

# **Guidelines for Theory Examinations**

## **(Bye-Laws Governing Examination & Certification 2017-18)**

**Mahamaya Shiksha Parishad Paschim Banga (MSPPB)**

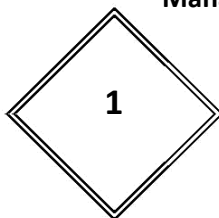
(Working As an Autonomous Body)

**TO BE NOTED BY THE CENTRE SUPERINTENDENTS (Important)**

- ◆ No candidate shall be allowed to appear in an Examination Centre other than allotted, unless permitted by the MSPPB/Regional Centre concerned in writing. If a candidate changes Examination Centre without the permission of the MSPPB/Regional Centre, the result will be withheld and it will be treated as a case of use of unfair means.
- ◆ A copy of the 'Instructions for Invigilators' as given in Chapter-4 is provided to all the Invigilators appointed at the Examination Centre. A certificate that no near relative is appearing in the examination from that centre should be taken from all the Invigilators.
- ◆ To ensure that the candidate has filled in all the columns of Answer Sheet and no column is left blank. The invigilator should be instructed to sign the Answer Sheet after verifying the roll number and photograph from the Identity card.
- ◆ All candidates of Secondary Examination have only one question paper based on revised syllabus.
- ◆ The candidate has properly recorded the Answer Sheet Serial Number and signed against his/her name only.
- ◆ All unfair means cases are processed strictly as per Guidelines given in Chapter-6. The invigilators and Centre Superintendent must complete and sign the UFM Performa even if the candidate is caught by Flying Squad. Relevant evidence should be attached with each UFM case.
- ◆ The doors are opened half an hour before the starting time on the first day and fifteen minutes before the starting time on the subsequent days.
- ◆ No Candidate who is late by more than 30 minutes should be allowed to take the examination.
- ◆ No candidate is allowed to leave the Examination Hall or take away the question paper before the expiry of half time allotted to a particular paper.
- ◆ If a candidate does not have Intimation Letter, he/she may be allowed to

appear in the examination on the basis of records available on the Identity Card of MSPPB provided his/her name appears in the list of candidates and attendance sheet of that subject sent by the MSPPB

- ◆ The Centre Superintendent should maintain complete account of Blank Answer Sheets supplied by the MSPPB. The bill of Centre Superintendent will be cleared only after he/she renders a complete account of Answer Sheets and returns the unused Answer Sheets to the Regional Centre concerned.
- ◆ For disabled/differently abled candidates, please read instruction mentioned in chapter '8' carefully.
- ◆ Examination materials i.e. used/unused Answer Sheets, Attendance sheets and seating plan are very sensitive and confidential in nature and property of MSPPB, hence, the same or copy are not allowed to be given to any person unless authorized by MSPPB.
- ◆ The Centre Superintendent is responsible to conduct the examination in free and fair manner. Any adverse report received by the MSPPB for indulgence in malpractices during the course of entire evaluation process, the centre may be booked under mass-copying and the result will be withheld besides appropriate action to be initiated against them.



## IMPORTANT CHECK POINTS

The Mahamaya Shiksha Parishad Paschim Banga conducts two full-fledged public examinations every year. Conduct of Examination is a very important activity in which all constituents of MSPPB contribute whether they are at the Headquarter, Regional Centres or at the Academic Centre. The Centre Superintendent/Dy. Superintendent takes all precautions to ensure smooth and fair conduct of examination at their Examination Centre.

However, there is need to check all the details before the commencement of Examination. For the sake of uniformity, MSPPB has laid down detailed Guidelines for Centre Superintendents for Theory Examinations. Before moving on to various aspects of the conduct of examination, here are some important instructions/points, which may strictly be adhered to.

**All persons concerned with examinations should read the Guidelines for Centre Superintendents carefully before the commencement of examination.**

### 1.1 BEFORE THE EXAMINATION

#### 1.1.1 Ensuring Receipt of Question Papers.

- i. Ensure receipt of the Question Paper in advance. In case of non-receipt of these, at least 10 days before the commencement of Examination, please inform the Director (Evaluation) telephonically or via Fax/e-mail, otherwise it will be presumed that the Papers have been received and checked by the Centre Superintendent.
- ii. The sealed Question Papers should be arranged date-wise according to the date-sheet and kept under the safe custody.

### **1.1.2 Facilities for the candidates**

- i. Display date-sheets and Instructions for the Candidates as given in chapter-2 (2.3) of this booklet, outside the Examination Hall.
- ii. Purchase Log Tables in sufficient quantity in advance and make available the same for use of students in Mathematics, Physics and Chemistry examinations. These should be used in the subsequent examinations of Mahamaya Shiksha Parishad Paschim Banga.

### **1.1.3 Receiving of question paper from Custody.**

- i. Ensure receipt of Question Papers well in time for the day and open the same which is/are meant for that particular day.

Always ensure the availability of requisite number of Question Papers well in advance of the actual examination by checking with the list of candidates and Question Papers received.

### **1.1.4 Appointment of Invigilators**

- i. The invigilators should invariably be appointed from the teaching staff. The details about the invigilators, who are not from the staff of the School should be kept in a register along with details of teaching staff appointed from School.
- ii. Every invigilator should be required to sign in the attendance register, the time of arrival and departure in a register to be specially maintained by the Centre Superintendent. All the invigilators on duty must carry Identity Card issued by the school.

### **1.1.5 Eligibility of the candidates to appear in Examination**

- i. Only those candidates, whose names appear in the list of candidates and subject wise attendance sheet supplied by the MSPPB or those who have got written permission from the Regional Centres/ Mahamaya Shiksha Parishad Paschim Banga Headquarter, be allowed to appear for examinations at your Centre. Please do not allow any other to appear in the examinations.

- ii. If any candidate approach the allotted Examination Centre with Intimation Card of the current examination showing eligible subjects and dates, he/she may be allowed even if his/her name is omitted from the list of candidates due to some error after verifying his/her Identity Card on provisional basis and after obtaining an undertaking subject to his/her being eligible otherwise.

## **1.2 DURING THE EXAMINATION**

### **1.2.1 Checking the Candidates before Entry in the Examination Hall**

- i. Frisking of the candidates should be done thoroughly at the entrance gate itself before the candidates are allowed to enter the examination hall.
- ii. Do not permit the candidates to bring books, papers or reference material of any kind in connection with the examination into the Examination Hall/Room.
- iii. Ensure that no candidate brings any electronic equipments like Calculators, Tape Recorders, Cellular Phones, Pager etc. in the examination hall/room.
- iv. However, the candidates are permitted to bring with them the drawing instruments and stencils or templates for drawing outline maps for Physics, Chemistry and Geography examination.

