



**DIRECTORATE OF COORDINATION  
POLICE WIRELESS**

**PROCEDURE  
FOR  
DEPARTMENTAL EXAMINATIONS**

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**PROCEDURE  
RELATING TO  
DEPARTMENTAL  
EXAMINATION**

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## **CHAPTER- I**

### **GENERAL PROCEDURE**

1. Introductory – These are general rules and instructions governing the conduct of departmental examinations.
2. Notice of examinations - The advance notice of a minimum period of 30 days should ordinarily be given for every departmental examination.
3. Examination not to be held on holidays - Departmental examination should not be held on Sundays or holidays as far as possible.
4. Filling up of applications - All applications in connection with departmental examinations should be filled in carefully; and full and correct particulars should be furnished. If any candidate is found to have made a false or incorrect statement or to have suppressed material information, he will be considered as having used unfair means in the examination concerned and treated accordingly.
5. Submission of applications - All applications in connection with departmental examinations (for communication or re-totalling of marks) must invariably be submitted through the proper channel.
6. Withdrawal of candidature- Permission to a candidate to withdraw his candidature from an examination may be granted by the same authority who had granted him the permission to appear at that examination or by such other authority as may have been specially authorized in this behalf. The decision of such authority will be final.
7. Basis of Rules and orders for questions and answers - In cases, where the questions in a Question paper require the application of any Rules or orders, such Rules or orders should be taken into account as they stand three months before the date of announcement of the particular examination concerned. Amendments issued on a subsequent date should not ordinarily be taken into account, either for setting the questions or for writing answers thereto.
8. Indication of language on Question papers - In addition to the usual particulars and such specific directions to the candidates as may be deemed necessary. An indication should invariably be given on the top of a question paper regarding the language in which the answers are to be written by the candidates. If in any case, such an indication is inadvertently omitted, the candidates should write their answers in the same language in which the question paper has been set-except of course, where a question itself mentions the language in which the answer is required, e.g., a question on translation.
9. Candidates to bring their own pens, pencils, etc. - Candidates should bring their own pens, pencils, drawing instruments, and reference books (in cases where a paper is to be answered with the aid of books). The Department undertakes no responsibility to supply them with books in the examination hall.
10. Tabulation of results - The results of departmental examinations should be tabulated by or under the personal supervision of a responsible official, who will be personally responsible for their safe custody and the maintenance of strict secrecy with regard to them. Such tabulated marks should invariably be checked, in their entirety, by an officer other than the one by whom they have been entered; and no mistake or ambiguity however slight, should be allowed to creep therein.  
Note - The marks lists and results sheets should be treated as Secret even after the announcement of results.
11. Communication of marks - (a) After the results of an examination have been announced, the mark obtained in each paper by a candidate may be communicated to him and to him alone, on application and on payment of a fee of Rs. 50 by the candidate. The marks of any other candidates should not be supplied. Application in this behalf should be submitted through the Superior Officer under whose immediate supervision the candidate works to the

Director in the prescribed form (as shown in Annexure I). Accordingly the marks of the examination will be communicated to the Superior Officer who will communicate the marks to the candidate concerned.

(b) The amount of Rs. 50 should be deposited in favor of AO, DCPW and the receipt therefore enclosed along with the application. This fee will be accepted in any form, e.g., Cash, Bank Drafts & Indian Postal Orders.

(c) This rule will apply to all departmental examinations held by the Directorate.

(d) It is absolutely necessary that the mark lists (and tabulated result-sheets) should be treated as Confidential and handled by responsible officials only.

12. Retotaling and Verification of marks - (a) If a candidate desires the retotaling of his marks and verification of the fact that all answers written by him have been duly assessed by the examiner, he should submit an application in the prescribed form (as shown in Annexure II) and pay the prescribed fees. The fee for this purpose is Rs. 50 per paper.

(b) The procedure for payment and accounting of such fees will be the same as laid down in Rule 11 (b).

(c) Such applications must be submitted within one month from the date of announcement of the respective results. Any applications submitted thereafter should not be entertained.

(d) The retotaling and verification of marks should be carried out by an officer other than the one who had originally valued the answer scripts concerned. No remuneration will be payable for this work.

(e) The fee paid for retotaling of marks will not be refundable in any circumstances.

NOTE - 1. It must be clearly understood that the only scrutiny intended in this Rule is as shown in clause (a) viz., whether all the answers written by a candidate (provided that they are not in excess of the number required to be attempted) have been assessed, and that there is no mistake in the totaling of the marks.

13. Revaluation of answer books - Revaluation of answer scripts is not permissible in any case or under any circumstances.

14. Preservation of result sheets and answer books - (a) Tabulated result sheets or mark sheet registers of departmental examinations should be preserved for a period of ten years from the date of announcement of the respective results.

(b) Answer books in respect of all departmental examinations should be preserved for a period of twelve months from the date of announcement of the respective results.

15. Treatment of candidates using unfair means - (a) If a departmental candidate is found guilty of impersonation, or of submitting fabricated documents or documents which have been tampered with, or of making statements which are incorrect or false, or of suppressing material information, or of using or attempting to use unfair means in the examination hall or otherwise resorting to any other irregular or improper means for obtaining admission to an examination, the Supervising Officer should submit a report to the authority competent to impose penalties on the candidate.

