



COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA
C-2,PRAJNAPITHA,SAMANTAPUR,BHUBANESWAR-751013

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INSTRUCTIONS TO CENTRE SUPERINTENDENTS FOR
THE ANNUAL H.S. EXAMINATION-2023.

No.EC-II-(CS)-36/20/624 /CHSE/Dt.21/02/2023

1. (a) **CENTRE SUPERINTENDENT(CS)** :

- (i) Centre Superintendents are appointed by the Council. Usually, the Council appoints the Principals/Headmasters/Headmistress of a H.S. School as the Centre Superintendent. They are the key persons in the conduct of the examination and are responsible for all records and documents in connection with the examination. **No person whose near relation is appearing the AHS Examination, 2023 should accept the assignment of Centre Superintendent.**
Near relation includes, father, mother, brother, sister, wife, husband, son and daughter.
- (ii) The Centre Superintendents shall keep a close liaison with the local law and order authorities for smooth conduct of the examinations.
- (iii) The Centre Superintendents should make at least two visits to each Examination hall on the day of examination when examination is in progress accompanied by the internal squad.
- (iv) The Centre Superintendent must ensure functioning of CCTV camera in the Examination Centre during the entire examination process, i.e. during opening of question papers, progress of examination in the examination hall and sealing of used and unvalued answer scripts etc.
- (v) The Centre Superintendent shall create a facility for deposit of mobile phones of all personnel deployed in the examination Centre.
- (vi) In case the Principal is not eligible to be the Centre Superintendent or otherwise not able to discharge the duty of Centre Superintendent, then she/he should intimate the same to the Controller of Examinations much ahead with valid reasons and appoint the senior most member of the teaching staff as Centre Superintendent.

(vii) The Council may depute Centre Superintendent to a Centre from other colleges/H.S. Schools in case of necessity. If the Centre Superintendent thus appointed from other College/HS School fails to reach the Centre in time on the First day of Examination, the Principal of the College or Senior most teacher (on recommendation of the Principal) will act as Centre Superintendent on ad-hoc basis, provided that he/she is not otherwise ineligible [as contained in clause 16(b)(vi) of this booklet]. If the deputed Centre Superintendent fails to reach the Centre even after the 1st day's Examination, the acting or adhoc Centre Superintendent shall be treated as Regular Centre Superintendent and he/she will immediately bring this matter to the notice of the Controller of Examinations.

(b) DEPUTY CENTRE SUPERINTENDENTS (DCS) :

The Centre Superintendent will appoint Deputy Centre Superintendent(s) [subject to the clause 16(b)(vi)] under intimation to the Controller of Examinations.

Each Centre will have one Deputy Superintendent irrespective of the number of candidates appearing in the Centre. However, the number of Deputy Superintendents to be appointed for a Centre is determined depending on the number of candidates appearing in a Centre. It is as given below:

- (i) Up to 500 - One Deputy Centre Superintendent
- (ii) From 501 to 1000 - Two Deputy Centre Superintendents
- (iii) From 1001 to 1250 - Three Deputy Centre Superintendents
- (iv) From 1251 to 1500 - Four Deputy Centre Superintendents
- (v) From 1501 to 2000 - Five Deputy Centre Superintendents
- (vi) From 2001 and above - Six Deputy Centre Superintendents

(There is no provision in the Council Rule for appointment of Addl. Centre Superintendent)

In case a **sub-centre is created under a Centre at a separate location**, DCS(s) shall be appointed on the basis of student strength (as mentioned above) of the Sub-Centre by the C.S. The DY. Superintendent appointed for a Sub-Centre or the senior most Dy. Centre Superintendent (when more than one is appointed for the Sub-centre) shall act as the Superintendent, on behalf of the CS, in the Sub Centre.

(c) ROLE OF PRINCIPAL/HEAD MASTER/ HEAD MISTRESS OF THE COLLEGES/ HIGHER SECONDARY SCHOOLS WHICH IS AN EXAMINATION CENTRE

In case the Principal/Headmaster/Headmistress of the HS School is not the Centre Superintendent, she/he shall remain present at the Centre and render all possible co-operation as and when required by the Centre Superintendent for smooth conduct of the AHS Examination, 2023.

(d) APPOINTMENT OF OBSERVER (S):

Observers shall be appointed by the EMH Supervisors on behalf of the Council for the Centres who will carry the question papers from the EMH to the examination centres and bring back the sealed packets of answer books to the EMH and assist the Centre Superintendent in smooth conduct of the examination. They will go round the halls and submit their reports in the prescribed form.

(e) URINALS FOR EXAMINEES :

There must be facility for separate urinals, in the vicinity of examination halls, for boys and girls .However, in case, there is no permanent ones, then specially constructed **temporary urinals** either in the Examination Hall or close to the Hall should be provided for use of Examinees. All out effort may be taken for separate toilets for boys and girls.

Time of temporary absence: A candidate is allowed a maximum of 2-3 minutes temporary absence for attending the nature's call.

Invigilators must ensure that students surrender their question papers and answer scripts before going to urinals and temporary absence records are maintained scrupulously and students do not take more time than that is allowed.

2. QUESTION PAPERS:

(a) Sealed packets containing Question Papers of different subjects as per programme are to be received from the observer appointed by the Examination management Hub under which the college is listed on the day of examination at least before one hour of commencement of examination.

ABOUT THE QUESTION PACKETS TO BE RECEIVED FROM THE EMH SUPERVISOR:

The EMH observer shall hand over the question packets of the subjects scheduled for the date meant for the centre.

