

Appendix-A
Version - 1.0

Guidelines for Centre Superintendents for Theory Examinations

**(Bye-Laws Governing
Examination & Certification 2012)**



National Institute of Open Schooling

ISO 9001 : 2008 Certified

(An Autonomous Institution Under MHRD, Govt. of India)
A-24-25, Institutional Area, Sector-62, NOIDA-201309

© **National Institute of Open Schooling**

February, 2017 (2,000 copies)

Published by the Secretary, National Institute of Open Schooling, A-24-25, Institutional Area,
Sector-62, Noida-201309 and Printed at M/s Sachdeva Printing Press, Delhi

CONTENTS

S.No.	CHAPTER NO.	PAGE NO.
1.	Important Check Points	1
2.	General Instructions for Centre Supdts and Learners	6
3.	Engagement of Staff and Norms for Payment	8
4.	Instructions for Invigilators	12
5.	Custody and Handling of Question Papers	15
6.	Dealing with Unfair means and Mass Copying Cases	18
7.	Handling and Dispatch of Answer Books	23
8.	Provision for Learners with Disability during NIOS Examination alongwith Appendixes	26
 PROFORMA TO BE USED BY THE CENTRE SUPERINTENDENTS		
	<i>Annexure-1: Attendance Sheet</i>	41
	<i>Annexure-2: Seating Plan</i>	42
	<i>Annexure-3: Proforma for Booking UFM Cases</i>	43
	<i>Annexure-4: Proforma for Application to Lodge F.I.R.</i>	44
	<i>Annexure-5: Proforma for Forwarding of UFM Cases to NIOS</i>	45
	<i>Annexure-6: Proforma for Absentees Statement</i>	46
	<i>Annexure-7: Proforma of Used and Unused Answer Books</i>	47
	<i>Annexure-8: Proforma of Seal Used for Despatch of Answer Books</i>	48
	<i>Annexure-9: Consolidated Record of Despatch of Answer Books</i>	49
	<i>Annexure-10: Date- wise/Subject- wise Consolidated Details of Exam</i>	50
 EXAM CENTRE BILL PROFORMA		
	<i>Proforma-1: Consolidated Bill for Exam. Centre Charges</i>	51
	<i>Proforma-2: Remuneration Bill for Centre Superintendent</i>	52
	<i>Proforma-3: Remuneration Bill for Dy. Centre Superintendent</i>	53
	<i>Proforma-4: Remuneration Bill for Invigilators</i>	54
	<i>Proforma-5: Bill for Clerical and group-D staff</i>	56
	<i>Proforma-6: Bill for Seating Arrangement and Furniture Charges</i>	57
	<i>Proforma-7: Bill for Contingent Charges</i>	58
	<i>Proforma-8: Bill for Conveyance and Remuneration</i>	59
	LIST OF REGIONAL DIRECTORS	60
	LIST OF OFFICERS OF EVALUATION DEPT. AND REGIONAL DIRECTOR	

TO BE NOTED BY THE CENTRE SUPERINTENDENTS

- ❖ No learner shall be allowed to appear in an Examination Centre other than allotted, unless permitted by the NIOS/Regional Centre concerned in writing. If a learner changes Examination Centre without the permission of the NIOS/Regional Centre, the result will be withheld and it will be treated as a case of use of unfair means.
- ❖ A copy of the 'Instructions for Invigilators' as given in Chapter-4 is provided to all the Invigilators appointed at the Examination Centre. A certificate that no near relative is appearing in the examination from that centre should be obtain from all the Invigilators.
- ❖ To ensure that the learner has filled in all the columns of Answer Book and no column is left blank. The invigilator should be instructed to sign the Answer Book after verifying the roll number and photograph from the Identity card.
- ❖ All learners of Secondary Examination have only one question paper based on revised syllabus.
- ❖ The learner has properly recorded the Answer Book Serial Number and signed against his/her name only.
- ❖ All unfair means cases are processed strictly as per Guidelines given under Chapter-6. The invigilators and Centre Superintendent must complete and sign the UFM performa even if the learner is caught by OSD/Flying Squad. Relevant evidence should be attached with each UFM case.
- ❖ **No additional Answer sheet is to be provided to the learner. The learner will have to complete their answers in one Answer Book itself which contains 28 pages. This should be announced by the invigilator at the start of the examination every day.**
- ❖ The doors are opened half an hour before the starting time on the first day and fifteen minutes before the starting time on the subsequent days.
- ❖ No Learner who is late by more than 30 minutes should be allowed to take the examination.
- ❖ No learner is allowed to leave the Examination Hall or take away the question paper before the expiry of half time allotted to a particular paper.
- ❖ If a learner does not have Intimation Letter, he/she may be allowed to appear in the examination on the basis of records available on the Identity Card of NIOS provided his/her name appears in the list of learners and attendance sheet of that subject sent by the NIOS.
- ❖ The Centre Superintendent should maintain complete account of Blank Answer Books supplied by the NIOS. The bill of Centre Superintendent will be cleared only after he/she renders a complete account of Answer Books and returns the unused Answer Books to the Regional Centre concerned.
- ❖ For disabled/differently abled learner, please read instruction mentioned in chapter '8' carefully.
- ❖ Examination materials i.e. used/unused Answer Books, Attendance sheets and seating plan are very sensitive and confidential in nature and property of NIOS, hence, the same or copy are not allowed to be given to any person unless authorized by NIOS.
- ❖ The Centre Superintendent is responsible to conduct the examination in a free and fair manner. Any adverse report received by the NIOS for indulgence in malpractices during the course of entire evaluation process, the examination centre may be booked under mass-copying and the result will be withheld besides appropriate action will be initiated against the Centre Superintendents/Examination Centre.