### **1.2.2 Handling of Question Papers**

- i. Distribute the Question Papers at the precise time of commencement of

Examination given in the date-sheet. In case, due to some unforeseen circumstances, there is delay in the commencement of examination at the scheduled time, the time so lost in the process must be compensated and a certificate be sent to this effect to the Regional Centre concerned as well as to the Director (Evaluation), MSPPB on the same day.

- ii. For blind candidates, in the subjects of Social Science and

Mathematics of Secondary Examination and History of Senior Secondary Examination, there is an

alternative to questions of maps/diagrams, which have to be attempted only by the blind candidates. In such cases, on the top of the Answer Script, the words "THE BLIND CANDIDATE" must be written.

### 1.2.3 Handling of Attendance Sheets

- i. Ensure that Attendance Sheets are correctly filled in and signed by the candidates daily.
- ii. Encircle the Roll Numbers of absent candidates with Red Ink and mark them ABSENT in place of their signatures in Attendance Sheets.
- iii. Mark 'UFM' in case of candidates who have been booked under use of unfair means.
- iv. Add the names of additional/authorized candidates such as centre change cases (permitted by Regional Centre/MSPPB Headquarter) on the computerized attendance sheet for obtaining their signatures.
- v. In case, computerized attendance sheets sent by the MSPPB are not received at the Examination Centre before the 1st day of Examination, take the attendance of the candidates allotted at the centre in the attendance sheet in Performa given in

**Annexure-I or get it download from MSPPB website [www.msppb.ac.in](http://www.msppb.ac.in).**

- vi. Ensure that the Attendance Sheets bear the signatures with rubber stamp of the Centre Superintendent appointed by RC (MSPPB) before these are sent to the Regional Centres concerned on the same day of the exams. along with the packets of Answer Sheets.
- vii. The scanned nominal roll provided by the MSPPB must also be used for obtaining the attendance of students daily. As soon as all

the examinations are over, the same be sent to the Regional Centre concerned for record

#### **1.2.4 Handling of Answer Sheets**

- i. Please Affix facsimile stamp of the signature of the Centre Superintendent on Answer Sheets at the appropriate place before these are issued to the candidates. Under no circumstances, address stamp of the Centre should be used on the Answer Sheets and the signature of the Centre Superintendent should not be put outside the flap area.

- ii. Instruct the candidates not to write his/her name, roll no. or make any

distinguishable sign or mark anywhere in the Answer Book/Graph/Map except at the places specified for the purpose.

- 1.2.5** Maintain a proper account of all the used and unused Answer Sheets (as in **Annexure-7**) and send a copy of the same duly verified by the Observer of MSPPB along with the Attendance Sheets and sealed Answer Sheets daily. One copy may be retained by the Centre Superintendent in his records which would be open for Inspection and for physical verification of unused Answer Sheets by OSDs, Observers or Flying Squad Members or any other person deputed by MSPPB.

#### **1.2.6 Handling of Unfair Means (UFMs) Cases**

Please ensure that the unfair means cases detected during the course of examination are properly recorded and packed in a separate envelope and sent to the Regional Centre concerned with requisite statements and documents as per procedure laid down in **Chapter-6**. The copying material found with each of the cases should also be enclosed. Please send this packet along with the packet containing the Answer Sheets for that day.

#### **1.2.7 General Arrangements**

- i. Give a bell sound after completion of each hour during the



examination. One bell sound should also be given 10 minutes before completion of the paper and long/final bell at the end. The Invigilators should communicate these indications to the candidates before commencement of examinations.

- ii. Centre Superintendent should be careful about making arrangements for toilets for the use of candidates.. Separate toilets are required for boys and girls.
- iii. Ensure that proper police arrangement is made at the Centre.
- iv. Allow the Observers/Members of Surprise Visit Team appointed by the MSPPB/ Regional Centre to inspect the records and the Examination Halls/rooms after ensuring that the visiting team is having proper authority letter from MSPPB.

### 1.3 SEATING ARRANGEMENT

- i. A day before the commencement of the examination, the Centre Superintendent shall ensure that satisfactory seating arrangements for the examination have been made. He/She shall particularly see that the candidates are to be seated in such a way that the students are not able to communicate with each other **i.e. whenever a two-seat desk is used, only one candidate should be seated and in case of availability of four-seat desk, only two candidates should be seated on it.**
- ii. The Centre Superintendent shall prepare a seating plan of Examination Hall and/or rooms showing the order of seats allotted to candidates and the direction in which  
  
the candidates sit as per Annexure-II and shall send a copy of the seating plan for each session to the MSPPB Regional Centres along with the bundle of Answer Sheets. Please keep in mind that the vertical row should contain the seats No. 7, 10, 13, 16, 19 and so on.
- iii. A slip giving the Roll Number of each candidate should be pasted or the Roll No. should be written with chalk on each

desk/table, so that the candidate has no difficulty in finding out his allotted seat. Candidates must be seated sufficiently apart to prevent collusion/contact.

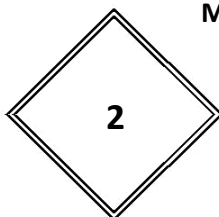
- iv. In the seating plan for each room, candidate who is absent be encircled with RED ink indicating ABSENT.

#### **1.4 DISPATCH OF ANSWER SHEETS**

The Answer Sheets, Attendance Sheets, scanned attendance sheets and other related materials pertaining to Theory Examination will be dispatched to the concerned Regional Centre or to specified places as per direction from the MSPPB, as per instructions in **Chapter-7** of Guidelines.

#### **1.5 PRACTICAL EXAMINATION**

- i. **The Practical Examination will be conducted at the respective study centre i.e. Academic Centre (AC).**
- ii **The Practical examination for each Vocational subject under academic stream will be conducted at the respective Study Centre/ Accredited Vocational Institution (AVI). The candidates may approach their Study Centres for details of Practical Examination Centre.**



## INSTRUCTIONS FOR CANDIDATES AND CENTRE SUPERINTENDENTS

### 2.1 FOR APPEARING IN THE EXAMINATION, THE CANDIDATE SHOULD BRING WITH HIM/HER THE FOLLOWING:

- (i) ***Intimation Letter or special permission issued by the MSPPB***
- (ii) ***Valid Identity card issued by MSPPB.*** If his/her Admission card/Identity card is lost, duplicate copy of the same should be obtained from the Regional Centre concerned of the MSPPB before appearing in the examination.
- (iii) ***Pen, pencil, ink and other stationery items required to be used by the Candidates for the examination.*** Only royal blue or blue black ink is to be used, except that red ink may be used for writing heading in the answers. No other ink is permissible. Ball point pens are also allowed.

Electronic equipments like calculators, tape recorders, cellular phones, pagers etc. are not allowed in the Examination Hall.

**2.2 The Examination Hall will be opened on each day 15 minutes before the time** specified for the commencement of the examination. No candidate who is late by more than 30 minutes shall be allowed to appear in the examination.