(b) (i) If a departmental candidate is found to be copying from the answer papers of a neighboring candidate or from any written paper or document brought by him, or in any other way obtaining help or giving help to other candidates by irregular means, or is found to be in possession of a book which is not authorized to be used or of any written paper or document, he should be immediately expelled from the Examination Hall.

(ii) Immediately after the examination in the particular paper is concluded, the Supervising Officer should record the statements of the candidate concerned and of other witnesses and of the invigilator or supervising officer who found the candidate copying or using other unfair means. He should also collect such other evidence as may be relevant to the consideration of the case.

(iii) The Supervising Officer will then forward his report with the statements and other evidence referred to at (ii) above to the authority competent to impose penalties on the candidate.

(c) On receipt of the report mentioned in (a) or (b) or from the examiner the disciplinary authority competent to impose penalties on the candidate shall consider the matter and institute and finalize the disciplinary proceedings as expeditiously as possible.

(d) In all cases covered by (a) and (b) above, the Supervising Officer should submit a skeleton report showing the facts of the case to the Director

(e) After the conclusion of the disciplinary proceedings, the disciplinary authority will decide the question of debarring such candidates from appearing in departmental examinations. Pending decision of the Disciplinary Authority, the official should not be allowed to appear in any subsequent examination conducted by the department.

## **CHAPTER -II**

### **INSTRUCTIONS FOR CANDIDATES**

1. Bringing of books etc. to the Examination Hall - candidates should bring their own pens, pencils, etc. into the Examination Hall. Any other books, note books etc., brought by them should be left outside the Examination Hall.
2. Reference books should not have notes - In the reference books used by the candidates in the Examination Hall (where the use of books is allowed), there should be no notes or other irrelevant matter. Notes of the nature of cross-references, glossary, or index of references to orders of the Government of India may be allowed, but notes of the nature of solutions to questions will not be allowed in any case.
3. What to write on answer books - (a) The candidates should -
  - (i) Write only their Name, respective Roll Numbers and Subject of Exam in the space provided on the top of the title page of their answer books on each subject, they should NOT write their names anywhere on or in their answer books. They will be penalized for writing the name.
  - (ii) Write the subject of the Examination and other particular on the top of the title page of their answer books;
  - (iii) Write on both sides of the paper, leaving a quarter margin. The margin should be on the left hand on the front side and on the right hand on the back side;
  - (iv) NOT write any irrelevant matter or anything else except the actual answers in their answer books; and
  - (v) NOT write anything on the question paper.
- (b) A second (third etc.,) answer book will not be supplied so long as any blank page remains unused at the end of the first (second etc.) answer book.
- (c) Candidates may use, for rough notes or calculations, the inner side of the cover and, if necessary, a page or pages of the answer books. The rough notes should be crossed through afterwards.
- (d) They will not use pencil in writing their answers, Pencil may, however, be used for mathematical drawings, rough work etc.
- (e) They will not take any article or any book with them to their table which they are not authorized to take with them.
4. Directions on Question papers - The candidates should read the directions on question papers and should observe them fully.
5. No leaves to be torn - Candidates should NOT tear off any leaves from the answer books.
6. Indication of number of answer books used - If a candidate uses more than one answer book, he should state, on his first answer book, the total number of books he has used and fasten all the answer books securely together. In the supplementary answer script given to a candidate (after he has used up the main answer book) the candidate will write the number of the supplementary scripts used by him.
7. Instructions on answer book - The candidates should carefully read and follow the instructions on the cover of the answer book.
8. Signal of time limits - A signal will be given at the beginning of the examination in each paper. A signal will also be given fifteen minutes before closing time and again at the closing time, when the candidates must stop writing or revising their answers.
9. Handing over of answer books to Supervising Officers - Every candidate should hand over his answer books personally to the Supervising Officer or one of the Invigilators on duty, if he leaves before the expiry of the time for the paper.
10. Candidates who stay till the end - If a candidate stays till the end, he must remain at his seat until his answer books have been collected by the Supervising Officer/Invigilator.

11. Excess answers - If a candidate answers more questions than the number required to be attempted, only those attempted first (up to the prescribed number) will be taken into account for valuation, and the remaining answers will be ignored.

12. Candidates using unfair means - If a candidate is found to be using or attempting to use unfair means in the examination hall, he will be treated in accordance with Rule 15 under Chapter I.

13. Instructions of the Supervising Officer - Every candidate must obey all instructions and directions given by the Supervising Officer/Invigilator in the examination hall. If a candidate fails to do so or indulges in disorderly or improper conduct, he will render himself liable to expulsion from the examination, and in addition to such disciplinary action as may be deemed necessary.

14. Silence to be observed - Silence must be observed in the Examination Hall.

15. Smoking prohibited - Smoking in the examination hall is strictly prohibited.



## **CHAPTER -III**

### **INSTRUCTIONS FOR SUPERVISING OFFICERS**

1. Confidential Instructions etc. - The Supervising Officers should make themselves well acquainted with these instructions and also with any other confidential instructions sent to them in connection with individual examinations, and they should strictly observe them. In particular, where an acknowledgement of any papers or documents has been asked for, they should send such acknowledgement promptly.