CENTRE-WISE QUESTION PACKETS OF A SUBJECT: The question packets of a subject (Example: MIL-O) meant for a particular Examination centre are kept in a larger paper packet which is covered by large poly pack. The CENTRE PACKET OF A SUBJECT on its body bears following information:

- Name of the centre with code:(For example : AA21/JALESWAR WOMENS __)
- Name of Subject/stream: MIL(O)/Arts
- Total quantity of questions(in terms of denominations:eg.20x4,40x2,50x2,100x1 etc)
- Date of Examination etc

After opening the centre packet, subject wise packets will be found.

SUBJECT-WISE PACKET: Question papers of a particular subject (for example MIL-O) are kept in sealed paper packet(s) which is again covered in a poly pack.

On the body of each question packet, a label with following information is pasted:

- Name of the Examination: AHS Examination-2023
- Name of Subject(stream):MIL-O(ARTS)
- Subject code:
- No. of Question papers:
- Date & Day of Examination:
- Time of Examination

(b) The CS must see that the question packets received from the observer are meant for his/her centre, and as per correct date and subject and paper.

(c) Further, it is to be seen that the packets are intact from all points of view. Any doubt arising during receipt must be clarified from the Controller of Examinations immediately. It is to be ensured that **the Hub Supervisor hasn't opened the centre wise question packets in the EMH.**

(d) The CS shall receive the Question Packets of a subject/paper, as per programme on the day of examination only, at least before one hour of the commencement of examination in a sitting.

Further, the CS has to verify that the vehicle carrying question packet is accompanied by an Observer appointed for the Centre by the EMH and

escorted by a Police Personnel provided by the District Administration.

(e) The CS has to contact the EMH supervisor to know the tentative time by which the Question Packets will reach the Centre. In case the question packets do not reach the Centre in time, then the Centre Superintendent should contact the EMH Supervisor concerned and intimate the problem to the Controller of Examinations immediately.

(f) **THE SEALS OF QUESTION PAPER PACKETS UNDER NO CIRCUMSTANCES BE BROKEN.**

STEPS TO BE FOLLOWED FOR OPENING THE QUESTION PAPER:

The sealed packets of question papers can only be opened by the Centre Superintendent **30 minutes before the commencement of Examination** of a sitting for distribution to the Examination halls/rooms.

THE PACKETS ARE TO BE OPENED BY CUTTING ALONG THE LINE MARKED FOR THE PURPOSE & IT MUST BE IN THE PRESENCE OF INVIGILATORS/ OBSERVERS/ RE-PRESENTATIVE OF DISTRICT ADMINISTRATION.

Before opening the question paper packets, the CS must be sure that:

- a) The question packet which is going to be opened is meant for his/her Examination centre.
- b) The **Date & Time printed on the packet is as per schedule**
- c) **The name of subject , subject code and paper(if any) printed is as per programme**
- d) The Invigilators/Observers/ representatives of district administration are present
- e) **The details printed on the packet is also verified by Invigilators/Observers/ representatives of district administration present**
- f) Declaration form/ certificate as noted below is signed by all concerned.

“Certified that I examined the packets in the presence of the Invigilators/Observers after the candidates assembled, and before it was opened. I found that the seals were intact” (see the Caution Slip)”

MOST IMPORTANT NOTE:

- In case the packet contains any matter other than the question papers required for the particular sitting, the packet should immediately be sealed and kept under the personal custody of the Centre Superintendent. This matter should be reported to the Controller of Examinations immediately.
- The Surplus questions of the sitting shall be immediately sealed and kept under **joint custody of CS & Observer appointed by EMH.**
- Question papers for the examination Halls will be sent through the centre Superintendent /Dy. Centre Superintendent in closed packets so that the same is not exposed to anybody else until these are opened by the chief invigilator
- The invigilators, after distribution of QPs, will keep the surplus QPs in covers with gum sealing which will be promptly collected by the Centre Superintendent/ Dy. Centre Superintendent.

COLOURS OF QUESTION PAPERS:

Different coloured question papers have been prepared for **Annual Higher Secondary Examination, 2023** by the Council. These are:

- i. **white coloured : For Regular(Arts/Com./Sc.),**
- ii. **Yellow coloured :For Ex-Regular candidates (Arts/Commerce/Science streams)**
- iii. **Green/Light blue coloured : For all Vocational papers, and Integrated Trade subjects and VTS of Arts/ Commerce/ Science(Both Regular & Ex-Regular)**

3. ANSWER BOOKS

- The answer books (to be used for answering theory papers) have already been sent to the Headmasters/ Principals for Annual H.S. Examination, 2023.

Each of these is thread stitched, and is either of **28pages or of 32 pages.**
The graph papers are printed at page No. 24 & 26 in 28 pages script, and at 28 and 30 in 32 page scripts.

- **Regular candidates (registered in 2021)** shall be supplied with answer scripts of 32 pages;
- The **Ex-Regular candidates (Registered up to 2020)** shall be supplied with Answer scripts of 28 pages.