**2.3 A chart depicting the Room wise Seating Plan with Roll No. of the candidates allotted to each room should be prominently displayed** at the entrance of the Exam Centre. A seat marked with his Roll Number will be allotted to each candidate. Candidates will be required to find out and occupy their allotted seats.

**2.4. No candidate, without the permission of the Invigilators shall leave**

**his/her seat or the Examination Hall during the examination.** No candidate shall speak without permission. If it is necessary for the candidate to communicate with the Invigilator, he/she shall stand up in his/her place and the Invigilator will see to his/her requirement.

- 2.5 Before beginning his/her paper, he/she should write on the title page of his/her Answer-Book the (i) subject, (ii) date of exam., (iii) Question Paper set no. ( ✓), (iv) Question Paper Code No., (v) Language of Answer.** He/She shall write his/her Roll No. and name in the space provided on title page and nowhere else in the answer book. He/She shall also write his/her Roll No. on his/her question paper as soon as it is received by him/her.
- 2.6** The candidates are also allowed to write the answer in any one schedule regional language (except language paper) in a subject although the Question Paper is supplied in Bilingual (Hindi/English). The candidate has to write the medium of answer on the specified space on the Answer Book.
- 2.7** If a candidate writes his/her Roll No. or puts any special mark in any part of the Answer-Book other than the space provided for the purpose, he/she will render himself/herself liable to have his paper cancelled.
- 2.8 On the expiry of time, the Answer Sheet must be handed over to the Invigilator** even though the candidate may not have answered any part of the paper.
- 2.9 Answers shall only be written in the Answer Sheet supplied to the candidate and on both sides of the paper.** No candidate shall tear out a leaf or part thereof from the answer book. No additional Answer Sheet shall be issues.
- 2.10 Smoking or Chewing tobacco or use of alcohol is strictly prohibited at the Examination Centre.** Candidates found doing so during the course of the Examination shall be liable to be expelled from the Examination Centre by the Centre Superintendent. Candidates found drunk alcohol or any intoxicating drug will not be allowed into the examination hall.
- 2.11 A candidate found committing any of the following acts shall be deemed to have used unfair means and his/her examination result shall**

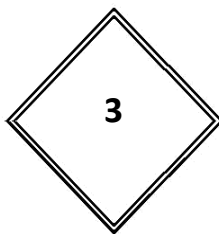
**be withheld:**

- (i) Writing name, roll number or putting signature or any other mark at any other places not specified in the Answer Sheet which may disclose, in any way, the identity of the candidate. Name and/or roll No. is to be written only in the space provided for it and nowhere else.
- (ii) Appearing in the Examination Centre other than the allotted to the candidate without the permission of MSPPB.
- (iii) Having in possession book(s) notes, papers or any other material, connected with the examination.
- (iv) Receiving or giving assistance in copying in any form during the course of the examination.
- (v) Smuggling in or out of the examination hall question papers, Answer Sheet etc. and tearing leaf/leaves from the question papers, Answer Sheet or tampering with the Answer Sheet in any way.
- (vi) Using abusive/derogatory language orally or in the answer book/against the Centre Superintendent/ Examiner/ Invigilator or threatening/ using violence towards Invigilator or Centre Superintendent
- (vii) Impersonation i.e. sending some other person to take the examination.
- (viii) Communicating with the examiner or any other person connected with the examination, with the object of unduly influencing him in any way.
- (ix) Any other type of misconduct or a deliberate previous arrangement to cheat in the examination.
- (x) Writing questions or answers on any paper other than the answer book.

- (xi) Wrong statement in the application for admission such as tempering with the certificate/statement of marks etc. or forging a signature.

The decision of the UFM Committee in imposing penalty for the offence committed by him/her shall be final and binding on him/her.

**2.12** A candidate can be physically searched by the Centre Superintendent/ Invigilator/ Observer/ Flying Squad deputed by the MSPPB before or during the examination at any time.



## NORMS FOR ENGAGEMENT OF STAFF

In order to conduct the MSPPB examination, MSPPB allows the Centre Superintendent to engage the staff from their school/AI or from other nearby institutions as per the following norms.

### 3.1 NORMS FOR ENGAGING STAFF ON DUTY

**3.1.1 Centre Superintendent:** There will be one Centre Superintendent for each Centre and his/her appointment shall be approved by the MSPPB.

**3.1.2 Deputy Superintendent:** may be appointed when the total number of candidates allotted to a Centre is 400 or more.

**3.1.3 Invigilators:** The invigilators should be appointed invariably from the teaching staff of the Centre. There will be two Invigilators in each room. If the number of candidates is more than 40 either in a room or in a hall, there will be one more invigilator for each 20 candidates or fraction thereof. ***In case only one candidate is registered for a paper, only one invigilator may be appointed for the session.***

**3.1.4** *In the examination centre where upto 200 learners are registered, they will be provided one additional Invigilator exclusively for checking Identity cards and attendance sheet on all the days of examination,. In case of more than 200 learners registered in the Examination two additional Invigilators (One male and one female) will be provided exclusively for checking Identity Cards and attendance sheet on all the days of examination.*

**3.1.5 Clerks:** There will be one clerk upto 249 candidates allotted

at the Centre for Examination. If the number is 250 or more, in particular day the number of clerks will be two.

- 3.1.6 Peon/Waterman:** There will be one peon and one waterman upto 249 candidates allotted. Additional peon and waterman (One each) may be engaged for the specific days on which the number of candidates registered exceeds 249.
- 3.1.7 Chowkidar/Sweeper:** There will be one Chowkidar and one Sweeper in the Centre on each day of examination including practicals irrespective of number of candidates allotted.



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## INSTRUCTIONS FOR INVIGILATORS

### 4.1 TO BE NOTED BY EACH INVIGILATOR

- 4.1.1** Each invigilator is required to give a Certificate to the Centre Superintendent to the effect that none of his/her relation is appearing in the Examination at the Centre and that none of the candidates appearing at the Centre has received private coaching from him/her.
- 4.1.2** Invigilators are under the control of Superintendent of the Centre during the period they are on such duty. They should not leave the examination centre without the permission of the Centre Superintendent
- 4.1.3** They should report at the centre at least 35 minutes before the time fixed for commencement of examination on the first day and 20 minutes before the commencement of examination on subsequent days or as per the instructions of the Centre Superintendent
- 4.1.4** If by chance, any Question Paper which is not scheduled for the session is found mixed up with the Question Papers, for the day it should be returned to the Centre Superintendent immediately without reading.
- 4.1.5** They should act as witnesses, as and when desired by the Centre Superintendent, to the opening of the question paper packet(s) and sealing and bags/parcels of Answer Sheets. Before signing as witness to the opening of question papers, the number of packets should be carefully examined, verified with the date sheet. Name and address should be mentioned while signing such certificates

on the question paper packets etc. In case of any doubt, the matter be reported to the MSPPB Regional Centre concerned on the telephone.