2. Action in emergency - In an emergency, where it becomes essential to depart from any of the instructions, or any unforeseen situation has to be met on the spot, the Supervising Officer may act on his own discretion. He should, however, send a report forthwith to the Directorate where necessary, showing the exact circumstances of the case and the action taken by him.

3. Should arrive early and complete preliminaries - It would be necessary for the supervising officer to finalize all the arrangements in connection with examination on the day previous to the examination. The Supervising Officer should arrive at least half an hour before the commencement of the paper, and make sure that all preliminary arrangements for the examination are complete and in order.

4 (a) The Supervising Officer should ensure that suitable persons are appointed as Invigilators. One Invigilator should be allowed for every 25 candidates actually taking the examination. The Supervising Officer must obtain a certificate from each Invigilator at the commencement of the examination that no relation or dependent of his is taking the examination on that day. If on the first day of the examination it is found that the number of Invigilators appointed is in excess of the prescribed number, steps should be taken to reduce the number of Invigilators as far as possible to the minimum as required under the rules. In case re-arrangement of seats becomes necessary, an announcement should also be made to the candidates that their seats will be rearranged and that they must come at least 10 minutes earlier on the following day to find the changed location of their seats. In that case fresh plans showing the revised seating arrangements should be put up prominently near the entrances to the examination hall. Placards giving instructions to candidates vide Annexure A (DO's & DONT's) and plans showing seating arrangements should be prominently displayed at the entrances to the examination hall.

4(b) The Supervising Officer should satisfy himself before the commencement of the examination that the Invigilators are fully acquainted with the instructions meant for them.

4(c) The Supervising Officer should make the following announcements to the candidates in the examination hall before the commencement of the examination:-

- i. Candidates should make sure that they have no unauthorized books or papers with them.
- ii. Candidates should carefully read and follow the instructions on the cover of their answer book as also on the question paper.
- iii. Candidates will be penalized for writing their names anywhere in the answer books.
- iv. If more than one answer book or forms etc. have been used, the answer paper should be tied with a tag.
- v. Candidates will be expelled from the examination hall for resorting to unfair means and they will also be subject to departmental proceedings.

4(d) The Supervising Officer should note that the candidates must write in their own hand. In no circumstances will they be allowed the help of amanuensis to write the answers for them.

4(e) The Supervision must be effective and active. It is not sufficient for them to be merely present in the examination hall. Their attention is drawn to the terms of the certificate mentioned in rule 27 which they are required to submit in their own handwriting. The

Supervising Officer will arrive at least 30 minutes before the commencement of the first paper. He will also take all precautionary measures usually associated with the examination, and should in particular ensure that there is no communication of any kind between the candidates during the actual examination. He will satisfy himself that no relation of his is appearing in the examination from that center.

4(f) He will ensure that if there are lady candidates in the examination hall they are seated together. If possible, a lady Invigilator from amongst the total number of Invigilators may be posted to look after them. He will tell every Invigilator before the announcement of examination that he would neither read nor engage himself in any person work in the examination hall.

4(g) He will ensure that the seats are comfortable and the drinking water is available, Fans, if required and lighting should be adequate. Benches may be provided for keeping the books of the candidates outside the examination hall.

5. Some duties of the Invigilator - The Invigilator will arrive at least 30 minutes before the commencement of the paper and make sure of the room to which he has been posted, the names of the other Invigilators who will share duties with him and the number of candidates in that room. One Invigilator should be appointed for every 25 candidates. In every room, however, there must be at least 2 Invigilators even if the number of candidates is less than 25. This arrangement would enable one Invigilator to remain on duty in the room if the other for some reasons has to go out.

One Invigilator from each room should obtain from the Supervising Officer before the commencement of the examination a sufficient number of answer books with and without covers after giving an acquaintance where prescribed and other special requirements such as forms etc. and these items should remain in the personal custody of the Invigilator concerned. He should render an account of these to the Supervising Officer. The candidates should be admitted into the examination hall 15 minutes before the scheduled time and should be asked to take their seats as soon as they enter. One Invigilator from each room should report to the Supervising Officer at least 7 minutes before the examination for collecting question papers and he should be back to his room 2 minutes before the commencement of the examination. He should render an account of spare copies of the question paper. No Invigilator should read either the question paper or the script of the candidate in the examination hall.

6. Should be present throughout - The Supervising Officer and the Invigilators should be present in the examination hall throughout the period allotted to each paper.

7. Allotment of seats - Candidates should not be allowed to select their own seats. The Supervising Officer should allot seats to the candidates.

8. (a) Safe custody, etc., of Question Papers and answer books - The Supervising Officer will be personally responsible for the safe and secure custody of the question papers and answer books. The packets containing the question papers should be opened in the presence of the candidates five minutes before the time fixed for the commencement of the examination in the subject concerned. Each time the sealed, packet of question paper is taken out for distribution to the candidates, it has to be ensured that it pertains to the correct paper and on opening also this may be checked up before actual distribution. This would obviate the chances of distribution of wrong question papers. The Supervising Officer should ensure that no question paper or answer book is allowed to fall into unauthorized hands. He should also render a proper account of spare copies of the question papers and the unusual answer books.