- There is no provision for supply of additional papers and graph papers. Hence, the candidates are required to limit their answer **within 28 pages (in case of EX-Regular candidates) or 32 pages(in case of Regular candidates)**.
- **Features of answer scripts** :The front page of answer books supplied for AHSE-2023 has following features:
 - a.** A vertical line divides it into two parts
 - b.** The left part mainly contains a box to mention set code, eight boxes to write down the date of examination, one box to write the name of SUBJECT, and another box to write name of PAPER. This also bears QUESTION NUMBER COLUMN(Q.No-1 to Q.No 21) and MARKS AWARDED column.It has a row for writing total marks(printed as TOTAL) below last question number in which total mark is to be written in digit .Below TOTAL row, there are four boxes in which marks are to be written in words[(printed as MARKS IN WORDS(INDIVIDUAL DIGITS))]It also contains space for full signature of the examiner, scrutiniser, chief examiner and coding officer. Finally, at the bottom of left part, there is a box for writing the CODE NUMBER.
 - c.** The right part of the Answer script has following information:
 - i. Series of answer script like OSTB/21, OSTB/23 or like this
 - ii. Sl. Number of answer script
 - iii. Logo of CHSE printed between two words-CHSE & ODISHA
 - iv. Annual/Instant Examination20__
 - v. Eight boxes for date
 - vi. Two boxes for writing name of SUBJECT & name of PAPER
 - vii. One box to write the name of set(A,B,C,D)
 - viii. Eight boxes to write the examination ROLL NO
 - ix. Below each digit of ROLL NO there are ten bubbles(circles)and each bubble is having a digit[0(zero),1,2,3,4,5,6,7,8 or 9]
 - x. Below the ROLL NO panel, there are ten boxes to write down the REGISTRATION NO.
 - xi. Below Registration No, there is space for full signature of the INVIGILATOR

xii. Below space for invigilator signature, there is a box for writing the
CODE NUMBER

- All invigilators and candidates should be familiarised with the front page of the theory answer script.
- The answer books with new front page design(OSTB/21 series and OSTB/23 series) as mentioned above must be used by all categories of examinees.
- **Answer books supplied for Annual H.S. Examination 2020 or before (32 pages) can be used for Regular students of Annual H.S. Examination, 2023 if it is identical with the new answer scripts (32 pages) supplied in 2023.**
- However, Answer books of 2021 scripts (28 pages) are to be used for Ex-Regular candidates only.

STOCKING & ISSUE OF ANSWER SCRIPTS TO THE EXAMINATION HALLS:

Blank Answer scripts must be kept in almirah or racks safely in a room under lock and key. The Answer Books bear serial numbers. The Centre Superintendents are requested to check the Answer Books received and use the Answer Books serially having serial numbers only. The number used in each sitting should be noted in the Proforma supplied. If an answer book remains unused in a particular sitting that should be used in the next sitting. Accurate account of the answer books should be maintained. No stamp of the College/School or of the Centre shall be affixed on the Answer Books. Keeping in view the requirement, sufficient stock of answer books should be maintained.

The candidates must be issued the answer books which are complete in all respect as mentioned in the features of a script, and most particularly, under no circumstance, answer scripts without a serial number be issued to a candidate. Hence, the invigilators are to take extra care while issuing a script to a candidate.

The Invigilator must declare the following:

“Candidates! Please check the answer script, and see that it is complete in all respect...see the number of pages...see whether it has SERIAL NUMBER...ETC.....If not, then inform me”

4. SITTING ARRANGEMENT:

Each candidate should ordinarily be allowed a floor space of 7.5 sq. ft. However, the Centre Superintendent should use his/her discretion to make the best possible arrangement. Seats for candidates should be arranged serially according to their roll numbers. Since, the questions **in most papers** are prepared in 4 sets i.e. A, B, C, D, sitting arrangement must be made according to $4n + 2$ plan(i.e. 6+4 or 6+multiples of 4) such that no two adjacent students will get the same question Set.

Three Examples of $(4n+2)$ sitting arrangement are give below for reference:

I.

$(4 \times 3) + 2$			
ROW	COLUMN-1	COLUMN-2	COLUMN-3
1	A	C	A
2	B	D	B
3	C	A	C
4	D	B	D

5	A	C	A
6	B	D	B
7	C	A	C
8	D	B	D
9	A	C	A
10	B	D	B
11	C	A	C
12	D	B	D
13	A	C	A
14	B	D	B

II.

	(4x2)+2		
ROW	COLUMN-1	COLUMN-2	COLUMN-3
1	A	C	A
2	B	D	B
3	C	A	C
4	D	B	D
5	A	C	A
6	B	D	B
7	C	A	C
8	D	B	D
9	A	C	A
10	B	D	B

III.

	(4x1)+2		
ROW	COLUMN-1	COLUMN-2	COLUMN-3
1	A	C	A
2	B	D	B
3	C	A	C
4	D	B	D
5	A	C	A
6	B	D	B

5. INSTRUCTION AND WARNING TO BE ISSUED TO CANDIDATES :

- i) Candidates are required to enter the Examination Centre/Hall by showing their Admit Cards through one gate only. They must undergo thorough search by the CS and his/her team.

ii) Books, Papers etc. if any, brought by the candidates are to be kept outside the Examination Hall and out of reach of all candidates. No electronic gadgets as mentioned in the admit card are allowed.

iii) The candidates shall only be allowed to enter the examination room/hall to occupy their seats 15 minutes before the commencement of the examination. Before distribution of questions, *Invigilators shall announce by way of warning the following:*

“If inadvertently any one is in possession of any papers other than Admit Card/Registration Number, immediately deposit the same with the Invigilators. Possession of such Papers by any one, if detected after commencement of Examination, shall be treated as adopting malpractice”

Reporting at the Examination Centre en-mass by the candidates at the time of commencement of examination or later shall be viewed seriously. All such cases be promptly reported to the Controller of Examinations/Control Room at the Council on the same day for further action.

iv) Sample check of candidates should be carried out at least once in a sitting with the help of Invigilators/Squad personnel/Observers.

v) The candidates and the invigilators may be instructed to see that the roll numbers, subject the set (A/B/C/D) and other information are written clearly and correctly in the front page of the answer script to avoid confusion.