IMPORTANT CHECK POINTS

The National Institute of Open Schooling conducts two full-fledged Public Examinations every year. Conduct of Examination is a very important activity in which all constituents of NIOS contribute i.e. Headquarters, Regional Centres or at the Accredited Institutions. The Centre Superintendent/Dy. Superintendent takes all precautions to ensure smooth and fair conduct of examination at the Examination Centre. However, there is need to check all the details before the commencement of Examination. For the sake of uniformity, NIOS has laid down detailed Guidelines for Centre Superintendents for Theory Examinations. Before moving on to various aspects of the conduct of examination important instructions/points, which have to be strictly adhered to. **All persons concerned with examinations should read the Guidelines for Centre Superintendents carefully before the commencement of examination.**

1.1 BEFORE THE EXAMINATION

1.1.1 Ensuring Receipt of Question Papers in Bank

- i. Ensure receipt of the Question Paper Packets by the bank well in advance. In case of non-receipt of the packets at least 10 days before the commencement of Examination, please inform the Director (Evaluation) telephonically or through Fax/e-mail, otherwise it will be presumed that the packets have been received by the bank and checked by the Centre Superintendent.
- ii. The sealed Question Papers packets should be arranged date-wise as per the date-sheet and kept under safe custody of the Bank.

1.1.2 Facilities for the learners

- i. Display date-sheets and Instructions for the Learners as given in chapter-2 (2.3) of this booklet, outside the Examination Hall. Also, assist the learners with disabilities to avail the facilities accorded and to access the examination hall.
- ii. Purchase Log Tables in sufficient quantity well in advance and make available the same for use of learners in Mathematics, Physics and Chemistry examinations. These should be used in the subsequent examinations of National Institute of Open Schooling.
- iii. Please notify that only one Answer Book containing 28 pages will be issued to the learner in a subject. No additional Answer Book shall be issued and the learner has to complete the answer of a subject in one Answer Book only.

1.1.3 Receiving of question paper from bank

- i. Ensure receipt of Packet (s) of Question Papers well in time for the day and open the same which is/are meant for that particular day.
- ii. Ensure the availability of requisite number of Question Papers well in advance of the actual examination by verifying with the list of learners and Question Papers received in the Bank.

1.1.4 Appointment of Invigilators

- i. The invigilators should invariably be appointed from the teaching staff. The details with regard to the invigilators, who are not from the staff of the School should be kept in a register along with details of teaching staff appointed from School.
- ii. Every invigilator is required to sign in the attendance register, the time of arrival and departure in a register to be specially maintained by the Centre Superintendent. All the invigilators on duty must carry Identity Card issued by the school.
- iii. For every centre having learners with disabilities, one invigilator should be well versed with the needs of learners with disabilities.

1.1.5 Eligibility of the learners to appear in Examination

- i. Only those learners, whose names appear in the list of learners and subject wise attendance sheet supplied by the NIOS or those who have got written permission from the Regional Centres/ National Institute of Open Schooling Headquarters, be allowed to appear for examinations at examination Centre. Please do not allow any other person to appear in the examinations.
- ii. If any learner approached the allotted Examination Centre with Intimation Card of the current examination showing eligible subjects and dates, he/she may be allowed even if his/her name is omitted from the list of learners due to some error after verifying his/her Identity Card on provisional basis and after obtaining an undertaking subject to his/her being eligible otherwise.

1.2 DURING THE EXAMINATION

1.2.1 Checking the Learners before Entry in the Examination Hall

- i. Frisking of the learners should be undertaken thoroughly at the entrance gate itself before the learners are allowed to enter the examination hall.
- ii. Do not permit the learners to bring books, papers or reference material of any kind in connection with the examination into the Examination Hall/Room.
- iii. Ensure that no learner brings any electronic equipment like Calculators, Tape Recorders, Cellular Phones, Pager etc. in the examination hall/room. However, in the case of learners with disabilities, refer instructions given in Chapter 8.

- iv. However, the learners are permitted to bring the drawing instruments and stencils or templates for drawing outline maps for Physics, Chemistry and Geography examination.

1.2.2 Handling of Question Papers

- i. Distribute the Question Papers at the precise time of commencement of Examination given in the date-sheet. In case, due to some unforeseen circumstances, there is delay in the commencement of examination at the scheduled time, the time so lost in the process must be compensated and a certificate to this effect to this effect to the Regional Centre concerned as well as to the Director (Evaluation), NIOS on the same day.
- ii. For blind learners, in the subjects of Social Science and Mathematics of Secondary Examination and History of Senior Secondary Examination, there is an alternative to questions of maps/diagrams, which have to be attempted only by the blind learners. In such cases, on the top of the Answer Script, the words “THE BLIND LEARNER” must be written.
- iii. NIOS is using two sets of question papers in seven subjects – OLD and NEW. Question Papers marked NEW is for the learners current admission (2015-16) and OLD for learners of previous admissions.