**4.1.6 No candidate suffering from any infectious disease like small-pox, mumps be allowed** to sit in the examination hall/room with other candidates. If such case is suspected, it should be reported to the Centre Superintendent immediately.

**4.1.7 One of the Invigilators should always accompany a candidate wishing to make use of the urinal, latrine** while the examination is going on. It should be ensured that there is no copying material kept in the toilets etc. and the candidates do not prolong their stay in the toilets. They should come back within the normal time.

**4.1.8 Invigilators should note that under no circumstances he/she should help the candidate for using unfair means** and if such a case is found, strict action will be taken against the invigilator which may debar him/her from any kind of payment/further duties at the MSPPB examination, besides the disciplinary or penal action.

## **4.2 DUTIES OF THE INVIGILATORS DURING EXAMINATION**

**4.2.1 Check that the candidates occupy their allotted seats in the room** under their supervision and the candidates do not possess any books, notes or any other papers. An announcement to this effect should also be made at the beginning of each session and the candidates should be asked to leave such books and papers outside the room/hall.

**4.2.2 Ensure that every candidate gets the correct question paper.** It would be advisable to make an announcement to this effect at the commencement of the examination. They should be told that if they attempt any other paper not meant for them they would do so at their own risk. All spare copies of question papers should be returned to the Centre Superintendent immediately after distribution and no late comer be allowed to enter the examination hall/room except with the permission of the Centre Superintendent.

- 4.2.3 Search the candidates physically before or during the course of examination.** Female examinees should be searched only by lady invigilators.
- 4.2.4 Check that every candidate has written in English numerical his/her correct roll number** on the space provided on the title page of the Answer Book. They should also see that all other particulars have been correctly filled in the columns provided on the title page of Answer Book. Roll number and other particulars must be written by the candidates at the proper places before they begin to answer the question papers. The invigilator should put his signature on the space provided on the Answer Sheet as token of having verified the correctness of the Roll No. and other particulars written on the title page by the candidates in his/her charge.
- 4.2.5 Verify the identity of candidates under their charge by checking the scanned list of the candidates, their identity Cards** issued by the MSPPB and by matching the photograph of the candidates on the scanned list with the identity cards. In case of any doubt, the candidate may be questioned and matter reported to the Centre Superintendent immediately.
- 4.2.6 Verify the identity of candidates under their charge by checking their , Identity Cards and Examination Hall Tickets** issued by the MSPPB and by tallying their signatures on candidates attendance sheets with the signatures on their admission cards. In case of any doubt, the candidate may be questioned and matter reported to the Centre Superintendent immediately.
- 4.2.7 Ensure that no candidate copies his answer with the help of another candidate or notes/books etc. or makes use of any other unfair means at the examination.** If a candidate is found talking or using unfair means, the book or material so used should be taken in possession by the Invigilator and matter be reported to the Centre Superintendent without delay. He should then act according to the instructions given by the Centre Superintendent The invigilator is also expected to make a written report to the Superintendent of the Centre about all such cases

and put his/her signature on the Answer Sheet and other material, document(s) found with the candidates as per direction of the Centre Superintendent

**4.2.8 No candidate should be allowed to leave the examination hall before the expiry of one hour** and further, if any candidate leaves before expiry of half of the total time allowed for the question paper, he/she shall not be allowed to take away the question paper with him or her.

**4.2.9 Maintain proper discipline, in the room for smooth conduct of examination** under their supervision and as such they should constantly be watchful and move about in the room and not indulge in talks and read any book, newspaper or even the question paper during the time of the examination. Lady Invigilators should not engage themselves in knitting etc.

**4.2.10 At the commencement of examination, close all exits to the Examination**

**Room/Hall, except one. All exits should be closed ten minutes before the paper ends.** One of the invigilators should then stand at the door and see that no candidate leaves the hall/room without handing over the Answer Book.

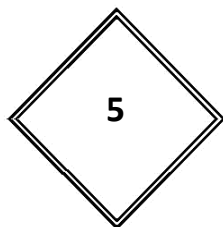
**4.2.11 After completion of the examination on each day, the invigilators should**

- i.* **collect all Answer Sheets immediately and the candidates should not be allowed to leave the room without handing over the Answer Sheets.**
- ii.* **arrange the Answer Sheets roll number wise serially before delivering to the Centre Superintendent** In case of a candidate running away with the Answer Sheet and Answer Sheet being not detected, the Invigilator concerned shall be held responsible for the same.
- iii.* **deliver the Answer Sheets of the candidates under their charge to the Centre Superintendent after the examination is over and,**

as such, they should take proper precautions for the same.

**4.2.12 The staff on examination duty at the examination centre must display their I-Cards indicating** that the individual is on examination duty. This would help to check the entry of outsiders. Similarly, the team of the observers will also carry their I-Cards/Authority Letter for disclosing their identity at the examination centre.

Cases not covered under the above rules should be referred to the Centre Superintendent for obtaining his guidance and necessary instructions.



## CUSTODY AND HANDLING OF QUESTION PAPERS

In MSPPB Examinations, the Question Paper are separate from the Answer Sheets. The students are issued Question Papers and Answer Sheets at the beginning on each day of examination. After the examination is over, candidates are allowed to carry the Question Paper with them. For proper custody of the question papers and their safe handling, the following instructions should be noted and complied with by the Centre Superintendent and the Invigilators.

### 5.1 RECEIVING OF THE QUESTION PAPERS .

- 5.1.1 The Centre Superintendent Should carefully go through the “Instructions for Storage and Handling of Question Papers” issued to the Centre Superintendent separately well before the question papers are actually sent for storage. They should remain in touch with the Security Officer and also to comply with the instructions notified in the booklet.
- 5.1.2 The Centre Superintendent should find out from the official concerned whether the question papers have been received or not.
- 5.1.3 In case of **non-receipt of Question papers, at least 10 days before the commencement of examination, they should inform Director (Evaluation)/ Dy. Director/Asstt. Director (Evaluation)** telephonically or by Fax otherwise it will be presumed that the packets meant for centre concerned have been received.
- 5.1.4 **Checking and arranging the question papers:** He/She should take action in this regard as specified in para 10 to 15 of booklet under

**"Instruction for storage and Handling of Question Papers".**

**5.2 COLLECTION OF QUESTION PAPERS**

**5.2.1 Question Papers should be collected so before** the commencement of each day of the exam. The time limit can be mutually fixed depending upon the distance to be covered to and from between the Exam. Centre and the Paper Custody Centre.

**5.2.2 The subject and course, date of the examination must be checked before taking delivery** and giving receipt on the prescribed **proforma** placed with each packet in duplicate to the Centre, so as to ensure that the correct packet of the question paper is taken out from the Security.

**5.3 HANDLING THE QUESTION PAPERS IN THE EXAMINATION CENTRE**

**5.3.1 The question paper packets should be opened 15 minutes before the start** of the examination and signature of two invigilators should be obtained at the time of opening of the question paper packets recording the exact time of opening.