It has been observed that the candidates sometimes write wrong Roll Number/Registration Number by mistake at the beginning of the examination, or write intentionally at the end of the examination if her/his performance in the paper is not good.

Hence, the invigilators are to check this carefully while putting their signature and at the time of collection of answer script also.

vi) The candidates are required to appear in subjects as indicated in the admit cards. If any candidate appears in a subject other than that mentioned in the admit Card, the appearance will not be taken into consideration and the candidate will be marked absent in the paper which is included in the list of subjects in the Admit Card. In such cases, the procedure as mentioned under clause 11 be followed.

vii) The candidates should use only black ball point pen to write their answer.

6. **DISTRIBUTION OF QUESTION PAPERS AND BLANK ANSWER BOOKS:**

DUTIES OF INVIGILATORS THEREOF.

- (a) Only one answer book of 28 pages (to be issued to Ex-Regular candidates) or 32 pages (to be issued to Regular candidates) will be supplied to each candidate at the beginning of the sitting. In Biology sitting (Science stream), a second blank answer script will be supplied to the candidates for answering Zoology Section of the question after collection of Botany answer scripts at 11.30 AM.
- (b) The Invigilator shall have to check the correctness of Roll Number, Subject and Set code of the question paper(if any) mentioned by the candidate in designated places or boxes on the 1st page of the answer booklet and give a certificate to that effect as printed on the cover page. Soon after the distribution of questions, the candidate must be asked to write the SET Code at the appropriate place. The Invigilators shall be responsible for any error in this regard. They should not be signed earlier in anticipation. Each Answer Book has two portions, one detachable and another non-detachable. Invigilators to be instructed to see that candidates fill up both these portions as instructed.
- (c) All candidates must be asked to limit their **answers to 28/32 pages(as the case may be) because there is no provision of additional Answer Books/scripts.**
- (d) The Question Papers shall be distributed **5(five)** minutes before the commencement of the Examinations, except the QP of BIOLOGY-II(Zoology) which will be distributed at 11.45 A.M. on **28.03.2023.**
- (e) Candidate should be instructed, after the distribution of question papers, to write their answer at 10.00 a.m. / time of commencement of examination and to use both sides of the papers starting from page two onwards.
- (f) **VERY IMPORTANT:** on the top of each question paper “total number of pages” is printed. Soon after the distribution of question to candidates, the invigilators shall have to ask the candidates to check:
- i. if the question paper supplied to them is correct one(subject,paper,Regular/Ex-Regular to be checked by candidates)
 - ii. if the QP issued contains all the pages (Total No. Of printed pages has been mentioned on the top of 1st page of QP)

- iii. if any page is missing
- iv. if misprints are there in any page etc.

In any of the cases cited above, if a candidate complains within five minutes of the start of examination, then it shall be replaced by another question paper (preferably same set, if set of QP is there)

The defective question paper recovered from the candidate shall be returned separately to the Controller of Examinations with a detailed report, immediately after the sitting for the examination is over, along with a forwarding letter.

- (g) The rules laid down for the guidance of the candidates are printed on the back of the Admit Cards. It is the duty of the Invigilators to acquaint themselves with the rules for their strict compliance.
- (h) The Invigilators should keep moving among the candidates and should not be engaged in gossip or any other work which may defeat the very purpose of invigilation.
- (i) Nobody is authorized to talk to candidates even for the purpose of correcting a misprint or resolving any ambiguity in the question paper during the hours of the Examination.

7. ATTENDANCE OF CANDIDATES AND ABSENTEE STATEMENT :

- (a) No Examinee will be allowed to enter the Examination Hall **half an hour after** the commencement of the Examination.
- (b) A candidate should not be allowed to submit the paper and leave the Examination Hall during the **1st hour of Examination**. She/he shall not be allowed to take question papers out of the hall until the examination is over.
- (c) Candidates must sign in full on the roll sheet on the first day of their appearance at the Examination. Attendance of every candidate should be taken in proforma-III in every sitting. After every sitting, the absentee Roll Numbers should be marked absent in the roll sheet just below the subject, in red ink, before preparation of memo form. This will prevent wrong entry of absentee in the memo form.
- (d) One hour after the commencement of the Examination, an examinee if she / he desires may be permitted to go out to attend the call of nature. One of the Invigilators and if necessary, also an attendant should watch them during their temporary absence from the Examination Hall. A record of such absence shall be maintained by the Invigilators in **Proforma-IV**, which

should be kept in the envelope and sent to the Council in **Cover No. 11.**

- (e) A record of the candidates leaving the examination hall before the **warning bell** is given be maintained by the invigilators for each sitting under **column No. 5 of Proforma-III.**

8. ABSENTEE STATEMENT : (To be sent in Cover No-13 b)

This Absentee statement is an important document at the time of processing of result. Hence, the centre superintendents are requested to be very careful in preparing the statement and note the following:

- (a) On the basis of attendance taken daily on the roll sheet/alphabetical list, one consolidated statement (separate statement for Arts, COMMERCE, Science & Vocational streams) of absentee Roll Numbers, subject-wise is to be separated points statements for Regular & Ex-Regular candidates shall be prepared separately for Arts, Commerce, Science & Vocational streams).
- (b) i) The candidates who are exempted from appearing certain subjects (example: compartmental candidates.) should not be marked absent in the subjects for which they have not filled up examination form.
ii) Those who have changed Centre and appeared elsewhere, should be recorded separately as “changed to other Centre”.
- (c) These statements should be kept in the envelope meant for the purpose and sent to the Controller of Examinations.