8 (b) A proper account of answer books used in the examination is to be kept. If the examination center consists of more than one hall, the Supervising Officer will keep a proper note of the answer books given to the Invigilators of the other rooms after taking an acquaintance. The extra rooms should be numbered. The form in Annexure III for the

answer books with covers i.e. main answer book should be submitted to the Supervising Officer soon after the expiry of the first half an hour and that for the answer books without covers i.e. supplementary answer books, immediately after the end of the paper.

8 (c) For the question papers similarly the number of question papers not used should be returned to the Supervising Officer after expiry of half an hour from the commencement of the examination who should take stock of the question papers and keep the unused papers in safe custody.

9. Supply of pen, pencil etc. - The Candidate will be responsible for his pen, pencil etc., to be used during exam.

10. Supply of answer books - Answer books with cover are to be distributed to those candidates only who are seated in the Examination room. No answer book should be left on a table which has not been occupied by a candidate.

11. Answer books to be initialed - The Supervising Officer should initial on the cover of each answer book supplied to candidates for writing answers on to guard against substitution of answer papers, and should see that the answer papers handed to him by the candidates at the close of the examination in each paper bear his (Officer's) initials.

12. Books, note-books, etc., to be kept outside - The Supervising Officer should ensure that the candidates bring into the Examination hall only the documents and reference books (where permitted) actually required in connection with the paper concerned. All other books, note-books, etc., brought by them should be left outside the examination hall. If for any reasons arrangements for keeping books, note-books etc. outside the examination hall is not possible, it must be ensured that the candidates keep their books, note-books etc. below or very close to the table of the Supervising/Invigilating Officer and that there is no possibility whatsoever of their getting access to those books, notes etc. In no circumstances shall the candidate be allowed to keep any books or notes on their tables which they are not authorized to keep when the examination commences.

13. Reference books should not have notes - The Supervising Officer should carefully examine the reference books used by the candidates in the examination room (in cases where the paper is to be answered with the aid of books), and ensure that they do not have any notes or other irrelevant matter. Notes of the nature of the cross-references, glossary or index of references to orders of the Government of India may be permitted but notes of the nature of solutions to questions should not be allowed in any case.

14. Candidates arriving late - (a) Candidates arriving late up to half an hour may be allowed to sit for the examination. Candidates coming late should not, however, be allowed any extra time after the expiry of the hour prescribed for the close of the examination in the paper concerned.

(b) No candidate should be allowed to leave the examination hall until half an hour has elapsed from the time the examination commenced.

(c) Soon after the commencement of the examination the Invigilators will obtain the signatures of the candidates on the attendance sheet in the form shown in Annexure IV. Care should be taken to include the name of any candidate who enters the hall within the half an hour limit.

15. Hall permits, etc. to be examined - (a) The Supervising Officer should scrutinize the Hall permits etc., of the candidates, and satisfy himself that all the candidates present have been regularly admitted.

(b) The candidates will sign on the hall permit in the presence of the Invigilator for each paper in which they appear and the Invigilator will tally the signature each time with the attested copy of the candidate's signature. Proper columns should be provided by the issuing authorities on the hall permit for the date, Session, paper number and the candidate's signature. The hall permits will be collected by the Invigilator during the course of the last paper.

16 (a) Supplementary answer books or answer books without cover should be supplied to a candidate only when the Supervising Officer/Invigilator is satisfied that the candidate has exhausted the previous answer book. No loose sheets should be supplied.

(b) Two or more answer books submitted by a candidate on the same subject should be securely tagged together after they have been page-marked serially. The candidates should be instructed accordingly.

17. The Supervising Officer and the Invigilators should ensure that the candidates strictly observe the instructions on the cover of their books and they write the roll number, the subject of the examination and other particulars on the top of the title page of their answer books and that they write on both sides of the paper leaving a quarter margin. Before accepting the answer book he should see that the candidate has entered his correct roll number on the answer book and that he has not written his name on the cover of the answer book. No script in which the candidate has not written his roll number should be accepted.

18. Candidates to have no communication and those going out to be accompanied - (a) The Supervising Officer should see that there is no communication of any sort either among the candidates, or between the candidates and any outsider, in the examination hall.

(b) When a candidate desires to go out of the examination hall, one of the invigilators should invariably accompany him. He must never be allowed to go out alone.

19. Candidates not to leave during last 10 minutes - All doors should be closed ten minutes before the closing hour. Candidates should not be allowed to leave their seats until all the answer books in that room have been collected.

20. Questions from candidates - (a) If a candidate asks a question as to any misprint or ambiguity in a question paper, he should be told to make a representation through proper channel if he so desires. (b) The Supervising Officer should himself submit an independent report giving the candidate's Roll number and the nature of complaint.

21. Signal of time-limits - (a) The Supervising Officer should give a signal at the beginning of the examination in each paper. A signal should also be given fifteen minutes before the closing time and again at the closing time, warning the candidates to stop writing or revising their answers.

(b) The Supervising Officer should see that no candidate writes or revises his answers after the expiry of the time. If any candidate disregards this instruction and exceeds the time-limit, a report should be sent to the proper authority.

22. Names of Examiners to be kept strictly confidential - The names of the Examiners, where known to the Supervising Officer, should be kept strictly confidential, and should not be made known to any one else.

