

**GOVERNMENT OF ASSAM
SECONDARY EDUCATION DEPARTMENT :: DISPUR**

ORDERS BY THE GOVERNOR OF ASSAM

NOTIFICATION

Dated Dispur, the 28th November, 2017

No. ASE 16/2016/230 : With a view to ensure smooth conduct of the Higher Secondary Examination, High School Leaving Certificate Examination and Assam High Madrassa Examinations every year, without hindrance from anti-social elements in all examination centres in the district as well as smooth conduct evaluation works later on (after examination) the Governor of Assam is hereby pleased to constitute a District/Sub-Divisional Level Examination Supervision Committee with the following members :

A. District Level Examination Supervision Committee

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| 1. Deputy Commissioner | : | Chairman |
| 2. Superintendent of Police or his nominee not below the rank of a Additional Superintendent of Police | : | Member |
| 3. Inspector of Schools | : | Member-Secretary |
| 4. District Elementary Education Officer | : | Member |
| 5. Concerning Circle Officers of the district | : | Member |
| 6. Sub-Divisional Officer © of the outlying Sub-Division | : | Member |
| 7. Three reputed academicians retired Principal/ Headmaster of Government/ Provincialised College/ Junior College/Higher Secondary School/High School as nominated by the Chairman and Principal Govt. HS School and Principal DIET | : | Member |
| 8. Head of the institutions of all evaluation Zones/ Centres | : | Member |

B. Sub-Division Level Examination Supervision Committee (for outlying Sub-Division)

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| 1. Sub-Divisional Officer (C) | : | Chairman |
| 2. Sub-Divisional Police Officer | : | Member |
| 3. One Officer from the Inspectorate of Schools as nominated by the Inspector of Schools. | : | Member-Secretary |
| 4. Concerning Circle Officers of the of Sub-Division (C) | : | Member |
| 5. Three academicians/renowned persons nominated by the Chairman | : | Member |
| 6. All Block Elementary Education Officers | : | Member |
| 7. Head of institution of all evaluation Zones/Centres | : | Member |

For smooth conduct of the examination & evaluation, the following procedures are to be done at each examination and evaluation centre.

- 1) The question papers must be kept in police station/police out post. Treasury Offices can be used only in the selective cases. Under no circumstances the question papers are allowed to be kept at police patrol posts.
- 2) After arrival of question paper at the police station/out post the officer in-charge of the centre must examine the following :
 - i) Whether the seals are intact.
 - ii) Whether no. of question paper and subject required for his centre are in order or not.
 - iii) He will place the question papers in the Almirah datewise from last day of examination to 1st date of examination so that on the day examination he can take the correct question papers every day of examination. He must confirm that he gets correct question paper for the day.
- 3) The Officer-in-charge of examination should open the Almirah in which the materials are stored in presence of the Officer-in-charge of the police station/outpost or the authorized police officer of the police station/out post.