9. ADMIT CARDS AND IDENTIFICATION OF CANDIDATES :

- (a) All candidates are issued Admit Cards by their respective Headmaster/Principal only after taking full signature of the candidate on the Admit Card at the appropriate place, in his/her presence. Candidates of those College/School, which are not declared as Centres are to be identified by the teachers of the concerned School/College deputed for the purpose. Admit Cards of the Centre change candidate shall be issued by the Centre Superintendent.
- (b) The Centre Superintendent has every right to enquire about the identity of any candidate at any time during a sitting of examination by asking him either to sign his/her name on a piece of paper and compare the signature so obtained with the signature on the Admit Card, or to show the admit card.

- (c) The Centre Superintendent and the Invigilators are expected to satisfy themselves about the identity of tagged centre candidates and candidates who have changed centres. If any candidate is not properly identified for any reason, he/she may be allowed to sit for the examination pending production of satisfactory evidence of his/her identity on a later day. In doubtful cases, the matter should be reported to the Controller immediately.

10. CENTRE CHANGE AND CORRESPONDENCE COURSE (DISTANCE EDUCATION)

- (a) Candidates who are permitted to change their Centres are issued necessary intimation letters. Such letters are signed by the Controller of Examinations. Their Admit Cards are sent to concerned Centre Superintendent concerned either by post or through special messenger for admitting them to the Examination after proper identification.
- (b) In case the candidate produces his/her intimation letter duly signed by the Controller as above but the Centre Superintendent does not receive the copies of intimation letter/alphabetical lists together with Admit Cards, the Centre Superintendents are requested to admit such candidates provisionally obtaining written undertaking from the candidates to the effect that their admission to the examination would be liable for cancellation if found irregular. Such candidates be asked to submit one copy of their photograph which should bear the full signature of the candidates and attestation of the Centre Superintendents (On the back of photograph in each case and should be sent in an envelope inside **Cover No. 13 b**).
- (c) The Name and complete address of all Centre change candidates and their full signature should be noted at the end of the alphabetical list sent to the Centre Superintendents.
- (d) Special vigilance shall be exercised over the candidates who are appearing at the examination through change of centres. Any misbehaviour shown or malpractice adopted by such candidates should be reported confidentially to the Controller by name separately.

11. MISTAKE OF SUBJECTS IN THE ADMIT CARDS

In case a candidate claims to have offered a subject other than the subject printed on the Admit Card, the Centre Superintendent can't allow the candidate to appear in a subject which is not reflected in the Admit card.

12. COLLECTION OF SPARE QUESTION PAPERS, BLANK ANSWER BOOKLETS AND USED ANSWER BOOKS.

(a) All spare copies of question papers after distribution to the candidates present should be collected by the Centre Superintendent within 35 minutes of the commencement of the Examination and preserved under joint custody of C.S. and Observer appointed by EMH till the Examination is over.

The number of spare question papers and number of QP distributed in a particular subject in a sitting should be verified immediately after 45 minutes of the commencement of the Examination. Discrepancies, if any, noticed in the total number of question papers received should be reported to the Controller. The packets containing these unused question papers must be sealed and preserved under lock/seal by the Centre Superintendent till publication of result. Thereafter, these shall be given to College library for reference of students.

(b) Blank Answer Books, if any, not distributed to the candidates should be collected from the Invigilators through the Relieving Invigilators within one hour from the commencement of the Examination. There should be used in the next sitting. The stock of answer booklets with the Centre after end of the examination be ascertained. The same shall be used in the next Examination or as per the direction of the Council. The stock position be intimated to Council after the Examination is over.

(c) **A warning bell should be given five minutes before the final bell is rung at the end of a sitting.** After the warning bell is given all doors should be closed and the candidates should be asked to be on their seats till all the answer books are collected and accounted for.

13. DESPATCH OF USED & UNVALUED ANSWER BOOKS TO THE EXAMINATION MANAGEMENT HUBS (EMH).

(a) **Memo forms:** 4 Copies of Memo should be prepared detailing the number of students present/absent, Centre change cases and MP cases.

Answer Books should be properly packed in cloth with strong packing paper inside and sealed with the seal of the Centre Superintendent. All packets of Answer Books should be sent to EMHs through the EMH Observer. The packet should have only sender's address (Name of the Examination Centre).

The date of examination, subject and paper and the number of scripts contained in the packet may be super scribed above Centre's name as per example given below on the left side enabling the Zonal Valuation Supervisor to know the position even before opening the packet.

Packing caption:

Suppose the date of Examination is **02.03.2023**, **Paper is MIL(Odia)**, Arts stream, Regular and Ex-regular candidates appeared 225,

Then the Superscription on the packet of used & unvalued Answer Scripts will be as follows :

02.03.2023
MIL (O)

To

225

Name of CS: Mr/Dr X

Name of Centre: Y

Address of Centres : _____

(b) Two copies of memo form containing details of Answer Books are to be kept inside each packet of the Answer Books despatched to EMHs.

One copy of memo form in respect of all subjects is to be sent to the Council in Cover No. 13 (a) and another copy of memo form be retained at the Centre.

(c) Besides memo form, a copy of the questions from each set be kept with the memo form sent with unvalued answer script.

(d) The Centre Superintendents are requested to use their personal metal seals for sealing of Answer Book packets.

14. HOW TO REPORT CASES OF MALPRACTICE :

(a) All cases of malpractice are to be reported through the Superintendent of the concerned Centre in the prescribed form (Form-20).

(b) For each individual case separate reports are to be made.