1.2.3 Handling of Attendance Sheets

- i. Ensure that Attendance Sheets are correctly filled in and signed by the learners daily.
- ii. Encircle the Roll Numbers of absent learners with Red Ink and mark them ABSENT in place of their signatures in Attendance Sheets.
- iii. Mark ‘UFM’ in case of learners who have been booked under use of unfair means.
- iv. Add the names of additional/authorized learners such as centre change cases (permitted by Regional Centre/NIOS Headquarters) on the computerized attendance sheet for obtaining their signatures.
- v. In case, computerized attendance sheets sent by the NIOS are not received at the Examination Centre before the 1st day of Examination, take the attendance of the learners allotted at the centre in the attendance sheet in Performa given in **Annexure-I or get it download from NIOS website www.nios.ac.in**.
- vi. Ensure that the Attendance Sheets bear the signatures with rubber stamp of the Centre Superintendent and OSD (Observer) appointed by RC (NIOS) before these are sent to the Regional Centres concerned on the same day of the examination along with the packets of Answer Books.
- vii. The scanned nominal roll provided by the NIOS must also be used for obtaining the attendance of learner daily. As soon as all the examinations are over, the same be sent to the Regional Centre concerned for record.

1.2.4 Handling of Answer Books

- i. Please Affix facsimile stamp of the signature of the Centre Superintendent on Answer Books at the appropriate place before these are issued to the learners. Under no circumstances, address stamp of the Centre should be used on the answer books and the signature of the Centre Superintendent should not be put outside the flap area.
- ii. Instruct the learners not to write his/her name, roll no. or make any distinguishable sign or mark anywhere in the Answer Book/Graph/Map except at the places specified for the purpose.
- iii. Maintain a proper account of all the used and unused Answer Books (as in **Annexure-7**) and send a copy of the same duly verified by the OSD (Observer) of NIOS along with the Attendance Sheets and sealed answer books daily. One copy may be retained by the Centre Superintendent in his records which would be open for Inspection and for physical verification of unused answer books by OSDs, Observers or Flying Squad Members or any other person deputed by NIOS.

1.2.5 Handling of Unfair Means (UFMs) Cases

Please ensure that the unfair means cases detected during the course of examination are properly recorded and packed in a separate envelope and sent to the Regional Centre concerned with requisite statements and documents as per procedure laid down in **Chapter-6**. The copying material found with each of the cases should also be enclosed. Please send this packet along with the packet containing the Answer Books for that day.

1.2.6 General Arrangements

- i. Give a bell sound after completion of each hour during the examination. One bell sound should also be given 10 minutes before completion of the paper and long/final bell at the end. The Invigilators should communicate these indications to the learners before commencement of examinations. However, learners with disabilities may require individualized indications in this regard.
- ii. Centre Superintendent should be careful about making arrangements for toilets for the use of learners including learners with disabilities. A commode and pot might be placed at a suitable place surrounded by kanats near the Examination Hall, in case there is no pakka latrine or a urinal nearby. Separate toilets are required for boys and girls. Accessible toilets and human assistance may also be required for learners with disabilities.
- iii. Ensure that proper police arrangement at the Centre.
- iv. Allow the Observers/Members of Surprise Visit Team appointed by the NIOS/ Regional Centre to inspect the records and the Examination Halls/rooms after ensuring that the visiting team is having proper authority letter from their Regional Director/Director (Evaluation), NIOS.

1.3 SEATING ARRANGEMENT

- i. A day before the commencement of the examination, the Centre Superintendent shall ensure that satisfactory seating arrangements for the examination have been made. He/She shall particularly see that the learners are to be seated in such a way that the learner are not able to communicate with each other **i.e. whenever a two-seat desk is used, only one learner should be seated and in case of availability of four-seat desk, only two learners should be seated on it.**
- ii. Seating arrangement for learners with disabilities should preferably done on the ground floor and easy access of the place such as ramps, lifts, grab bars etc. must be ensured.
- iii. Some learners with disabilities also need to be seated alone and may require adapted furniture as per their specific needs (refer to chapter-8).
- iv. The Centre Superintendent shall prepare a seating plan of Examination Hall and/or rooms showing the order of seats allotted to learners and the direction in which the learners sit as per Annexure-II and shall send a copy of the seating plan for each session to the NIOS Regional Centres along with the bundle of answer books. Please keep in mind that the vertical row should contain the seats No. 7, 10, 13, 16, 19 and so on.
- v. A slip giving the Roll Number of each learner should be pasted on the Roll No. should be written with chalk on each desk/table, so that the learner has no difficulty in finding out his allotted seat. Learners must be seated sufficiently apart to prevent collusion/contact.
- vi. In the seating plan for each room, learner who is absent be encircled with RED ink indicating ABSENT.

1.4 DISPATCH OF ANSWER BOOKS

- i. The Answer Books, Attendance Sheets, scanned attendance sheets and other related materials pertaining to Theory Examination will be dispatched to the concerned Regional Centre or to specified places as per direction from the NIOS, as per instructions in **Chapter-7** of Guidelines.
- ii. With regard to learners with disabilities (to be taken from Chapter-8)

1.5 PRACTICAL EXAMINATION

- i. The Practical Examination will be conducted at the respective study centre i.e. Accredited Institution (AI).
- ii. The Practical examination for each Vocational subject under academic stream will be conducted at the respective Study Centre/ Accredited Vocational Institution (AVI). The learners may approach their Study Centres for details of Practical Examination Centre.
- iii. Reasonable accommodations may be ensured for learners with disabilities.



INSTRUCTIONS FOR LEARNERS AND CENTRE SUPERINTENDENTS

2.1 FOR APPEARING IN THE EXAMINATION, THE LEARNER SHOULD BRING WITH HIM/HER THE FOLLOWING:

- (i) *Intimation Letter or special permission issued by the NIOS*
- (ii) *Valid Identity card issued by NIOS.* If his/her Admission card/Identity card is lost, duplicate copy of the same should be obtained from the Regional Centre concerned of the NIOS before appearing in the examination.
- (iii) *Pen, pencil, ink and other stationery items required to be used by the Learners for the examination.* Only royal blue or blue black ink is to be used, except that red ink may be used for writing heading in the answers. No other ink is permissible. Ball point pens are also allowed.

