

INSTRUCTIONS TO EXAMINEES

1. The examinee is expected to be present in the examination center 10 minutes before the commencement of examination.
2. No examinee shall be admitted to the examination hall after 30 minutes of commencement of the examination.
3. The examinee shall have the proper hall ticket duly signed by the Principal / HOD. The valid institutional identity card for producing when demanded, without which he/she shall not be eligible to appear the examination.
4. Examinees are not permitted to leave the examination hall in the initial 30 minutes and last 10 minutes of the paper duration. If the examinee leaves the examination hall, before the end of examination, examinee should submit the question paper along with the answer book.
5. A bell will be sounded 10 minutes before the commencement of the examination after which the examinee is allowed to enter the examination hall.
6. Next Ringing of the bell shall announce the commencement of the examination.
7. A warning bell be sounded 10 minutes before the close of the examination. Examinees shall tie the supplements and enclosures to the main answer book and be ready to hand over it to the invigilator at the ringing of the final bell announcing the end of the examination.

8. Exchange of answer books, supplements, calculators, drawing instruments, etc. among the examinees is strictly prohibited.
9. Possession of any arms, weapons, etc. in the examination hall or at the examination center by the examinee is strictly prohibited.
10. The examinee shall check the answer book issued to him for loose sheets or improper printing etc.
And if so shall get it changed before commencing to write the answers.
11. The examinee shall enter the requisite information on the face sheet of the answer book properly commencing to write the answers.
12. Start each answer on the fresh page and write question number at the beginning of each answer. Do not write anything in the margin of answer book.
13. Use only black or blue ink pen to write answers. If there is change in ink, it shall be get attested by the supervisor/invigilator.
14. Do not leave blank page/s between the answers. If the page is left blank inadvertently, write "Please Turn over (PTO)". Answer written beyond the blank page may not be assessed.
15. The examinee shall use separate answer book for each sections, where there are sections in question paper.
16. Do not write your name or examination seat no. or any objectionable matter anywhere inside the answer book. If any answer requires name or signature, write "XYZ".

17. Do not tear off any page from the answer book it amounts to punishment. If tear off page is by mistake get it certified from the supervisor / invigilator in the answer book.
18. Before submitting, tie (securely) additional answer book (supplement) and other enclosures, if any to main answer book. Write total no. of enclosures (main answer book + graph paper+ drawing sheet+ supplements if any) attached in the column provided on the cover page of the answer book.
19. If the “examinee wishes to cancel the performance of the current examination, after writing the answers in the answer book, the same can be done by scratching all the written answers and writing the remark “I have scratched all my answers and wish that the answers in the answer book shall not be assessed” at the end of the cancelled answers. The supervisor of the block has to attest the answer sheet by putting the remark “the scratching of answers and the examinee’s remark are seen by me”. In case this instruction is not adhere to then the scratched answers shall be assessed at the regional assessment center.
20. The examinee is prohibited from keeping in his possession in the examination hall any blank paper, notes, scribbles chits, book/s, mobilephone, programmable calculator, electronic communication devices, etc. The violation of this instruction shall attract suitable punitive action.
21. The examinee shall behave properly before, during or after the examination to maintain the conducive environment at the examination center.
22. The examinee found guilty of misbehavior or using or attempting to use unfair means shall be liable for suitable punitive action as per Board examination regulation.

23. Disclosure of identity on the part of examinee by way of communicating name / seat number/signature or any request to the examiner in the answer book is a punishable offence.
24. The examinee is prohibited from taking away any answer book/s or any enclosure/s issued to him out of the examination hall. Violation shall attract the punitive action under the extant rules.
25. Examinees shall not write anything on the question paper of the examination except for his / her seat number. Take note that such writings on question paper or scribbling amount to malpractice and is liable for punishment.