23. Candidates using unfair means - If any candidate is found to be using any unfair means in the examination hall, action should be taken as laid down in Rule 15 under Chapter I above, and in accordance with such other instructions as may be issued to him in this behalf.

24. Dispatch of answer books - (a) On the conclusion of the examination in each paper, the answer scripts handed in by the candidates, together with a list (in the form shown in Annexure V) handed over to the Supervising Officer personally.

(b) The list referred to in (a) above should be signed by the Supervising Officer. Roll numbers should be arranged in the list serially, and the subject should be shown at the head of the list. The answer scripts should also be arranged serially. The Roll numbers (and answer scripts) of the candidates, should be prominently shown in a separate group. The total number of answer books should also be entered in the list.

(d) A strictly confidential seal should be used in closing the covers and a specimen of it should be given on the list referred to above.

25. Statement of candidates - (a) On the conclusion of the examination in the last paper, the Supervising Officer should send by registered post to the Directorate, a statement showing the Roll numbers and the names of the candidates who actually appeared at the examination

and the subject or subjects in which they appeared (in the form shown in Annexure VI). Care should be taken that no mistake occurs in the names of the candidates. This statement should not be forwarded to the examiners.

(b) In the case of the examination held centrally, the head of the Administrative Office should then forward to the Directorate, a consolidated statement showing the Roll Numbers and names of candidates who actually appeared and the subject or subjects in which they appeared. In the case of competitive examinations, the candidates belonging to Scheduled Castes and Scheduled Tribes should be specifically shown as such. Special care should be taken to ensure that there is no mistake in these particulars.

(c) If, in any case, no candidate appears in the examination at a particular centre, a report to this effect should be sent in place of the statement referred to above.

26. Diagram of seating arrangement - Along with the statement referred to in Rule 25, the Supervising Officer should also furnish, to the respective Administrative Office, a diagram of the seating arrangements made for the examination.

27. Supervision Certificate - (a) On the conclusion of the examination in the last paper, the Supervising Officer should also send by authorized representative, to the Directorate.

"I certify that I personally opened the covers containing the question papers five minutes before the commencement of the examination in each subject of the \_\_\_\_\_ Examination held at \_\_\_\_\_ Centre on the \_\_\_\_\_, 20\_\_\_. That I supervised the examination actively; that the instructions laid down for the Supervising Officers were duly observed; that the candidates examined were not given or allowed to find any assistance in answering the question papers; that they were not permitted to select their own seats or to communicate with one another (nor with any outsider) during the examination that they were not allowed the use of any books of reference except those authorized for answering paper(s) \_\_\_\_\_; that the answer books were collected immediately on the expiry of the scheduled time for each subject, were scrutinized personally by me to see that they were in order according to the prescribed instructions, were at once packed and sealed with a strictly confidential seal, and were in my personal custody until they were dispatched to the examiner concerned by insured post, on the day of the examination itself. (b) I also certify that no relation either of mine or of any of the Invigilators took the examination at this center and that a proper account of unused answer books was maintained.

Station \_\_\_\_\_

Date \_\_\_\_\_

Signature of Officer conducting the  
Examination with name in block Letters (in brackets)

Designation \_\_\_\_\_

## **CHAPTER IV**

### **INSTRUCTIONS FOR EXAMINERS**

1. Strict secrecy and security of scripts to be maintained - The examiners should maintain strict secrecy in respect of the question paper, answer scripts, marks awarded and all other matters connected with the examination. They are also responsible for the security of the answer books so long as they are in their custody.
2. Valuation to be completed in time - The examiners should ensure that the valuation of answer scripts allotted to them is completed within the time allowed therefore - which is usually a month to six weeks..
3. Care to be taken in valuation - Utmost care should be exercised in the marking of answer books, so as to ensure that no answer or option thereof remains un-assessed, and that the totals of the marks awarded are correct. The necessity for this cannot be over-emphasized, as any mistake or omission detected later - particularly after the announcement of the results - reflects seriously on the efficiency of the administration, besides undermining the sanctity and reliability of the examination results; in some cases, it may also give rise to an unfounded suspicion. The examiners should, therefore, ensure meticulously that no such occasion is allowed to arise.
4. Entries in mark lists to be checked carefully - The entries of marks in the mark lists should be carefully checked with the totals shown on the respective answer books. This is also very important. Each page of the mark lists should be signed and dated by the examiner.
5. Totals to have no fractions - The total of marks awarded to an answer script on any subject should not have any fraction. If the total amounts to a fractional figure, it should be rounded off to the nearest or next higher whole number, as the case may be.
6. (a) Division of marks - The maximum marks for each question are usually indicated in the question paper. It sometimes happens that all the questions carry equal marks, but the total number of marks is not exactly divisible by the number of questions to be answered. In such cases, the balance of marks should be awarded, at the discretion of the examiner, for such qualities as neatness, clearness, conciseness and originality. The extra marks, if any, thus awarded should be added at the end to the total on the answer scripts.  
(b) No marks will be set apart for handwriting in the question papers of the departmental examinations unless the recruitment rules provide for the same.
7. (a) The examiner should insert marks awarded to each answer in the margin of the script at the end of the answer. In the case of questions with parts, the final marks given to a question may also be similarly inserted, except that since the final marks will be the total of the different parts of the question, the final marks may in addition be circled. Marks awarded to portions of an answer should be crossed out lightly. (b) If any answer deserves 'Zero' then it may be so marked instead of leaving it blank as otherwise it may lead to an inference being drawn that it has been overlooked in valuation.  
(c) The examiner must ensure that all the answers are valued and for every question marks entered inside the answer book. Thereafter he must enter all the marks in the cage of the title page below the question answered, and then exclude, where necessary marks secured in the excess number of answers attempted by the candidates keeping in view the revised instructions referred to in Rule 9. In the case the excess marks should be circled and the word "EXCESS" should be written below the question with an indicative arrow.  
(d) Instead of putting a cross-mark or a dash or a '0' examiner should put 'Zero' in words in the relevant column of the title page. All 'Zeros' must be entered in the cage.  
(e) The examiner should initial each answer book after he has valued it at the space provided for the purpose on the cover in the right hand corner.