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- 4) Sorting of question paper at the examination centres to be done in presence of supervisor appointed by the Inspector of Schools. The Inspector of School must ensure that the teachers/invigilators engaged does not take their mobile phones inside the sorting area in order to rule out the possibilities of taking photographs.
- 5) The Inspector of School should issue necessary instructions to all concerned that the mobile phones/electronic devices will not be allowed to be carried inside the sorting area and examination halls neither by the teachers nor by the students. If possible, CC TV cameras should be installed. SEBA/AHSEC will appoint one Supervisor at each centre, whose duty will be to ensure that no mobile/electronic device are taken inside the Hall where the question papers are sorted room wise before distribution. The Invigilator of each room must ensure that no students have taken Mobile phone/Electronic device in the examination Halls.
- 6) The Strong Room at the evaluation centre will have only single operating door for opening and it should have double lock with good quality lock. If there are more than one door, other door(s) will be sealed while the Answer Scripts are in store. The key of one lock shall be with the Head of the Institution and the other will be with the representative of Zonal Officer. In no circumstances the key shall be let to a third person or both key be with one person and violation shall be treated seriously.
- 7) Each evaluation zone should have a proper flood/fire protected strong room to store the answer scripts. The answer scripts should be stored on benches. Stacking on ground should be avoided.
- 8) All ventilators and windows of the strong room should be properly sealed. The glasses of ventilation and the windows are to be covered so that the answer scripts are not visible from the outside.
- 9) The electrical connections inside the strong room should properly be checked and a separate circuit has to be created in the room. The entire circuit should be operated by a separate main switch which has to be fixed outside the strong room and at the time of closer of the strong room the main switch should be switched off. To ensure safety of the Strong Room a certificate from the PWD (Electricals) Department shall be obtained not more than 1 month before the Strong Room is used for storing the Answer Scripts.
- 10) Proper fire fighting equipments should be kept there as per the advice of local fire services authority.
- 11) The outside area of the strong room should be kept under the CCTV surveillance
- 12) The evaluation zone should be kept under security coverage round the clock
- 13) The zone-in-charge must keep a proper record of answer scripts such as receipt, issue on daily basis. No answer scripts should be allowed to be evaluated outside the space earmarked for evaluation.
- 14) The Inspector of Schools will examine the preparation of all arrangements including construction of strong room and safety security system, issue and receipt of answer scripts etc. He should personally monitor the entire process.
- 15) SEBA/AHSEC will appoint one Supervisor in each evaluation zone whose duty will be to ensure that all procedures are carried out in accordance with rules and guidelines.
- 16) Higher Education department will issue a circular by issuing strict instruction to all Colleges to allow Inspector of Schools to monitor the examination and evaluation process carried out in their colleges. The college teachers who are teaching students of class XI and XII in the colleges should be engaged for evaluation of answer scripts of AHSEC for better evaluation quality.
- 17) This year SEBA has instructed use of black ink pen in answer scripts.
- 18) DC/SDO(C) may restrict the entries of Guardians/Parents etc within 50 meters of the radius of examination centre.

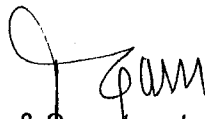
The functions of the Committee will include the following :-

- (a) To ensure that each and every guideline must be followed in letter and spirit to avoid any untoward incident.

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- (b) Open and maintain a dedicated control-room with at least 2 staff and an officer during examination and evaluation period. The control-room numbers should be widely publicized and a banner would need to be put up in every examination centre. The same need to be shared with SEBA/AHSEC and its central control room;
- (c) Conduct sensitization meetings with all Centre-in-charges and Zonal Supervision Officers before the commencement of examinations to obtain feedback and also provide necessary advisories;
- (d) The Inspector of Schools will obtain daily compliance report from all Zonal Centre-in-Charge and in turn, he will prepare and send strict compliance report to SEBA/AHSEC with the approval of Chairperson of District Level Examination Supervision Committee (DLESC)/ADC, Education/SDO (C), as per the instruction given above.
- (e) Form flying squads for monitoring the conduct of examinations and report malpractices, if any;
- (f) To serve as a contact point for SEBA/AHSEC in the district on matters related to examinations ;
- (g) Any other matter as requested by SEBA/AHSEC from time to time.

No. ASE 16/2016/230-A : The Governor of Assam is hereby pleased to declare the Inspector of Schools as District Examination Officer in the concerned district in order to monitor the Higher Secondary School examination; High School Leaving Certificate and Assam High Madrassa Examinations, 2018 process and to submit day-today compliance report as may be solicited by the SEBA/AHSEC.


Commissioner & Secretary to the Govt. of Assam
Secondary Education Department

Memo No. ASE 16/2016/230 -B

Dated Dispur the 28th November, 2017

Copy forwarded for information and necessary action to :

1. The Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
2. The Director, Secondary Education, Assam, Kahilipara, Ghy-19.
3. The Deputy Commissioner (All)
4. The Superintendent of Police (All)
5. The Sub-Divisional Officer (C) (All)
6. The Sub-Divisional Police Officers (All)
7. The Circle Officers (All)
8. The Inspector of Schools (All)
9. The Director of Elementary Education, Assam, Kahilipara, Guwahati-19
10. The Chairman/Secretary, Board of Secondary Education, Assam, Bamunimaidam, Guwahati-21.
You are requested to circulate the above circular every year before 2 (two) months of examinations.
11. The Chairman/ Secretary, Assam Higher Secondary Education Council, Bamunimaidam, Ghy-21.
You are requested to circulate the above circular every year before 2 (two) months of examinations.
12. PS to Hon'ble Minister, Education etc. Assam
13. PS to the Chief Secretary, Assam
14. PS to the Principal Secretary, Education Department
15. Guard File.

By Order etc.


Joint Secretary to the Govt. of Assam
Secondary Education Department