- (c) The person detecting the case of malpractice should seize the incriminating materials from the candidates and get the incriminating materials signed by the candidate and get a written statement of the candidate. In case the candidate refuses to give his/her signature on the incriminating materials or/and a written statement, the same should be noted/recorded at item No. 16 . The Invigilator should also give his/her statement at item No.15 of form 20.
- (d) The person detecting the case should put his/her signature on the incriminating materials and fill up item Nos. 5(a)(b), 6, 7, 8, 9, 10, 13/ 14 and 15 of form 20 before handing them over to the Centre Superintendent. The incriminating materials should be tagged/ stapled to Form 20 and then handed over to Centre Superintendent.
- (e) The Centre Superintendent after receiving the Form No.20 along with staple/tagged incriminating material should hand it over to the Dy. Centre Superintendent personally.
- (f) The Dy. Centre Superintendent should take utmost care in filling up all blank columns meticulously and see that no column is left blank and then hand it over to the Centre Superintendent personally.
- (g) The Centre Superintendent after proper enquiry will forward all such cases after giving his/her views at item No. 18 of form 20 and putting his/her signature and seal on the body of the incriminating materials and Form 20.
- (h) The Centre Superintendent should ensure that the documents are kept in a sealed cover superscribed as directed and handed over to the EMH observer at the end of the sitting.
- (i) The CS should retain photocopy of the incriminating material along with the Form 20 of reported cases for future reference.
- (j) In no case the incriminating materials should be verified with the answer papers to ascertain their use as it is the duty of the Council to get it checked through competent authorities.
- (k) Following documents are to be sent by the Centre Superintendent on the very day of occurrence in a sealed cover superscribed Cover No.11:
 - (i) Form No. 20 filled in all respect,
 - (ii) Incriminating materials signed by the candidate and the invigilator/by the person detecting the case and the Centre Superintendent himself/herself.

- (iii) Concerned Answer Book of the candidate booked under malpractice.
- (iv) Cover No.11 duly sealed and addressed to **Dr. Prasant Kumar Parida,**
Dy. Controller of Examinations be handed over to EMH observer along with said answer book packets. Under no circumstances the answer scripts of the candidates booked under malpractice be sent to the valuation zones.
- (l) In case of shortage of Form No. 20 photocopies of the Form may be prepared or downloaded from CHSE website.
- (m) The Centre Superintendent should send a consolidated report separately stating the roll numbers of candidates reported for adopting unfair means at his/her Centre on the last day of the Examination to the Controller of Examinations by name.
- (n) Disciplinary action will be taken against the Centre Superintendents, if the afore mentioned procedure is not followed while reporting the cases of malpractice.
- (o) In case malpractice is detected by a Squad Member the Centre Superintendent should sign on the **malpractice certificate by Squad Member** (prepared in triplicate) and keep two copies of it and give one copy to the Squad Member. Out of the two copies, one is to be sent to the Controller of Examinations at the end of the Examination and the other is to be retained as office copy for future reference.

15. PRACTICAL EXAMINATIONS/PROJECT EVALUATION

Details notified vide Notification No-(EC-I)-288/CHSE/dt.27.01.2023

16. APPOINTMENT, DUTIES AND RESPONSIBILITIES OF DY. CENTRE SUPERINTENDENTS, INVIGILATORS AND RELIEVERS:

(a) Deputy Centre Superintendent:

Required numbers of Deputy Superintendents will be appointed by the CS as detailed at 1(a & b)

- (i) He /She shall render all assistance to the Centre Superintendent in the conduct of the Examination and maintenance of records as and when required by the Centre Superintendent.
- (ii) He should receive all Form No.-20(MP Form) along with the incriminating materials either from the invigilators, the squad members or the Centre Superintendent and take due care in filling up all the columns meticulously.

No column should be left blank. After the examination in a sitting is over, the Deputy Centre Superintendent is required to collect the answer scripts of the students booked under malpractice and staple the Form 20 and incriminating material to the respective scripts, pack it and seal it and hand over to the EMH Observer.

- (iii) The Answer script has two portions to be filled in by candidate. In the non-detachable portion of the paper, a candidate is also required to write the name of the subject, date of Examinations and QUESTION SET. The Deputy Centre Superintendent should ask the Invigilators to ensure that these information and also written by the candidate.

(b) Invigilators/Relievers:

- (i) **One Invigilator shall be appointed for every 20 candidates** or fraction thereof. **One Relieving Invigilator shall be appointed for every 120 candidates** or fraction thereof.
- (ii) The reliever should properly carry out the work of the invigilator in the temporary absence of the invigilators originally appointed. They should also present themselves for gate checking, distribution of questions and answer scripts.
- (iii) **Normally, no teacher who teaches a particular paper shall be appointed as Invigilator on the date of examination in the same subject.**
- (iv) **Teaching staff attached to the coaching centres or engaged in private tuition/coaching should not be assigned any examination work including Invigilation.**
- (v) The Centre Superintendent should satisfy himself/herself, before the commencement of the examination that the Invigilators have made themselves acquainted with the duties of Invigilation and with the instructions printed on the back of the admit cards and front cover of answer books.
- (vii) **No person whose near relation is appearing at the centre shall accept the job of Invigilator or any other examination/Valuation related work. The Centre Superintendent should ensure this.**
NEAR RELATION includes, father, mother, brother, sister, wife, husband, son and daughter.
- (viii) The Invigilators must thoroughly verify the information filled up by the candidates on the cover page of the answer scripts and cross check it with that

of Admit Card, and put their full signature on the space provided at the bottom right corner of the page only after being satisfied to do so.