**5.3.2 Question papers must be distributed at the precise time given in the date-sheet.** In case, due to unforeseen circumstances there is delay in the commencement of examination on a particular day, the time lost in the process may be compensated.

**5.3.3 In each packet, the question papers of all major subjects are arranged in the order of set A, B and C.** Therefore, while issuing the question papers to the invigilators, this order should not be disturbed. Even if a student is absent, a question paper should be kept on the seat allotted for him. After the permissible late arrival time is over and still the student does not turn up, the Question Paper can be collected back by the invigilator.

**5.3.4 The question papers should be distributed in such a way that each student in a row does not get the same set of question paper.** Student should be made to sit as per the seating plan (format enclosed as Annexure II).

**5.3.5** After distribution of question papers, the students should be instructed to write their Roll No. on the 1st page of the question paper. The Invigilator should sign in the space provided on the 1st page of Question Paper.

**5.3.6** The Centre Superintendent should get the unused question papers collected seal the same and should keep the same in his safe custody till the examination in that paper is over. The balance of question papers can be verified by the Team of Observers, OSDs or flying squad members or any other person deputed by the MSPPB at any time during the course of the paper.

**5.3.7** *No candidate should be allowed to leave the examination hall before the expiry of half of the time allotted to a particular examination.*

**5.4** *If any misprint or other ambiguity in a question comes to the notice of the Centre Superintendent, he should immediately draw the attention of the Director (Evaluation), MSPPB. In case any difference between English and Hindi version of the question paper is found then the English version should be relied upon unless otherwise considered necessary.*

All correspondence regarding handling and storage of the Question Paper Packets will be made to the Director(Evaluation), MSPPB.

#### **SEATING PLAN FOR DISTRIBUTION OF MULTIPLE SETS OF QUESTION PAPERS**

The MSPPB provides multiple sets of question papers, therefore, it becomes necessary that no two candidates sitting side by side should get same set of question paper. A standard seating plan for a room having four rows is given below:



**STANDARD SEATING PLAN FOR DISTRIBUTION OF QUESTION PAPERS**

**Room NO.** \_\_\_\_\_ **Floor** \_\_\_\_\_

Exam. Centre  
No. \_\_\_\_\_

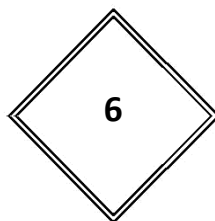
Name of  
Centre \_\_\_\_\_

Subject \_\_\_\_\_ Paper \_\_\_\_\_ Date \_\_\_\_\_

I Row	II Row	III Row
A	C	B
B	A	C
C	B	A
A	C	B
B	A	C
C	B	A

**Total No. of Candidate:**.....

**Signatures of Centre Superintendent:**.....



## DEALING WITH UNFAIR MEANS AND MASS COPYING CASES

Examination is a normal activity in the life of a student. The students should take examination as per the rules and regulations. Any attempt to use unethical practices during examination will invite penalties which are quite stringent. Prior to the start of the examination every day, the Centre Superintendent & Invigilation staff should caution the candidates and make frequent announcements to discourage the students from using unfair means.

### 6.1 PRECAUTIONS TO BE USED TO AVOID USE OF UNFAIR MEANS

- 6.1.1 The Candidates can be physically searched by the Centre Superintendent/ Invigilators/Member of the team of Observers deputed by the MSPPB/Regional Centre concerned before or during the examination at any time except that a female candidate should be searched by a female member only.
- 6.1.2 Normally when a candidate goes out to toilet etc. the invigilators must ensure that the question paper and Answer Sheet of the candidate have been left on his seat in the examination hall.
- 6.1.3 At the end of the examination, no candidate should be allowed to leave the room till all the Answer Sheets are collected, counted and found correct. If a candidate forces his way out with the answer book, the complete statement explaining the circumstances under which the candidate left with the Answer Sheet should be made out. **In no case this provision should be used to cover up the loss of Answer Sheet.** The statement should also contain the time of the incident and details of the case as to how the candidate took away the Answer Book. Efforts made to recover the Answer Sheet should also be stated.

6.1.4 Proper procedure must be followed while reporting the UFM cases.

6.1.5 However, a candidate found guilty of any of the following offences shall be deemed to have used unfair means and his/her examination result shall be withheld. The decision of the UFM Committee in imposing penalty for the offence committed by the candidate shall be final and binding on him/her.

## **6.2 OFFENCES DURING THE EXAMINATION**

6.2.1 Writing name or putting signature or any other mark in the Answer Sheet which may disclose, in any way, the identity of the candidate. Roll No. is to be written only in the space provided for it and nowhere else.

6.2.2 Appearing in the Exam Centre other than the allotted to the candidate without the permission of MSPPB.

6.2.3 Having in possession book(s), notes, papers or any such materials, connected with the examination.

6.2.4 Receiving or giving assistance in copying or in any form during the course of the examination.

6.2.5 Smuggling in or out of the examination hall Question Paper, Answer Sheet etc. and tearing leaf/leaves from the Answer Sheet or tampering with the Answer Sheet in any way.

6.2.6 Using abusive/derogatory language orally or in the Answer Sheet against the Centre Superintendent/ Examiner/Invigilator or threatening/using violence towards Invigilators or Centre Superintendent

6.2.7 Impersonation, i.e. sending some other person to take the examination in place of original candidate.

6.2.8 Communicating with the Examiner or any other person connected with the Examination with the object of unduly

influencing him in any way.

6.2.9 Any other type of misconduct or a deliberate previous arrangement to indulge in unfair practices in the examination.

6.2.10 Writing questions or answers on any paper including the questions paper other than the Answer Book.

6.2.11 Wrong statement in the application for admission such as tampering with the certificate/statement of marks etc. or forging a signature.

6.2.12 Any other unethical and unlawful activity by the Candidate.

### **6.3 PROCEDURE TO BE FOLLOWED FOR THE BOOKING OF UFM CASES**

The candidate booked under UFM is not to be expelled from the examination centre in that paper nor he be debarred from appearing in the remaining papers

#### **6.3.1 Issuance of Second Answer Sheet**

As soon as any case of unfair means comes to the notice of the Centre Superintendent, following immediate actions are to be taken:

- (i) Take possession of the Answer Sheet of the candidate along with paper or other material found in his possession,
- (ii) Record on the first Answer Sheet the time when the case was brought to the notice,
- (iv) Provide the candidate with a second Answer Sheet immediately, Record the time on the second Answer Sheet when it was issued to the candidate,
- (v) On the top of the second Answer Book, it should be super scribed "Second Answer Book".

### 6.3.2 Explanation of the Candidate

While issuing the second answer book, the candidate shall be asked by the Centre Superintendent to submit his explanation. In case the candidate refuses to give statement, he/she should not be forced to do so, only the fact of refusal should be recorded by the invigilator(s) on duty at the time of the occurrence and attested by the Centre Superintendent.