Electronic equipments like calculators, tape recorders, cellular phones, pagers etc. are not allowed in the Examination Hall. However, in the case of learners with disabilities refer Chapter 8.

2.2 **The Examination Hall will be opened on each day 15 minutes before the time** specified for the commencement of the examination. No learner who is late by more than 30 minutes shall be allowed to appear in the examination.(refer to Chapter 8)

2.3 **A chart depicting the Room wise Seating Plan with Roll No. of the learners allotted to each room should be prominently displayed** at the entrance of the Exam Centre. A seat marked with his Roll Number will be allotted to each learner. Learners will be required to find out and occupy their allotted seats. Learners with disabilities having difficulty in locating the same may be provided assistance.

2.4 **No learner, without the permission of the Invigilators shall leave his/her seat or the Examination Hall during the examination.** No learner shall speak without permission. If it is necessary for the learner to communicate with the Invigilator, he/she shall stand up in his/her place and the Invigilator will see to his/her requirement. However, relaxation in this regard may be given to learners with disabilities.

2.5 **Before beginning his/her paper, he/she should write on the title page of his/her Answer-Book the (i) subject, (ii) date of exam., (iii) Question Paper set no. (✓), (iv) Question Paper Code No., (v) Language of Answer.** He/She shall write his/her Roll No. and name in the space provided on title page and nowhere else in the answer book. He/She shall also write his/her Roll No. on his/her question paper as soon as it is received by him/her.

2.6 The learners are also allowed to write the answer in any one schedule regional language (except language paper) in a subject although the Question Paper is supplied in Bilingual

(Hindi/English). The learner has to write the medium of answer on the specified space on the Answer Book.

- 2.7** If a learner writes his/her Roll No. or puts any special mark in any part of the Answer-Book other than the space provided for the purpose, he/she will render himself/herself liable to have his paper cancelled.
- 2.8** **On the expiry of time, the answer book must be handed over to the Invigilator** even though the learner may not have answered any part of the paper.
- 2.9** **Answers shall only be written in the answer book supplied to the learner and on both sides of the paper.** No learner shall tear out a leaf or part thereof from the answer book. No additional Answer Book shall be issues.
- 2.10** **Smoking or Chewing tobacco or use of alcohol is strictly prohibited at the Examination Centre.** Learners found doing so during the course of the Examination shall be liable to be expelled from the Examination Centre by the Centre Superintendent. Learners found drunk alcohol or any intoxicating drug will not be allowed into the examination hall.
- 2.11** **A learner found committing any of the following acts shall be deemed to have used unfair means and his/her examination result shall be withheld:**
- (i) Writing name, roll number or putting signature or any other mark at any other places not specified in the answer book which may disclose, in any way, the identity of the learner. Name and/or roll No. is to be written only in the space provided for it and no where else.
 - (ii) Appearing in the Examination Centre other than the allotted to the learner without the permission of NIOS.
 - (iii) Having in possession book(s) notes, papers or any other material, connected with the examination.
 - (iv) Receiving or giving assistance in copying in any form during the course of the examination.
 - (v) Smuggling in or out of the examination hall question papers, answer book etc. and tearing leaf/leaves from the question papers, answer book or tampering with the answer book in any way.
 - (vi) Using abusive/derogatory language orally or in the answer book/against the Centre Superintendent/ Examiner/ Invigilator or threatening/ using violence towards Invigilator or Centre Superintendent
 - (vii) Impersonation i.e. sending some other person to take the examination.
 - (viii) Communicating with the examiner or any other person connected with the examination, with the object of unduly influencing him in any way.
 - (ix) Any other type of misconduct or a deliberate previous arrangement to cheat in the examination.
 - (x) Writing questions or answers on any paper other than the answer book.
 - (xi) Wrong statement in the application for admission such as tempering with the certificate/statement of marks etc. or forging a signature.

The decision of the UFM Committee in imposing penalty for the offence committed by him/her shall be final and binding on him/her.

- 2.12** A learner can be physically searched by the Centre Superintendent/ Invigilator/ Observer/ Flying Squad deputed by the NIOS before or during the examination at any time.



NORMS FOR ENGAGEMENT OF STAFF AND RATES OF PAYMENT

In order to conduct the NIOS examination, NIOS allows the Centre Superintendent to engage the staff from their school/AI or from other nearby institutions as per the following norms.

3.1 NORMS FOR ENGAGING STAFF ON DUTY

- 3.1.1 Centre Superintendent:** There will be one Centre Superintendent for each Centre and his/her appointment shall be approved by the NIOS.
- 3.1.2 Deputy Superintendent:** may be appointed when the total number of learners allotted to a Centre is 400 or more.
- 3.1.3 Invigilators:** The invigilators should be appointed invariably from the teaching staff of the Centre. There will be two Invigilators in each room. If the number of learners is more than 40 either in a room or in a hall, there will be one more invigilator for each 20 learners or fraction thereof. *In case only one learner is registered for a paper, only one invigilator may be appointed for the session. Out of these one of the invigilators should be oriented to the needs of learners with disabilities if a learner with disability is appearing for examination at that centre. Also in addition to two invigilators there may a requirement of sign language interpreter (for details please refer to chapter-8).*
- 3.1.4** *In the examination centre where upto 200 learners are registered, they will be provided one additional Invigilator exclusively for checking Identity cards and attendance sheet on all the days of examination,. In case of more than 200 learners registered in the Examination two additional Invigilators (One male and one female) will be provided exclusively for checking Identity Cards and attendance sheet on all the days of examination.*
- 3.1.5 Clerks:** There will be one clerk upto 249 learners allotted at the Centre for Examination. If the number is 250 or more, in particular day the number of clerks will be two.
- 3.1.6 Peon/Waterman:** There will be one peon and one waterman upto 249 learners allotted. Additional peon and waterman (One each) may be engaged for the specific days on which the number of learners registered exceeds 249.