Note : The service of teachers of Schools/Colleges who are deputed to identify the candidates from their institutions may be utilized for invigilation purpose.

Teachers who are considered worthy of trust and confidence and capable discharging their duties most efficiently should be appointed as invigilators.

They shall not, however, be allowed to invigilate in the rooms where candidates of their own School/Colleges are appearing the examination.

17. Corrected Nominal Roll (CNR)

Correction of the CNR is an important step in the examination process. It is highly essential for avoiding any mistake of printing wrong names, caste etc in Mark sheet and Original certificate.

Hence, it is mandatory to get necessary correction of the name of the Candidate, Father's/Mother's name, Sex, Caste etc.,if any, of a candidate, in the CNR supplied by CHSE on the 1st day of the Examination. This can be done by circulating the CNR among the candidates on their first sitting of examination and asking to go through all entries against his/her Roll number and name. The corrected Nominal Roll (CNR) shall be handed over to the observer of EMH on the 3rd day of the Examinations in a sealed cover superscribed "CNR" with name of the Centre and signature of Centre Superintendent. Such CNRs will be collected by the Council from the EMH at the time of delivering the 2nd phase of questions. This i avoid mistake in Mark Sheets/Certificates as regards to

18. REPORT ON THE CONDUCT OF THE EXAMINATION (to be sent in Cover No. 13)

- (a) After the examination is over, the Centre Superintendents are requested to report on the prescribed proforma supplied, whether all instructions have been fully carried out. Any suggestion with a view to improving the method of conducting the Examination will be duly considered by the Council.
- (b) In case the Centre Superintendent desires to send any interim report of urgency, the same should be sent in a plain paper furnishing all details.

19. REMUNERATION AND CONTINGENT EXPENDITURE:

(a) Remuneration to Centre Superintendent:

For Theory (Written Exam) - Rs. 70/- per sitting

For Practical - Rs. 15/- per sitting

(Minimum-Rs.50/- for Each Practical subject)

(b) Remuneration to Deputy C.Suptd.

(For Theory) - Rs. 60/- per sitting

(c) Remuneration to Invigilator

(For Theory) - Rs.50/- per sitting

(d) Laboratory Assistant (For Practical) - Rs. 2/- per Candidate

(Subject to minimum of Rs. 20/-

(e) Laboratory Attendant(For Practical) - Rs. 1/- per Candidate-

(Subject to minimum of Rs.20

(f) Store Keeper (For Practical) - Re.1/- per Candidate

Subject to minimum of Rs.20/-

(g) Clerks -Rs.25/-per100 candidates

Or Part per sitting for Theory Examination only.

(h) Menials Rs. 15/- per 100 candidates or

Part per sitting for

Theory Examination

(i) Mechanic (Physics) Re. 1/-per candidate

(Subject to minimum of Rs.20/-

(j) Specimen Collector (Botany, Zoology) Re. 1/-per candidate

(Subject to minimum of Rs.20/-

(k) Remuneration to Internal Examiner - Rs.8/- per candidate

(Subject to minimum of Rs. 60/-)

(l)Remuneration to External Examiner- Rs.8/- per candidate

(Subject to minimum of Rs. 60/-)

(m) Miscellaneous contingent expenses to - Rs.20/-

All Internal & External Examiners

Nb- The External Examiners for Practical Examination will not get extra DA for laboratory preparations.

The External Examiners for Practical Examination will not get extra DA for valuation of Practical Examination script where the student strength is less than 16.

Contingency:

- (a) Other Miscellaneous expenditure - Rs. 7/- per candidate
Subject to minimum of
-Rs. 400/- per Centre.
- (b) Practical Examinations in Physics,
Home Science, Anthropology,
Education, Geology Psychology,
Statistics, , Electronics, Geography,
Comp. Application, Indian Music, Comp.
Science, Info. Tech, Bio-Technology &
Project Work in different papers of
Commerce Stream. - Rs. 2/- per candidate
- (c) Practical in Chemistry, Botany, Zoology
& all Vocational Papers. - Rs. 4/- per
candidate
- (d) A copy of the appointment letter should be attached to the
remuneration bills of Centre Superintendent and Deputy
Superintendents(s).

20. SUBMISSION OF DOCUMENTS, BILLS, UNUSED BLANK ANSWER PAPERS AND QUESTION PAPERS ETC. TO THE COUNCIL.

The Centre Superintendent is to see that all documents are sent to the Council soon after the Examinations are over. For this purpose covers to be used are stated hereunder.

This covers contain the most important documents required for publication of Result. Hence this must be despatched immediately so as to reach the Council within seven days after Examination is over. Delay in this regard will be viewed seriously. No other material should be sent inside this cover. This packet should contain the following.

The following documents should be sent to the Controller of Examinations, Council of Higher Secondary Education, Odisha, Bhubaneswar by name.

(a) **Cover No.13(a)**

- (i) Seat Charts.
(ii) Undertaking and other papers of Centre change candidates {See

instruction No. 10(b) }

- (iii) Proforma-III [See instruction at 7 (c) & 15 (b)]
- (iv) Copy of Memo Forms {See instruction No. 13(b)}
- (iv) Duplicate copies of Certificate of Centre Superintendent {see instruction No.15(c)} (vi) General Report and Certificate of Centre Superintendent {See instruction No. 18}

(b) **Cover No.13(b)**

- (i) (Consolidated absentee statement sees instructions at No. 8)
- (ii) Report on correction of subjects in Roll Sheets, Admit Cards along with undertaking given by candidate {See instruction at 10 (b)& No.11}

(c) **Unused Articles: Cover No.13(c)**

- (i) The detailed account of unused Blank Answer Books, Practical Answer Books, Memo Forms, Envelopes and other Forms be dispatched to the Controller, Council Of Higher Secondary Education, Odisha, Samantapur, Bhubaneswar-13.
- (ii) Detailed account of question papers received used and balance should be reported to the Controller of Examinations, Council of Higher Secondary Education, Odisha, Bhubaneswar-13.
- (iii) The Employees deputed to submit Practical Examination related material in the CHSE (O), Bhubaneswar are entitled TA/DA as per rules.

