

DIRECTIONS FOR CANDIDATES

- a. The doors to the Assessment hall/room will open 45 minutes before the commencement of Assessment. Candidates are advised to be on their seats 40 minutes before the commencement of the Assessment. After the commencement of the Assessment, no candidate who is late by more than 30 minutes will be admitted. However, if the Centre Superintendent (Principal) is satisfied that the delay is on account of a bonafide reason, he/she may admit a candidate up to 45 minutes in extraordinary circumstances, of the commencement of the Assessment. But no extra time would be given to the candidate for completing his/her Assessment. Admission of any candidate to the Assessment hall/room in contravention of these instructions shall be considered invalid.
- b. Candidates are required to bring their own blue/black ball point pen. Only blue/black ball point pen is to be used. Using of any other writing instrument/ink/pencil etc will be on your own risk and responsibility.
- c. A seat assigned with the Candidate's Registration No. will be allotted for each candidate. Candidate is required to find and occupy his/her assigned seat.
- d. No candidate, without permission of the Assistant Superintendent (Invigilator), shall leave his/her seat or the Assessment hall/room. No candidate shall speak without permission. If it is necessary for the candidate to communicate, he/she shall stand up in his/her place and one of the Assistant Superintendents (Invigilators) will see to his/her requirements.
- e. Before commencement of the Assessment, the candidate should complete the specified information on the Test Booklet, Attendance Sheet and OMR Answer Sheet as directed by the Assistant Superintendent (Invigilator). The Candidate should
 - write Registration No. and candidate's Name on the Test Booklet
 - write Test Booklet No. and Code and signature on the Attendance Sheet
 - write Registration No., candidate's Name, Father's/ Guardian's Name, Mother's Name, Present School Code and Present School Name on Side-1 of the OMR Answer Sheet.
 - write and fill in Registration No., Present School Code, Test Booklet No., Language Attempted by candidate on Side 2 of the OMR Answer Sheet.
 - confirm that the Test Booklet Code printed on side 2 of the Answer Sheet is the same as printed on Test Booklet.
 - fill in answers to the questions on Side-2 of the Answer Sheet only.
- f. If a candidate writes or puts any special or stray mark in any part of the Answer Sheet other than the space provided for the purpose, he/she will render himself/herself liable to have his/her Assessment cancelled.
- g. At the end of the Assessment, the Answer Sheet must be handed over to the Assistant Superintendent (Invigilator) irrespective of whether or not the candidate has answered the Assessment paper in full or in part or not at all.
- h. The candidate must hand over Answer Sheet to the Invigilator after the completion of PSA. However, he/she is allowed to take away the Test Booklet alongwith him/her.
- i. Smoking is strictly prohibited in the school or the Assessment hall/room. Candidates found doing so during the course of the Assessment shall be liable to be expelled from the school and the Assessment hall/room by the Centre Superintendent (Principal).
- j. If during the course of Assessment, a candidate is found indulging in any of the following, he/she shall be deemed to have used unfair means at the Assessment and as such his/her result shall not be declared but shall be marked as UNFAIRMEANS (UFM) :
 - Having in possession of papers, books, notes or any other material or information relevant to the examination in the paper concerned;
 - Giving or receiving assistance directly or indirectly of any kind or attempting to do so;
 - Writing questions or answers on any material other than the OMR Answer Sheet or Test Booklet
 - Tearing of the OMR Answer Sheet or Test Booklet
 - Contacting or communicating or trying to do so with any person, other than the Examination Staff, during the Assessment time in the Assessment hall/room;

 - Taking away the OMR Answer Sheet out of the Assessment hall/room;
 - Using or attempting to use any other undesirable method or means in connection with the Assessment;
 - Smuggling out Test Booklet or its part or smuggling out OMR Answer Sheet or part thereof; and
 - Threatening any of the officials connected with the conduct of the Assessment or threatening any of the candidates.