(f) The total of marks awarded to an answer script on any subject should not have any fraction. If the total amounts to a fractional figure it should be rounded off to the nearest or next higher integer, as the case may be. There is no objection in granting marks with fractions to individual question or parts of a question.

(g) Questions not attempted by the candidates need not be shown by the examiner by placing a 'x' in the cage of the title page. The relevant column should be left blank. However, when a compulsory question is left out by a candidate the words 'NA' should be inserted in the relevant column.

(h) The corrections must always be initialed. It would always be desirable to score out over-writings and re-write the number separately with initials.

(i) Cases where the examiner feels that a candidate has used unfair means should be reported to the Directorate confidentially.

(j) While valuing answer books, color pencils should be used instead of black lead pencils.

(k) Where a question consists of more than one part, each part should be valued and marked separately and the total of all the part put in the page at the proper place.

8. Rules etc. to be taken as they are three months before the date of announcement - (a) As stated in Rule 7 under Chapter I, the Rules and orders in connection with questions and answers thereto should be taken as they stand three months before the date of announcement of the examination concerned; and amendments issued on a subsequent date should not ordinarily be taken into account.

(b) If however, any candidate gives an answer on the basis of such subsequent amendments or decisions, he should not be placed at a disadvantage on that account.

9. Excess answers - When only a limited number of questions or parts of a question have to be answered but a candidate answers more than the required number, the examiner should value all the questions or parts of the question so answered. He should, however, take into account for arriving at the total of the marks awarded to the candidate only these questions or parts of any questions in which the candidate has secured the highest marks, up to the prescribed number required to be answered. This benefit, however, will not apply in respect of any compulsory question or questions to be answered.

10. Dispatch of marks lists - (a) The mark lists duly filled in and signed by the examiner, should be forwarded by him to the prescribed authority by messages. These lists should be forwarded separate from the answer books. .

11. Dispatch of answer books - While dispatching the answer books to the prescribed authority, the examiner should observe the same instructions as laid down in this behalf for the Supervising Officers; vide Rule 24 under Chapter III.

12. Preservation of answer books - In cases where the answer books remain with the examiners, they should be preserved for a period of twelve months from the date of announcement of the respective results, vide Rule 14 (b) under Chapter I and then destroyed.

13. Candidates using unfair means - If, in the course of checking up and marking of papers, an examiner finds that a departmental candidate has resorted to copying from the answer papers of another candidate, or suspects that a candidate has secured undue help from any other unauthorized source, he should submit a report to the authority competent to impose penalties on the candidate.

In cases where the identity of the candidates is not known to the Examiner his report should be submitted to the Directorate.

14. Candidates communicating with the examiner - If any candidate or any person on behalf of a candidate communicates or attempts to communicate with the examiner, or otherwise tries to influence him in the award of marks, the examiner should report the fact to the Director, to which the candidate belongs, for appropriate action.

