Details of T.A./D.A. and remuneration etc. to officers and staff of the Board engaged for Centre Valuation are mentioned in Appendix–A.
 4. In exceptional cases President, Vice–President and Secretary may sanction additional amount for expenses not mentioned in the manual.
 5. The Camp Officers shall devote the following nos of extra days with the staff in the camp to comply defects and complete the remaining work after the last day of valuation of answer books.
 - a) For AHSC/ Madhyama/ SOSC Examination = 04 days
 - b) For SHSC/ HLT/SS/D.El.Ed. Examination = 02 days
 6. The Camp Officer, on his satisfaction after completion of the work at the Centre shall disburse the dues of his staff on the spot along with his own dues.
 7. The Camp Officer should submit their vouchers and balance amount if any in the main office within 7 days from the date of return to Headquarters failing which disciplinary action as deem fit shall be taken against them.
 8. All the visiting officer are required to mention their visit to the Valuation Centre in a log book with their remarks.
 9. The Maker and Checker will be paid @ of Rs-300/- (Rupees Three Hundred) only per day.



**REPORT OF THE CHIEF EXAMINER REQUIRED TO BE SUBMITTED
ALONG WITH THE BILL**

1. Name of the Valuation Centre.
2. Subject Unit
3. Name & Address of the Chief Examiner.
4. Number of Asst. Examiners worked in the Unit ____
5. Number of Dy. Chief Examiners worked in the Unit ____
6. Date of beginning of the actual valuation ____
7. Date of closing of the Unit ____
8. Total number of days ____
9. Total number of answer books evaluated in the Unit ____
10. Total amount paid to the unit towards remuneration, T.A./D.A. etc. _____

**Full Signature of
The Dy. Chief Exams.**

**Full Signature of
The Chief Examiner**

THE ORISSA CONDUCT OF EXAMINATION ACT – 1988

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

SHORT TITLE :

1. This Act may be called “**the Orissa Conduct of Examination Act, 1988**”.

DEFINITIONS :

2. In this Act, unless the context otherwise requires :

- (i) “Recognised Examinations” means an examination specified in the scheduled and includes evaluation, tabulation, publication of results and all other matters connected therewith.....
- (ii) “Unfairmeans” in relation to any recognised examination means take or giving or attempting to take or give any help, other than one permission if any, under the rules, applicable hereto, from any material, written record or printed or relayed from any person, in any form whatsoever.

PROHIBITION OF USE OF UNFAIRMEANS AT EXAMINATIONS :

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

RESTRICTION OF COPIES OF QUESTION PAPER AND OFFER OF INFORMATION :

3. No person, who is not lawfully authorised/ 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 recognised examination.
 - (i) Procure, attempt to procure or possess, such question paper or a 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 :

4. No person, who is entrusted with any work connected with a recognised examination shall, except 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 :

5. 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 NEAR EXAMINATION CENTRE, ETC :

6. No person, save in the discharge or his duties shall :
 - (i) During the hours when a recognised examination is conducted at any recognised examination centre or where any evaluation or tabulation work relating to a recognised examination is done.

- (ii) Two hours proceeding the commencement of such exam, 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 and of the following Acts within the premises where in the recognised examinations is held or at any place where evaluation to tabulation work is done at any public or private place within a distance of one hundred meters 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) Including in such other activity as is likely to be prejudicial to the conduct of such examination or is likely to affect the secrecy 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 :

7. No person assigned with invigilation work or superintendent of any recognised 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 :

8. Whoever contravenes any of the provisions 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.

9. (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 non-bailable.

EFFECT OTHER LAWS :

10. (i) Subject to the provisions of Sub-Section.
- (ii) The provisions of this Act shall have effect notwithstanding anything 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.

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

	<u>TEL. NOS.</u>	<u>FAX NOS.</u>
President Office (0671)	2415305	
Secretary Office (0671)	2415404	2415167
Controller of Exams.(0671)	2432801	2432801
Finance Officer & (0671)	2415363	
Accounts Officer (0671)	2414308	
Office (PBX) (0671)	2415460	
	2415429	
	2414927	
	2414928	
	2412059	
	2413305	
	2413306	
Dy Secretary (Secret) (0671)	2415380	2415380
Central Zone, CTC (0671)	2415236	
BBSR Zone (0674)	2434474	
Balasore Zone (06786)	263181	265336
Berhampur Zone (0680)	2404308	
Jeypore Zone (06854)	232023	
Sambalpur Zone (0663)	2400402	