3.1.7 Chowkidar/Sweeper: There will be one Chowkidar and one Sweeper in the Centre on each day of examination including practicals irrespective of number of learners allotted.

3.2 PAYMENT NORMS TO THE STAFF

3.2.1 Remuneration for the Staff

(i) Centre Superintendent	Rs. 600/- Per Day
(ii) Dy. Superintendent*	Rs. 450/- -do-
(iii) Invigilators	Rs. 400/- -do-
(iv) Clerk/Laboratory Assistant	Rs. 225/- -do-
(v) Peon	Rs. 150/- -do-
(vi) Waterman	Rs. 150/- -do-
(vii) Chowkidar	Rs. 150/- -do-
(vii) Sweeper	Rs. 150/- -do-

* When the total number of learners allotted to a centre is 400 or more.

Note : Special Permission of appropriate authority may be taken in advance for additional staff and other support required for conducting examination for learners with disabilities. Refer to Chapter 8 for the same.

3.2.2 Maintenance of Furniture/Rent of building

- (i) Maintenance of furniture's/rent of the building @Rs.40/- per learner for whole examination will be admissible to all type of schools/KVS/NVS/AIs of NIOS/Degree colleges and any other institutions fixed as examination centre of NIOS.

3.2.3 Remuneration and Conveyance for Collection of Question Papers From the Bank / Paper Collecting Centres

i) Remuneration

for the collection of Question paper from bank : Rs. 100/- per day.

ii) Conveyance Charges

a) From the Examination Centre to the Bank

- (i) Rs. 50/- per day if the distance from the place of duty/residence to the Bank/Collecting Centres is upto 8 kms and
(ii) Rs. 75/- if the distance is more than 8 kms from place of duty.

b) For return journey from Bank/Paper Collecting Centre to Examination Centre

- (i) Actual taxi charges as per the State Transport Authority rates. The distance between examination centre and Bank should be mentioned clearly in the bill form **(Proforma-8)**

3.2.4 Conveyance for Depositing the Answer Books to the Collection Centre/Post Office and Returning the Balance of Examination Stationery to NIOS.

- i) One way actual auto charges (by the shortest route) and one way bus charges are admissible to a person for *depositing the Answer books at collection centres/Post office.*
- ii) Similarly, one way actual auto charges and one-way bus charges are admissible *for returning the balance stationery to NIOS/Collecting Centre/Post Office.*

Bills for Centre charges should be prepared on the prescribed proforma. All the bills should to be **verified by the Centre Superintendent before sending to concerned RC/NIOS along with other documents.**

3.2.5 The charges for storage of Question Paper should to be paid by the Centre Superintendent to the custodian out of the centre advance immediately after completion of the examination at NIOS approved norms as given under :

- | | | |
|-------|--|-------------|
| (i) | For storage of question papers of Secondary Exam. | Rs. 4000/- |
| (ii) | For storage of question papers of Senior Secondary Exam. | Rs. 5000/- |
| (iii) | For storage of question paper of both Secondary/
Senior Secondary Exam. | Rs. 9000/- |
| (iv) | For storage of question paper of Vocational Exam. | Rs. 4,000/- |

3.3 CONTINGENT EXPENDITURE

3.3.1 Stationery Items: Centre Superintendents are authorized to purchase petty articles, Alpines, Tags, Sealing Wax, Gum, Sewing Needle, Thread, Match Box, Carbon Paper, Photostat Paper, File Covers, Ink, Ball Pens, Refills (Not jotter pen refills), Jute Twine, Plastic Ropes, Candles, Wrapping paper, Cloth Lined Envelopes for putting Answer Sheets and balance of Question Papers, Pitchers, Glass tumblers, Ice, Phenyl for cleaning urinals and construction of temporary toilets (if needed). *Payment for these items will be made at the lump sum rate of Rs. 5/- per learner (allotted) subject to a minimum of Rs. 500/- per centre.*

3.3.2 Since many learners with disabilities might use computers for examination purposes as mentioned in Chapter 8, a functional computer with printer, paper, storage device, technical assistance and any other support for printing their answer scripts should be made available at the centre. The print out of the response should be attached with the answer sheet allotted to the learner. **Postage Charges:** *Actual postage charges* shall be payable subject to production of original receipts.

3.3.3 Packing Cloth: *Actual cost of packing cloth* to centres located outside Delhi/townships of respective Regional Centres will be paid on production of cash

memo. Delhi Centres and Centres located at the township of Regional Centres will be issued safety bags for dispatch of answer books by the NIOS/RC on loan basis. These will be required to be deposited with the NIOS/RC on the last day of Examination.

3.4 GUIDELINES FOR PAYMENTS

3.4.1 Immediately after the examinations are over, the Centre Superintendents are required to submit complete account of used and unused answer books and send their consolidated claim in the prescribed proforma.

3.4.2 Performa should be filled up neatly and clearly and cutting, erasing and over writings should be avoided.

3.4.3 Details of each activity may be written over the back of Performa wherever required.

3.4.4 It should be clearly mentioned in the forwarding letter, in whose name the cheque or the amount claimed has to be prepared and sent, by intimating the complete address.