### 6.3.3 Statement of the Invigilator

The invigilator who detects the use of UFM by a candidate shall also record his statement which shall be verified and signed by the Centre Superintendent. In his statement the invigilator should mention precise information as to ***where from the material was found*** (in the pocket, desk, shoes etc.).

### 6.3.4 Copying Material so Detected

The copying material so detected by an Invigilator should be signed by the Invigilator and ***countersigned by the Centre Superintendent*** on each page and the total number of pages detected should be mentioned on the title of the Answer Sheets ***duly signed by the Invigilator and Centre Superintendent.***

### 6.3.5 Document required to be enclosed with UFM cases

All cases of UFM should be recorded in the form for reporting UFM cases as given in **Annexure-3**. The form shall be accompanied by the following documents:

- (i) First and Second Answer Sheets
- (ii) Explanation of the candidate
- (iii) Statement of the Invigilator
- (iv) Material found from the Candidate.

**Note** : All the columns of the proforma must invariably be filled in properly in

order to strengthen the case after complying with the instructions given in the proforma.

### **6.3.6 Dispatch of UFM Cases to the Regional Centre**

- i. All the UFM cases along with the prescribed proforma **Annexure-3** in each case should be sent to the Regional Centre as per **Annexure-5** in a separate sealed cover daily.
- ii. The fact that a particular roll no. was booked under UFM should be recorded daily in the attendance sheet as well as in the statement for dispatch of Answer Sheets to the Regional Centre concerned.
- iii. In respect of the cases detected by the members of the team of observers, the Centre Superintendent should forward the same to the MSPPB/Regional Centre Concerned after giving an opportunity to the candidate concerned to give his explanation. For these cases also, requisite proforma should be filled in by the Centre Superintendent and dealt with like cases detected by the Exam. Centre.

### **6.4 ACTION TO BE TAKEN IN CASE OF SMUGGLING OUT OF ANSWER SHEET**

In case a candidate has smuggled out an answer book, the Centre Superintendent should call for the student directly and try to secure the answer book. In case of non-recovery of the answer book, the matter should be reported to the police in the format as per **Annexure - 5** and a copy of the FIR be sent to the office of the MSPPB/ Regional Centre Concerned along with the statement of the Invigilators present in the room and also of the candidate. The statement of the peon/police constable etc. if any should also be forwarded.

### **6.5 ACTION TO BE TAKEN IN CASE OF IMPERSONATION**

- i. In case of impersonation, the Concerned Centre Superintendent should send to the MSPPB/ Regional Centre, the statement of the person found to be Impersonating, the Invigilator(s) and the original/actual candidate, if possible.

- ii. He may also report the matter to the police in the format as **Annexure – 4**
- iii. Arrange for taking photograph of the impersonator from 3 angles (front and two sides, left & right), and send along with the case.
- iv. The expenditure incurred in this connection shall be reimbursed by the MSPPB.

## **6.6 ACTION TO BE TAKEN IN CASE OF MISCONDUCT**

- i. In case of the misconduct of a serious nature, the matter should be reported to the police, if necessary.
- ii. Statement of the Invigilator(s) and that of the peon/policeman concerned may be obtained and sent to the office of the MSPPB/ Regional Centre Concerned for further action.

## **6.7 MASS COPYING CASES**

Mass copying is a different offence from the individual UFM cases. It is a group activity resorted to with the connivance of the Centre Superintendent and the staff on duty at the examination centre.

### **6.7.1 Broad areas of the mass copying**

Broad areas of the mass copying are as under :-

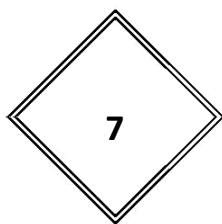
- i) Copying from the printed sheet circulated in the examination hall,
- ii) Displaying copying material on the blackboard.
- iii) Use of loudspeaker from outside.
- iv) Dictating answers by the Invigilators etc.
- v) **Any other mode adopted by candidates with the help of**

**other candidates/ invigilators or outsiders.**

**6.7.2 Penalties against the Centres booked under Mass Copying**

- (i)** Dis-accreditation of the Centre, if the examination centre is an AC of the MSPPB.
- (ii)** In the case of institution other than ACs, examination centre to be cancelled for ever or as deem fit by the MSPPB
- (iii)** Intimation to the respective boards for de-affiliation of the institution for resorting to unethical practices
- (iv)** Handing over the case to the Police wherein the acceptance of bribe is established as also the involvement of the Centre Superintendent/Invigilators.
- (v)** Publicity in the press against the institution involved in unethical practices during the conduct of examination indicating action taken against those institutions.
- (vi)** Any other penalty as recommended by the UFM committee for approval of the competent authority.





## HANDLING AND DESPATCH OF ANSWER SHEETS

### 7.1 HANDLING OF THE ANSWER SHEETS DURING EXAMINATIONS

#### 7.1.1 During the examination, the invigilators should ensure that

- (i) the facsimile of the Centre Superintendent is put at the specified space on each answer book. The facsimile of the Centre Superintendent should be without address.
- (ii) the candidate has filled in all the columns of Answer Sheet and no column is left blank.
- (iii) the invigilator has signed the Answer Sheets after verifying the fact.
- (iv) the candidate has properly recorded the Answer Sheets No. on the Attendance Sheet.

#### 7.1.2 Immediately after the examination is over

- (i) the Answer Sheets will be collected and arranged serially according to the serial no. of the Answer Sheets and Roll No. Wise.
- (ii) the examinees should not be allowed to leave the examination hall unless all the Answer Sheets have been collected, counted and verified.
- (iii) check the Answer Sheets with the list of candidates appeared in the examination in that subject on that day before their dispatch.

- (iv) separate bundles be made for each medium in the case of Secondary examination like Telugu, Gujarati etc..

**7.1.3** The Centre Superintendent should prepare a daily statement as per format (**Annexure 7**) indicating the number and serial number of Answer Sheets received, the number of Answer Sheets used and unused Answer Sheets being returned to the MSPPB.

**7.1.4** The sequence and account of Answer Books should be maintained. Unused

Answer Sheets (arranged serial wise) of one particular day should be used first on the next day.

**7.1.5** There will be no continuation answer sheets. The candidates will have to complete their answer in main Answer Sheet itself which containing 28 pages. No additional Answer Sheet shall be issued.

## **7.2 DESPATCH OF THE ANSWER SHEETS AFTER THE EXAMINATIONS**

**7.2.1** All the used Answer Sheets should be sent to the concerned Regional Centre/Collection Centre daily immediately after the examination is over.

