

INVIGILATOR INSTRUCTION MANUAL

The package contains the following:

- Question papers Gradewise
- OMR Answer Sheets – Same for all grades
- Hall ticket Sheet consisting of the Hall Ticket Number and Attendance column (7 digit numerical code)

STUDENT ID NO			
1	2	0	0
0	0	●	●
●	1	1	1
2	●	2	2
3	3	3	3

Invigilator Instructions:

- Duration of the test is 60 minutes. It is an objective-type test comprising of 50 Objective type questions carrying one markeach.
- Ensure that all participant use PENCILS only. Any answer sheet with a marking made with the help of a pen will not beconsidered.
- Participants are not allowed to refer any books or discuss theanswers during exam.
- Distribute the OMR answer sheets and let the participants fill out the same for first ten minutes of the exam.
- Circulate the attendance sheet and ensure that participants mark their HALLTICKET NUMBER on their OMR Answer Sheets.
- Please show the participants how to mark the answers in the OMR answer sheets. It is VERY IMPORTANT Not to make any errors while marking the same.
- Please ensure that the students fill out their personal details (Full Name, Hall Ticket Number, Class, Division and School Name) in the answer sheet legibly.
- The participants are not allowed to write anything on the question papers.
- The OMR answer sheets are to be collected back with all details of the student duly filled. Please ensure that all participants have written and marked their Registration Number legibly while collecting.
- Teachers are also requested to collect back the question papers. One sample paper will be provided to the school by email for future references.
- Participants should not be allowed to leave early even if they have finished the test before time.
- Please cross tally the collected OMR sheets with Attendance sheet, mark absentees and return the attendancesheet making sure all OMR sheets have been collected.

I hereby declare that I have read and understood the above instructions.

Date

Invigilator Name

Invigilator Signature

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