


GUIDELINES TO JUNIOR SUPERVISORS

1. Be present at the examination centre and report to the Senior Supervisor at least **30 minutes** before the start of the examination.
2. Find out from the senior supervisor the block allotted to you for the session of examination. Reach the block at least **20 minutes** before the examination commences; carry with you blank answer books, supervisor's report forms, students attendance report, supplement record sheet, threads and other material to be supplied to candidates.
3. Go round the block, and make sure that the examination hall is ready in all respects. The black-board, if any, in the hall, should be swept clean; books, stray papers etc. must be scrupulously removed from the hall.
4. After the warning bell is given, allow the candidates one by one to the hall. Make sure that no books, papers etc. are carried to the hall. (All such material shall be kept outside).
5. Instruct the candidates to occupy their correct seats. No answer book should be kept on the desk without the presence of the student.
6. Before 5 minutes of starting of exam, make the announcement regarding malpractices. Inform the students to check their pockets for mobile phones, chit, etc. and allow them to keep it outside before the exam starts.
7. When the commencement bell goes, start distributing the question paper. Where the question paper is of more than one sheet, instruct the candidates to ensure that they have received all the pages of the full question paper.
8. Where candidates with different options are seated in the block, it is your duty to make sure that every candidate gets the correct question paper.
9. Ten minutes after the commencement of the paper, go round the block and make sure that every candidate occupies the proper seat. After Half an hour, check the identity cards / hall tickets especially those with photos of every candidate. Get the daily attendance report by every student present in the block.
10. Keep a continuous and alert watch on the candidates. Alertness will prevent use of malpractices by the examinees. Go round the block as often as possible.
11. Whenever a candidate asks for a supplement, make sure that he has completed the answer book before giving a new supplement. Sign the supplement (with date) before handing it over to the candidate.
12. Do not call the candidate to you; go to him and give him the answer book.
13. Do not encourage candidates to leave the hall during the examination time.
14. Do not allow any candidate to leave the examination hall until the end of the examination.
15. If the candidates report late by more than 5 minutes, send the candidate to exam cell to seek the permissions.
12. When the final bell goes, collect the answer books. Do not allow anyone to leave the hall till you have collected all the answer books of all the candidates. Blank answer books, if any, with the candidate must be collected and handed back to the senior supervisor.

13. Arrange the answer books serially from the first number to the last, branch wise in the block.
14. While the examination is on: -
- a. Do not talk with candidates;
 - b. Do not read the answer books;
 - c. Do not give any explanation to candidates on the question set;
 - d. Do not carry messages from one candidate to another;
 - e. Do not engage in any office or private work, or read books, newspaper etc;
 - f. Do not permit copying, whispering, talking among the candidates.
15. In case of any doubt/difficulty contact the senior supervisor for instruction.



Dr. Sincy George
Principal