3.4.5 Following **details should be enclosed with the claim:**

- i) Duly filled up proforma for claim of the examination centre payment and signed by the Centre Superintendent mentioning the name of the centre with office seal,
- ii) All the enclosures should be duly signed by the Centre Supdt,
- iii) A proper account of answer books used daily during examination on the proper proforma.

3.4.6 If the Examination Centre is both for Secondary and Senior Secondary, the payment to the Centre will be determined on the basis of combined session/learner/seating arrangement/ conveyance etc.

3.4.7 No payment towards examination centre charges is to be made to Jail for conduct of examination. However, the Regional Directors are authorized to pay postal charges and bank charges for safe custody of question papers on production of bill by the Jail fixed as Examination Centre. No examination centre advance payment is to be made to Jail for conduct of NIOS examination.



INSTRUCTIONS FOR INVIGILATORS

4.1 TO BE NOTED BY EACH INVIGILATOR

- 4.1.1 **Each invigilator is required to give a Certificate to the Centre Superintendent to the effect that none of his/her relation is appearing** in the Examination at the Centre and that none of the learners appearing at the Centre has received private coaching from him/her.
- 4.1.2 **Invigilators are under the control of Superintendent of the Centre** during the period they are on such duty. They should not leave the examination centre without the permission of the Centre Superintendent
- 4.1.3 **They should report at the centre at least 35 minutes before the time** fixed for commencement of examination on the first day and 20 minutes before the commencement of examination on subsequent days or as per the instructions of the Centre Superintendent
- 4.1.4 If by chance, any Question Paper which is not scheduled for the session is found mixed up with the Question Papers, for the day it should be returned to the Centre Superintendent immediately without reading.
- 4.1.5 **They should act as witnesses, as and when desired by the Centre Superintendent,** to the opening of the question paper packet(s) and sealing and bags/parcels of answer books. Before signing as witness to the opening of question papers, the number of packets should be carefully examined, verified with the date sheet. Name and address should be mentioned while signing such certificates on the question paper packets etc. In case of any doubt, the matter be reported to the NIOS Regional Centre concerned on the telephone.
- 4.1.6 **No learner suffering from any infectious disease like small-pox, mumps be allowed** to sit in the examination hall/room with other learners. If such case is suspected, it should be reported to the Centre Superintendent immediately.
- 4.1.7 **One of the Invigilators should always accompany a learner wishing to make use of the urinal, latrine** while the examination is in progress. It should be ensured that there

is no copying material kept in the toilets etc. and the learners do not prolong their stay in the toilets. They should come back within the normal time.

4.1.8 Invigilators should note that under no circumstances he/she should help the learner for using unfair means and if such a case is found, strict action will be taken against the invigilator which may debar him/her from any kind of payment/further duties at the NIOS examination, besides the disciplinary or penal action.

4.1.9 All the invigilators must be sensitive to the gender concern and maintain the dignity of the learners with disabilities.

4.2 DUTIES OF THE INVIGILATORS DURING EXAMINATION

4.2.1 Check that the learners occupy their allotted seats in the room under their supervision and the learners do not possess any books, notes or any other papers. An announcement to this effect should also be made at the beginning of each session and the learners should be asked to leave such books and papers outside the room/hall.

4.2.2 Ensure that every learner gets the correct question paper. It would be advisable to make an announcement to this effect at the commencement of the examination. They should be directed that if they attempt any other paper not meant for them they would do so at their own risk. All spare copies of question papers should be returned to the Centre Superintendent immediately after distribution and no late comer be allowed to enter the examination hall/room except with the permission of the Centre Superintendent.

4.2.3 Search the learners physically before or during the course of examination. Female examinees should be searched only by lady invigilators.

4.2.4 Check that every learner has written in English numerical his/her correct roll number on the space provided on the title page of the Answer Book. They should also see that all other particulars have been correctly filled in the columns provided on the title page of Answer Book. Roll number and other particulars must be written by the learners at the proper places before they begin to answer the question papers. The invigilator should put his signature on the space provided on the answer book as token of having verified the correctness of the Roll No. and other particulars written on the title page by the learners in his/her charge.

4.2.5 Verify the identity of learners under their charge by checking the scanned list of the learners, their identity Cards issued by the NIOS and by matching the photograph of the learners on the scanned list with the identity cards. In case of any doubt, the learner may be questioned and matter reported to the Centre Superintendent immediately.

4.2.6 Verify the identity of learners under their charge by checking their , Identity Cards and Examination Hall Tickets issued by the NIOS and by tallying their signatures on learners attendance sheets with the signatures on their admission cards. In case of any doubt, the learner may be questioned and matter reported to the Centre Superintendent immediately.

4.2.7 Ensure that no learner copies his answer with the help of another learner or notes/books etc. or makes use of any other unfair means at the examination. If a learner is found talking or using unfair means, the book or material so used should be

taken in possession by the Invigilator and matter be reported to the Centre Superintendent without delay. He should then act according to the instructions given by the Centre Superintendent. The invigilator is also expected to make a written report to the Superintendent of the Centre about all such cases and put his/her signature on the answer book and other material, document(s) found with the learners as per direction of the Centre Superintendent.