**While dispatching the used Answer Sheets, the bundle of Answer Sheets should have the following items:**

- a) **Used Answer Scripts** be put in a paper bag, which should be tied with a 'Sutli' and sealed.
- b) **Sample impression of metal seal used for sealing the bags/packets**, (to be sent only on the 1st day of examination or when the seal is changed.)
- c) **Original Attendance sheet(s) of the day** placed in separate envelope and on top of the envelope should be marked "Attendance sheet for Secondary/Sr. Secondary date ..... subject....." should be given.

- d) Seating plan of each room (**Annexure 2**).
- e) First & Second copy of Answer Sheets of unfair means, if any, along with statements and enclosures as laid down in the procedure of unfair means should be put in an envelope with the documents. This envelope should be marked as 'Unfair Means Cases' and sent along with the bundle of Answer Sheets to the Regional Centres concerned.
- f) **A summary of the day's examination report** in the following format should then be prepared.

**SUMMARY REPORT OF EXAMINATION ON .....**

- i) **Exam. Centre No.** : .....
- ii) **Course** : Secondary/Sr. Secondary
- iii) **Date** : .....
- iv) **Subject** : .....
- v) **No. of candidates registered** for exam on this day at the Centre as per the Attendance Sheet .....
- vi) **No. of Additional Candidates**, if appeared, with the Permission of MSPPB/Regional Centre (in addition to above) .....
- vii) **Total candidates appeared** .....
- viii) **No. of candidates absent** (with reference to Attendance Sheet) .....
- ix) **No. of UFM cases** : .....

x) **No. of Answer Sheets used & sealed in the Packet** .....

**7.2.2 The Centre Superintendent should seal the packet in cloth and not in paper envelope** in the presence of observer, if any, and at least two Invigilators, who

should sign as witness to the effect that the Answer Sheets were packed in their presence on ..... at ..... a.m./p.m.

**7.2.3 The following information will be written on the cloth wrapped to dispatch the Answer Sheets (blue colour in the case of Secondary and red in the case of Senior Secondary)**

"Examination Centre No. and Name \_\_\_\_\_

Course: \_\_\_\_\_ Secondary/Sr. Secondary

Subject & Subject Code \_\_\_\_\_

Date of Examination \_\_\_\_\_

Session \_\_\_\_\_

To

(Address of the Addressee)

\_\_\_\_\_

**7.2.3 This should be sent to the Regional Centre concerned on the same day by Speed Post insured for Rs. 1000/- (Rupees one thousand only).** Where there is no Speed Post service, the material will be booked as Insured Parcel. In no case the Answer Sheets be retained at the centre.

**7.2.4 In emergent situation, the Answer Sheets packets be kept in the**

**nearest Police Station, against proper receipt.** These packets be taken back on the next day for booking the same through post office as usual. Original receipt obtained from the Police Station be sent to the Head, Regional Centre concerned.

### **7.3 SUBMISSION OF RECORDS TO THE REGIONAL CENTRES**

- (i) The Bill of Centre Superintendent will be cleared only after submission of Account of used and unused Answer Sheets and return of the unused Answer Sheets to the MSPPB immediately after the examination is over.
- (ii) The MSPPB may impose suitable penalty on Examination Centre for not adhering to these instructions.

**Annexure -1**

**PROFORMA FOR ATTENDANCE SHEET\***  
**(Secondary /Sr. Secondary Examination)**

Exam. Centre No. \_\_\_\_\_ Name of  
 Centre \_\_\_\_\_

Subject \_\_\_\_\_ Paper  
 \_\_\_\_\_ Date \_\_\_\_\_

Roll No.	Name of Candidate	Serial No. of Answer Sheet	Signature of Candidate

**Signature of Invigilator countersigned by Centre Superintendent**

**Note:**

1. Specimen signature of candidate must be verified by the Invigilator with the signature of the candidate on the I. Card/Admission Card.
2. If the candidate is absent, the Invigilator should write ABSENT in the column of signature of the candidate and encircle the Roll No. with RED INK.

\_\_\_\_\_

\* To be used only if the Computerized Attendance Sheet is not received at the Centre.

**PROFORMA OF SEATING PLAN**  
(Distribution of Multiple - Sets of Question Paper)

Room No. \_\_\_\_\_ Floor \_\_\_\_\_

Exam. Centre No. \_\_\_\_\_ Name of Centre \_\_\_\_\_

Subject \_\_\_\_\_ Paper \_\_\_\_\_ Date \_\_\_\_\_

I Row	II Row	III Row	IV Row
A	B	C	A
B	C	A	B
C	A	B	C
A	B	C	A
B	C	A	B
C	A	B	C
A	B	C	A
B	C	A	B
C	A	B	C
A	B	C	A
B	C	A	B

Total No. of Candidate: .....

Sign of Centre Superintendent

\_\_\_\_\_  
**Verified by the Centre Superintendent**

**PROFORMA FOR 'UFM CASES'  
(Secondary/ Sr. Secondary )**

1. Centre No.....Name of Centre.....
2. Roll No.....Name of Candidate .....
3. Subject .....
4. Date and Time of incident .....Date.....Time.....
5. **Mode of Unfair means used in examination** and circumstances in which caught.  
.....
6. **Type of copying material found from the candidate** i.e help book, loose printed/hand written sheets. No. of pages/ loose sheets found should also be indicated  
.....
7. **Place from where copying material recovered**, e.g. pant pocket, shirt pocket, beneath desk or in the answer book, inside shoes/socks etc
8. **Any other information**.....

Sign. of the Candidate

Sign. of Member of Flying Squad

Sign. of Member of Flying Squad

Witness of Centre Superintendent/ Incharge...../  
Invigilators signature



**IMPORTANT**

1. *Please make the report in duplicate, one copy be attached with the Answer Sheet of the candidate and the other copy be sent to Dy. Director (Exams)/Concerned Regional Director the same day for necessary action.*
2. *If the candidate is caught copying, please encircle the portion copied in the Answer Sheet as well as in the copying material and mention its page no. on top of the Answer Sheet and the copying material.*
3. *The 2nd Answer sheet should be issued to the candidate immediately and the candidate should not be debarred from taking the future examinations. If the candidate refuses to accept the 2nd copy please write down this fact in para 6 above and on the cover page of the first Answer Sheet of the candidate.*
4. *The Head/Member of Flying Squad/Centre Superintendent should record the Roll No, of the candidate on the material recovered and sign it after numbering it.*
5. *The Head Member of Flying Squad should record on the Answer Sheet the fact and brief details of the UFM case.*

**PROFORMA FOR APPLICATION TO LODGE F.I.R. WITH THE POLICE**

Ref. No. \_\_\_\_\_

Dated \_\_\_\_\_

The Station House Officer

\_\_\_\_\_  
\_\_\_\_\_

**Subject : Use of Unfair Means (UFMs) in the Examination of Mahamaya Shiksha Parishad Paschim Banga, Roll No. \_\_\_\_\_**

Dear Sir,

\_\_\_\_\_ (Name) Roll No. \_\_\_\_\_  
is appearing at the Secondary/Sr. Secondary Examination of Mahamaya Shiksha Parishad Paschim Banga being held in our Centre. Today the (Day) \_\_\_\_\_ (Date) \_\_\_\_\_ in subject \_\_\_\_\_

This candidate has resorted to violation of Unfair Means by:

- b. tearing off the answer-book and running away from the Centre;
- c. not depositing the answer-book and running away with the answer book;
- d. allowing the other person to take examination in his place.(Impersonation)

You are requested to look into the matter and take necessary action as per the law of the land.