21. SUBMISSION OF ACCOUNTS AND VOUCHERS:

Cover No. 4 : All materials relating to accounts should be dispatched in this cover by registered post within 30 days after the Examination is over. This cover should contain Centre Charge Bills, Pro forma I & II, Utilization Certificate and all other papers relating to accounts and this should be sent to the CONTROLLER OF EXAMINATIONS, COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA, SAMANTAPUR, BHUBANESWAR-13.

22. FLYING SQUAD AND OBSERVERS :

Council arranges to send flying squads and observers to Examination Centres to ensure that Examinations are conducted as per Council Rules. The Squad members/Observers may be sent directly by the Council. Centre Superintendents are required to allow these Squad members/observers to do their jobs without any hindrance. The Squad members/Observers are

authorized to check the candidates at the gates, in the rooms, collect seat chart, report malpractice etc.

23. PROVISION FOR PHYSICALLY CHALLENGED EXAMINEES:

Proper provision is to be made available by the Centre Superintendent to the physically challenged examinees as per letter No.18357/CS(W&CD)dated 17.09.2013 of the Chief Secretary Odisha and CHSE (O), Notification No.569, Dated.18.01.2017. The candidates who have been allowed scribe and/or compensatory time by CHSE shall be allowed scribe and /or compensatory time of 20 minutes per hour of examination.

**C-2, Samantapur
Bhubaneswar**

701
21/02/2023
Dr. Ashok Kumar Nayak
Controller of Examinations
Tel Ph- 0674 -2300907/8144126384
e-mail - coechseodisha@gmail.com

4/10/23



COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA
PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-751013

UTILIZATION CERTIFICATE TOWARDS CENTRE EXPENSES
FOR CONDUCTING OF THEORY AND PRACTICAL/PROJECT WORKS OF HIGHER SECONDARY EXAMINATIONS

PART – A

H.S.SCHOOL CODE	
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- Name & address of the H.S. School : _____
- Name of the Examination : Annual / Instant H.S. Examination, 20 _____
- Name & Address of the Centre Superintendent: _____
- Total no of candidates enrolled & tagged to the examination centre for retaining money as follows:

H.S.SCHOOL	ARTS	COM	SC	VOC	C.C.COURSE	TOTAL	Retained money@Rs.40/-per each candidate for theory paper
Own H.S. School							
Tagged H.S. School(s) with code No							
Total							

- Total No. of Practical / Project work papers for which candidates enrolled & tagged to the examination centre for retaining money as follows:
- Advance amount, if any, received from the Council _____

H.S. School	ARTS	COM	SC	VOC	C. C.COURSE	TOTAL	Retained money @Rs.30/-for each practical paper /project work (Rs.30/- for Botany & Rs.30/-for Zoology)
Own H.S.School							
Tagged H.S.School(s) with code No							
Total							

- Grand Total Amount Retained / received (4+5+6) _____

PART – B

ABSTRACT OF EXPENDITURE MENTIONED AT SL.19.

Sl . No.	Head-wise Expenditure	Utilized Amount
1	Remuneration to Centre Superintendent. (Theory) (Practical)	
2	Remuneration to Dy. Centre Superintendent (Theory)	
3	Remuneration to Invigilator (Theory)	
4	Remuneration to Laboratory Assistant	
5	Remuneration to Laboratory Attendant	
6	Remuneration to Store Keeper	
7	Remuneration to Clerks	
8	Remuneration to Menials	
9	Remuneration to Mechanic (Physics)	
10	Remuneration to Specimen Collector (Biology)	
11	Remuneration to Internal Examiner	
12	Remuneration /TA/ DA to External Examiner	
13	Postage	
14	Other misc. expenditure (Theory) (Practical)	
15	TA/DA to submit for Practical Mark-foils & other related documents in the CHSE	
16	If any, other claimed	
17	Total amount Utilized	

PART – C

Certified that out of Rs. _____ (Sl. No. 07 Part-A) retained from examination fees of the candidates and received from tagged institution(s) and CHSE towards Centre expenses for conducting of Theory and Practical Examinations of Annual/Instant Higher Secondary Examination 20_____ .

A sum of Rs. _____ (Sl. No. 17 of Part-B) has actually been utilized for the above purpose for which it was retained / received and

- (a) That, the balance of Rs. _____ remaining unutilized at the end of examinations is hereby returned to the Council vide UBI Challan / SB e-collect No. _____ dt. _____ drawn in favour of "FINANCE OFFICER, CHSE, ODISHA". The original voucher receipt is retained at this end for the audit purpose.
- (b) That, excess expenditure amount of Rs. _____ incurred for the above purpose is payable by the Council, for which the original bills & vouchers along with prescribed Centre Contingent expenses booklet have been retained at this end for the purpose of audit.
- (c) CERTIFIED THAT, all expenses towards centre contingent have been incurred by me as per the norms/ rates prescribed by the Council and ensured that the money was actually utilized out of the retained money as per the scheduled programme for the AHSE _____

Date:-

Signature & seal

Designation