## CHAPTER V

### CONDUCT OF WORKSHOPS

1. In order to facilitate paper-setters in selecting good quality and standard questions for various examinations conducted by the Directorate. The Directorate would develop a Question Bank which contains standard questions on all test components/topics/sub-topics that are to be covered in these examinations.
2. In order to strengthen the Question Bank for selection of questions by paper setters and inclusion of new question items, holding of Question Bank Project Workshops on various test components is necessary. For this the Directorate dwells on eliciting the cooperation and collaboration from CAPFs/State Police org/Telecom PSUs/Universities/Colleges/Academic Institutions which have developed sufficient expertise in the field.
3. The Workshop is divided in two phases. The first phase is known as Briefing Session which serves motivational and instructional purpose. In the Briefing Session question item writers invited from various CAPFs/State Police org/Telecom PSUs/Universities/Colleges and other educational and academic institutions and given systematic briefing by the Resource Persons and senior officers of the Directorate on objective testing methodology, test component specific guideline for preparing question items on various topics/sub-topics keeping in view the prescribed syllabus, difficulty level and other testing parameters. The one day Briefing Session also gives an opportunity to clarify doubts regarding examination specific issues in an interactive session with Resource Persons and officers of the Directorate.
4. A two days Main Workshops held in the second phase after a gap of six to eight weeks. In the Main Session question items prepared by the item writers are validated through group discussion. Each group consists of four or five persons. Among the constituents of the group, one of the senior members is designated as Coordinator of the group. Each item writer is required to read out his/her question item, which is discussed in the group and acquires group validation for which group Coordinator authenticates on the item writing sheet with his signature. The output of each group is sent to the Resource Person concerned who in turn checks each item and approves it or returns the item to the group concerned for improvement/rejection. He also gives audience to item writer for academic clarification in the matter, if any.
5. The Resource Persons/participants of the Question Bank Project Workshops are paid honorarium as per the prescribed rates in vogue at the time of Workshop. Each Item Writer is paid @Rs. 13/- per validated items. No payment is made for the rejected item in the Workshop, however Item Writers are permitted to resubmit the item on the second day of the Workshop by substituting/improving/correcting /changing thematically the question as suggested by Resource Person and get it validated in the prescribed manner.
6. For the various Question Bank Project Workshops organized by The Directorate. The Director approves the appointment or nominates the Resource Faculty Members on his own or on the recommendation of Head of CPRTI / Additional Director. Resource Faculty Members are experts/subject-matter specialists/academicians drawn from CAPFs/State Police org/Telecom PSUs/Universities/Colleges/ Academic Institutions, etc. by designation and status, the Resource Faculty Members are generally subject matter specialists having sufficient background and expertise in the field.
7. The Question Bank Project Workshops conducted by the Directorate are held in two sessions, viz., Briefing Session and Main Session. In the Briefing Session, the Resource Persons are expected to deliver a lecture on testing methodology, techniques and modalities of writing good quality question items, objective and conventional as the case may be.



Being subject matter specialist, the Resource Faculty Members are also expected to respond to queries of Item Writers in the Briefing Session.

8. In Main Session of the project, Resource Persons act as a catalyst and supervise the working of various groups of item writers. They also respond to on the spot queries of the item writers and participate in the group discussion if necessary. The most important role of the Resource Persons is to exercise quality control of question items in terms of thematic content, difficulty level, format, language, etc.

9. Each Resource Person is assigned to validate in the Main Session sample question items of the assigned group and give and take the feed-back on question items in the working session.

10. The Question Bank Project Workshops are spread over three days or the duration as decided by the Directorate. The proposal for holding the Workshop is based on the requirement given by the Question Bank and the venue of the Workshops is decided by the Director. The overall coordination of holding the Question Bank Project Workshop has been entrusted to examination branch.

ANNEXURE I

Application for Communication of Marks.

1. Name of examination :-
2. Name of candidate :-
3. Designation :-
4. Roll No. :-
5. Centre at which appeared:-
6. Amount of fee deposited:-

(Receipt No. .... Dated..... from.....P.O.  
attached.)

Station-

Date -

Signature of applicant

No.-

Dated the

Forwarded to the ..... for necessary action.

Station-

Date-

(Signature)

Designation.

ANNEXURE II

Application for Retotalling and Verification of marks.

1. Name of examination :-
2. Name of candidate:-
3. Designation:-
4. Roll No. :-
5. Centre at which appeared:-
6. Paper(s) in which retotalling is desired:-
7. Amount of fee deposited:-

(Receipt No. .... Dated..... from.....P.O.  
attached.)

Station

Date-

Signature of applicant

No.-

Dated the

Forwarded to the ..... for necessary action.

Station-

Date-

(Signature)

Designation.

ANNEXURE III

Name of the Examination:-

Centre: -

Date:-

Session: -

Paper:-

Hall/Room No.:-

Account Sheet of Answer Papers with  
covers (Main answer book)

No. of answer books (with covers) at the beginning of session	No. of Candidates present	No. of answer books issued	Balance	Reasons for discrepancy if figures in column 2 & 3 do not tally
1	2	3	4	5

Initials of Invigilator

## ANNEXURE IV

Name of Examination:-

Centre: -

Date:-

Subject: -

Paper No.:-

### Candidates' Attendance Sheet

Column 4 below will be signed up by the candidates at the beginning of each paper. Invigilators will fill it up if a candidate is absent.

Serial No.	Name of the Candidate	Roll No.	Signature of Candidate
1	2	3	4

ANNEXURE V

List of candidates appeared

Name of examination:-

Date:-

Hours from ..... to ..... (IST)

Subject:-

Centre:-

Total No. of candidates present:-

Total No. of answer books:-

Name and designation of the officer  
conducting the examination:-

To be filled in by the  
Supervisor of Centre

(Signature)

---

To be filled in by the Examiner

---

Roll No. in figures

Marks in words

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ANNEXURE VI

Statement of candidates who actually appeared.  
(To be sent by the Supervising Officer)

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SI. No.	Roll Nos.	Names of candidates	Paper in which they have appeared
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## ANNEXURE'A'

### DONT's

1. Do not write your name or anything else except the actual answers to the questions anywhere inside your answer book. You will be penalized for writing your name.
2. Do not leave any page unused except at the end of the answers and do not fold pages.
3. Do not tear off any leaves from your answer books.
4. Do not leave behind your answer book on your table.
5. Do not keep any book, article etc. with you which you are not authorized to keep.
6. Do not leave your seat without the permission of the Supervisor.
7. Do not write any irrelevant matter such as appeal to examiner for marks.
8. Do not smoke in the Examination hall.
9. Do not write on the blotting paper or on the question paper.