Yours faithfully,

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Exam. Centre No. \_\_\_\_\_

**OTHER PARTICULARS OF THE CANDIDATE ARE :**

Name \_\_\_\_\_ Son/Daughter of \_\_\_\_\_

Address \_\_\_\_\_

*Annexure - 5*

**PROFORMA FOR FORWARDING UNFAIR MEANS CASES  
(Secondary/Senior Secondary Examination)**

1. Name of Candidate \_\_\_\_\_

2. Roll No. \_\_\_\_\_

3. Exam. Secondary/Sr. Secondary \_\_\_\_\_

4. Date \_\_\_\_\_

5. Subject & Paper \_\_\_\_\_

6. Time of the Incident \_\_\_\_\_

7. Circumstances under which caught \_\_\_\_\_

8. Unfair means material recovered \_\_\_\_\_

9. Whether Statement received from the candidate Yes/No  
\_\_\_\_\_

10. Whether 2nd copy of Answer Sheet was given Yes/No  
\_\_\_\_\_

11. Was Statement of Invigilator obtained Yes/No  
\_\_\_\_\_

12. Remarks of Centre Superintendent :  
.....  
.....  
Name & Sig. of Centre Supdt with rubber stamp.  
\_\_\_\_\_

Date :..... Exam Centre No. \_\_\_\_\_

Address \_\_\_\_\_

**Enclosures:**

1. First/Second Copies of Answer Sheet 1/2 copies

---

2. Statement of Candidate Enclosed/not enclosed

---

3. Statement of Invigilator Enclosed/not enclosed

---

4. Unfair aids/materials recovered Pages

---

5. Filled up Proforma of UFM cases as per Annexure –V

**(Note: Please use separate proforma for each case)**

**PROFORMA FOR ABSENTEE STATEMENT  
Secondary/Senior Secondary Examination**

Name of the Centre \_\_\_\_\_

Exam Centre No. \_\_\_\_\_ Date: \_\_\_\_\_

1. Details of Absentee's Roll No. (s).....

2. Details of Partly Absentee Cases

<i>S. No.</i>	<i>Roll No. (s)</i>	<i>Subject (s)</i>

3. Details of Unfair Means Cases

<i>S. No.</i>	<i>Roll No. (s)</i>	<i>Subject (s)</i>

4. Details of Transfer Case Appeared

<i>S. No</i>	<i>Roll No. (s)</i>	<i>Subject in appeared</i>	<i>Transfer from Centre No</i>	
			<i>which</i>	<i>To..</i>

5. Details of Changed Subject by the Candidates

<i>S. No</i>	<i>Roll No. (s)</i>	<i>Subject (s) changed</i>	
		<i>from.....</i>	<i>To.....</i>

**Signature of Centre Superintendent (With Rubber Stamp)**

**Note:** This may please be returned to the concerned Regional Director soon after the Examination is over along with the Attendance Sheets, duly attested by the Centre Superintendent This should be prepared separately for Secondary and Senior Secondary examinations.

**PROFORMA FOR STATEMENT OF UN-USED AND USED ANSWER SHEETS**

1. **Number of Blank Answer Scripts received** .....

2. **Serial No. From..... To.....**

**Date-wise Status of Un-used Answer Sheets – Secondary/Sr. Secondary**

**Date of Exam..... No. of Students Appeared.....**

**No. of Answer Sheets Used for Secondary Sr. Secondary .....**

**No. of Unused Answer Sheets for Secondary Sr. Secondary .....**

**Name & Signature of Centre Superintendent.....**

**Date.....**

**PROFORMA FOR**  
**IMPRESSION OF SEAL USED WHILE FORWARDING ANSWER Sheets**  
**Secondary/Senior Secondary Examination**

**Exam Centre No.** \_\_\_\_\_

**Name Of Centre** \_\_\_\_\_

**Signature of Centre Superintendent**

Name : \_\_\_\_\_

Address of Centre : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Note: Change in seal, if any, should be intimated immediately to the MSPPB / concerned Regional Directors.**

**PROFORMA OF**

**CONSOLIDATED RECORD OF DISPATCH OF ANSWER SHEETS BY POST**

Exam Centre No. \_\_\_\_\_ Name of Exam. Centre \_\_\_\_\_

Address of Post Office through which Speed Post / \_\_\_\_\_  
Registered insured parcel has been dispatched \_\_\_\_\_

Date of Exam .	Secondary		Senior Secondary	
	Sl. No.	Subject	Subject	Registry No. & Date
		Registry No. & Date		

Exam. Centre No. \_\_\_\_\_

Signature of Centre Superintendent and Office Seal \_\_\_\_\_



**PROFORMA FOR  
DATE WISE AND SUBJECT WISE 'CONSOLIDATED DETAILS OF THE EXAM'**

Exam Centre No. \_\_\_\_\_ Level : Sr. Sec./ Sec.....  
 Address of \_\_\_\_\_  
 Centre \_\_\_\_\_

Date	Subject With Code Th./ Pr / Voc.	No. of Candidates (with medium)		No. of Candidates Detected using UFM	No. of Invigilators Employed	No. of Visits By Observers / Flying Squad	Remarks
		Allotted	Appeared				
1	2	3	4	5	6	7	8

- Notes :** 1. If your Centre was having candidates both for Sr. Sec. and Sec., **separate sheets may be prepared for each.**  
 2. Two copies may be prepared one may be sent to concerned Regional Director and the other may be retained by the Centre Superintendent.

**Prepared by.....**                      **Checked by.....**  
  
**Signature of Centre Superintendent with seal .....**

**NOTES**

- 1. *In the event of any doubt arising in the interpretation of provisions, practices and rules, the decision of the Chairman, MSPPB will be final.***
- 2. *The MSPPB reserves the right to amend, modify or alter any of these rules and bring them into effect through notification. Once notified, the rules would come into force.***
- 3. *In the event of the last date so specified happens to be a public holiday, Saturday/ Sunday, the next working day will automatically be treated as the last date for the purpose.***
- 4. *Any dispute arising out of the application of these provisions, practices and rules or matters arising out of them will be subject to the Delhi Jurisdiction Only.***
- 5. *Every care has been taken to print correct information to the minutest possible level. The MSPPB, however, is not responsible for any inadvertent mistakes cropping up during printing and publishing of the Guidelines.***