- 4.2.8 No learner should be allowed to leave the examination hall before the expiry of one hour** and further, if any learner leaves before expiry of half of the total time allowed for the question paper, he/she shall not be allowed to take away the question paper with him or her.
- 4.2.9 Maintain proper discipline, in the room for smooth conduct of examination** under their supervision and as such they should constantly be watchful and move about in the room and not indulge in talks and read any book, newspaper or even the question paper during the time of the examination. Lady Invigilators should not engage themselves in knitting etc.
- 4.2.10 At the commencement of examination, close all exits to the Examination Room/Hall, except one. All exits should be closed ten minutes before the paper ends.** One of the invigilators should then stand at the door and see that no learner leaves the hall/room without handing over the Answer Book.
- 4.2.11 After completion of the examination on each day, the invigilators should**
- i.* **collect all answer books immediately and the learners should not be allowed to leave the room without handing over the answer books.**
 - ii.* **arrange the answer books roll number wise serially before delivering to the Centre Superintendent** In case of a learner running away with the answer book and answer book being not detected, the Invigilator concerned shall be held responsible for the same.
 - iii.* **deliver the answer books of the learners under their charge to the Centre Superintendent after the examination is over** and, as such, they should take proper precautions for the same.
- 4.2.12 The staff on examination duty at the examination centre must display their I-Cards indicating** that the individual is on examination duty. This would help to check the entry of outsiders. Similarly, the team of the observers will also carry their I-Cards/Authority Letter for disclosing their identity at the examination centre.

Cases not covered under the above rules should be referred to the Centre Superintendent for obtaining his guidance and necessary instructions.



CUSTODY AND HANDLING OF QUESTION PAPERS

In NIOS Examinations, the Question Paper are separate from the Answer Books. The learners are issued Question Papers and Answer Books at the beginning on each day of examination. After the examination is over, learners are allowed to carry the Question Paper with them. For proper custody of the question papers and their safe handling, the following instructions should be noted and complied with by the Centre Superintendent and the Invigilators.

5.1 RECEIVING OF THE QUESTION PAPERS IN THE BANK

- 5.1.1 The Centre Superintendent Should carefully go through the “Instructions for Storage and Handling of Question Papers” issued to banks and Centre Superintendent separately well before the question papers are actually sent to the bank for storage. They should remain in touch with the Manager of the bank and also to comply with the instructions notified in the booklet.
- 5.1.2 The Centre Superintendent should find out from the bank concerned whether the question papers have been received or not.
- 5.1.3 In case of **non-receipt of Question papers in Bank, at least 10 days before the commencement of examination, they should inform Director (Evaluation)/ Dy. Director/Asstt. Director (Evaluation)** telephonically or by Fax otherwise it will be presumed that the packets meant for centre concerned have been received in the bank.
- 5.1.4 **Checking and arranging the question papers:** He/She should take action in this regard as specified in para 10 to 15 of booklet under "**Instruction for storage and Handling of Question Papers**".

5.2 COLLECTION OF QUESTION PAPERS FROM THE BANK

- 5.2.1 **Question Papers should be collected from the bank an hour or so before** the commencement of each day of the exam. The time limit can be mutually fixed depending upon the distance to be covered to and from between the Exam. Centre and the bank.
- 5.2.2 **The subject and course, date of the examination must be checked before taking delivery** and giving receipt on the prescribed **proforma** placed with each packet in duplicate to the bank Manager, so as to ensure that the correct packet of the question paper is taken out from the bank.

- 5.2.3** If the Centre Superintendent himself is unable to reach the bank on account of unavoidable circumstances, he may depute his deputy with a proper authority letter to collect the question paper packets on his behalf.

5.3 HANDLING THE QUESTION PAPERS IN THE EXAMINATION CENTRE

- 5.3.1** The question paper packets should be opened 15 minutes before the start of the examination and signature of two invigilators should be obtained at the time of opening of the question paper packets recording the exact time of opening.
- 5.3.2** Question papers must be distributed at the precise time given in the date-sheet. In case, due to unforeseen circumstances there is delay in the commencement of examination on a particular day, the time lost in the process may be compensated.
- 5.3.3** In each packet, the question papers of all major subjects are arranged in the order of set A, B and C. Therefore, while issuing the question papers to the invigilators, this order should not be disturbed. Even if a learner is absent, a question paper should be kept on the seat allotted for him. After the permissible late arrival time is over and still the learner does not turn up, the Question Paper can be collected back by the invigilator.
- 5.3.4** The question papers should be distributed in such a way that each learner in a row does not get the same set of question paper. Learner should be made to sit as per the seating plan (format enclosed as Annexure II).
- 5.3.5** After distribution of question papers, the learner should be instructed to write their Roll No. on the 1st page of the question paper. The Invigilator should sign in the space provided on the 1st page of Question Paper.
- 5.3.6** The Centre Superintendent should get the unused question papers collected seal the same and should keep the same in his safe custody till the examination in that paper is over. The balance of question papers can be verified by the Team of Observers, OSDs or flying squad members or any other person deputed by the NIOS at any time during the course of the paper.
- 5.3.7** No learner should be allowed to leave the examination hall before the expiry of half of the time allotted to a particular examination.

- 5.4** *If any misprint or other ambiguity in a question comes to the notice of the Centre Superintendent*, he should immediately draw the attention of the Director (Evaluation), NIOS. In case any difference between English and Hindi version of the question paper is found then the English version should be relied upon unless otherwise considered necessary.

All correspondence regarding handling and storage of the Question Paper Packets will be made to the Director (Evaluation), NIOS.

5.5 SEATING PLAN FOR DISTRIBUTION OF MULTIPLE SETS OF QUESTION PAPERS

The NIOS provides multiple sets of question papers; therefore, it becomes necessary that no two learners sitting side by side should get same set of question paper. A standard seating plan for a room having four rows is given below: For seating plan of learners with disabilities please refer to Chapter 8.