### DO's

1. Do count the pages of your answer books. Do check up that the pages are correct and are not torn or loose.
2. Do write your Roll No. and all other particulars in the space provided for the purpose.
3. Do use both sides of the papers in the answer book leaving a quarter margin on the left hand on the front side and on the right hand on the backside.(you may use, for rough notes or calculations, the inner side of the cover and, if necessary, a page or pages of the answer book. The rough notes should neatly be crossed through afterwards).
4. Do write in ink. Ball pen, Pencil may however be used for mathematical drawing, rough work etc.
5. Do put the correct no. of the question on the margin at the beginning of each answer.
6. Do draw a prominent line at the end of each answer.
7. If any right-hand page is accidentally left blank do write on it "Please turn over".
8. If you wish to cancel any work, do draw your pen through it or write 'cancelled' across it; otherwise it may be valued.
9. An additional book will be supplied on request when the book is exhaust-



ed. If you have used more than one answer book do tie them together securely with a tag provided for the purpose and do indicate on the cover of the first (main) book the total no. of books used. Write the number of the additional answer books on the supplementary answer book provided.

- |  |   |
|--|---|
| 10. Do not write or revise your answers after the expiry of the allotted time.   | 10. Do hand over your answer book personally to an invigilator before leaving the examination hall. |
| 11. Do not leave the examination hall, if you wish to leave it until half an hour after the commencement of the examination. | 11. Do attach all loose sheets, such as maps, forms etc. inside the cover of your answer book.      |
| 12. Do not answer a question twice.  | 12. Do page mark the answer book serially.  |
| 13. Do not make any special sign or mark in or outside the answer book.  | 13. Do observe silence in the examination hall.   |

Please note:-

- (A) Any attempt on your part to copy from the answer papers of a neighboring candidate or from any written paper or document brought by you, or in any other way to obtain help by irregular or illegal means in writing out your answers will result in your immediate expulsion from the examination hall.
- (B) A signal will be given at the time of the beginning of the paper. A signal will also be given 15 minutes before the closing time and again at the closing time.

-

**IMPORTANT NOTE: THE ABOVE IO REPORT MAY BE FILLED IN CAREFULLY TO COVER ALL ITEMS AND BE SEALED AND HANDED OVER TO SUPERVISOR/COORDINATOR FOR SENDING TO REGIONAL DIRECTOR.**

## ANNEXURE 'B'

### (PROFORMA FOR INSPECTION REPORT)

Name of the Venue :

Name of the Inspecting Officer :

Name of the Supervisor :

1. The time of your arrival at the Centre :
2. Whether all the administrative arrangements including the seating arrangements and display of the list of candidates according to their seating arrangements room wise have been completed well before the start of the examination?
3. Whether all the invigilation staff was present in their respective rooms at the start of the examination?
4. At what time the question paper packets were received?
5. Whether the question paper packets were got opened personally by the Supervisor in your presence?
6. Have you ensured that the question paper bag for right examination and right session was opened?
7. Whether the seals of the question paper packets were found intact?
8. Whether the seating arrangements were satisfactory and the lighting arrangements were adequate? If not, give details.
9. Whether the facilities for drinking water and toilets for the candidates were adequate and satisfactory.
10. (a) Whether the seating arrangements were made as per the TICKET NUMBER allotted to the candidates? (In case there was any deviation, the matter should be reported to the Directorate after ascertaining the reasons from the Supervisor/Invigilator during the currency of exam itself.)  
(b) Whether any candidates(s) having common Roll Number was/were allowed to appear in the examination?
11. (a) Was any candidate allowed by the invigilator to appear in the examination without admission certificate?  
(b) If answer to 11(a) is "YES", has a written explanation of the invigilator for exceeding his/her authority been obtained and enclosed with this IO Report?  
Note: (NO CANDIDATE WITHOUT ADMISSION CERTIFICATE SHOULD BE ALLOWED TO APPEAR IN THE EXAM.)
12. Whether the signature of the candidate has been obtained on the admission certificate and whether the candidates have signed on the Admission Certificates at the space provided for this purpose?
13. Room-wise distribution of the candidate and the detailment of the invigilators and other staff is to be collected from the Centre Supervisor and the actual derailment is to be verified. The details are to be given in the following order (in a separate sheet, if necessary):
14. Whether the examination has finished at the prescribed time?
15. Whether before packing and sealing all the answer booklets have been counted by Supervisor in your presence and the number tallied in your presence with the number of candidates present in the examination?
16. Have you also appended your signature on the envelopes sealed by Supervisor?

17. Your overall impression about the venue and any suggestions you would like to be implemented for improvement in the overall management of this examination.
18. Any other discrepancies as notice by you regarding the conduct of examination at the Venue/Sub-Centre?

Signature:

Date:

Place:

Name & Designation:

Phone:

Office Address:

Residential Address:

Filename: Dept exam publication  
Directory: C:\Users\P.S.Bisht\Desktop\Soft Copy of Publication  
Template: C:\Users\P.S.Bisht\AppData\Roaming\Microsoft\Templates\Normal.dotm  
Title:  
Subject:  
Author: P.S.Bisht  
Keywords:  
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