STANDARD SEATING PLAN FOR DISTRIBUTION OF QUESTION PAPERS

Room NO. _____ Floor _____

Exam. Centre No. _____ Name of Centre _____

Subject _____ Paper _____ Date _____

I Row	II Row	III Row
A	C	B
B	A	C
C	B	A
A	C	B
B	A	C
C	B	A
A	C	B
B	A	C

Total No. of Learners:

Signatures of Centre Superintendent



DEALING WITH UNFAIR MEANS AND MASS COPYING CASES

Examination is a normal activity in the life of a learner. The learner should take examination as per the rules and regulations. Any attempt to use unethical practices during examination will invite penalties which are quite stringent. Prior to the start of the examination every day, the Centre Superintendent & Invigilation staff should caution the learners and make frequent announcements to discourage the learner from using unfair means.

6.1 PRECAUTIONS TO BE USED TO AVOID USE OF UNFAIR MEANS

- 6.1.1 The Learners can be physically searched by the Centre Superintendent/Invigilators/Member of the team of Observers deputed by the NIOS/Regional Centre concerned before or during the examination at any time except that a female learner should be searched by a female member only.
- 6.1.2 Normally when a learner goes out to toilet etc. the invigilators must ensure that the question paper and answer book of the learner have been left on his seat in the examination hall.
- 6.1.3 At the end of the examination, no learner should be allowed to leave the room till all the answer books are collected, counted and found correct. If a learner forces his way out with the answer book, the complete statement explaining the circumstances under which the learner left with the answer book should be made out. **In no case this provision should be used to cover up the loss of Answer Book.** The statement should also contain the time of the incident and details of the case as to how the learner took away the Answer Book. Efforts made to recover the Answer Book should also be stated.
- 6.1.4 Proper procedure must be followed while reporting the UFM cases.
- 6.1.5 However, a learner found guilty of any of the following offences shall be deemed to have used unfair means and his/her examination result shall be withheld. The decision of the UFM Committee in imposing penalty for the offence committed by the learner shall be final and binding on him/her.

6.2 OFFENCES DURING THE EXAMINATION

- 6.2.1 Writing name or putting signature or any other mark in the Answer Book which may disclose, in any way, the identity of the learner. Roll No. is to be written only in the space provided for it and nowhere else.
- 6.2.2 Appearing in the Exam Centre other than the allotted to the learner without the permission of NIOS.
- 6.2.3 Having in possession book(s), notes, papers or any such materials, connected with the examination.
- 6.2.4 Receiving or giving assistance in copying or in any form during the course of the examination.
- 6.2.5 Smuggling in or out of the examination hall Question Paper, Answer Book etc. and tearing leaf/leaves from the Answer Book or tampering with the Answer Book in any way.
- 6.2.6 Using abusive/derogatory language orally or in the Answer Book against the Centre Superintendent/ Examiner/Invigilator or threatening/using violence towards Invigilators or Centre Superintendent
- 6.2.7 Impersonation, i.e. sending some other person to take the examination in place of original learner.
- 6.2.8 Communicating with the Examiner or any other person connected with the Examination with the object of unduly influencing him in any way.
- 6.2.9 Any other type of misconduct or a deliberate previous arrangement to indulge in unfair practices in the examination.
- 6.2.10 Writing questions or answers on any paper including the questions paper other than the Answer Book.
- 6.2.11 Wrong statement in the application for admission such as tampering with the certificate/statement of marks etc. or forging a signature.
- 6.2.12 Any other unethical and unlawful activity by the Learner.

6.3 PROCEDURE TO BE FOLLOWED FOR THE BOOKING OF UFM CASES

The learner booked under UFM is not to be expelled from the examination centre in that paper nor he be debarred from appearing in the remaining papers

6.3.1 Issuance of Second Answer Book

As soon as any case of unfair means comes to the notice of the Centre Superintendent, following immediate actions are to be taken:

- (i) Take possession of the Answer Book of the learner along with paper or other material found in his possession,
- (ii) Record on the first Answer Book the time when the case was brought to the notice,

- (iii) Provide the learner with a second Answer Book immediately,
- (iv) Record the time on the second Answer Book when it was issued to the learner,
- (v) On the top of the second Answer Book, it should be super scribed "Second Answer Book".

6.3.2 Explanation of the Learner

While issuing the second answer book, the learner shall be asked by the Centre Superintendent to submit his explanation. In case the learner refuses to give statement, he/she should not be forced to do so, only the fact of refusal should be recorded by the invigilator(s) on duty at the time of the occurrence and attested by the Centre Superintendent.

6.3.3 Statement of the Invigilator

The invigilator who detects the use of UFM by a learner shall also record his statement which shall be verified and signed by the Centre Superintendent In his statement the invigilator should mention precise information as to *where from the material was found* (in the pocket, desk, shoes etc.).

6.3.4 Copying Material so Detected

The copying material so detected by an Invigilator should be signed by the Invigilator and *countersigned by the Centre Superintendent* on each page and the total number of pages detected should be mentioned on the title of the answer *books duly signed by the Invigilator and Centre Superintendent*.

6.3.5 Document required to be enclosed with UFM cases

All cases of UFM should be recorded in the form for reporting UFM cases as given in **Annexure-3**. The form shall be accompanied by the following documents:

- (i) First and Second Answer Books
- (ii) Explanation of the learner
- (iii) Statement of the Invigilator
- (iv) Material found from the Learner.

Note : All the columns of the proforma must invariably be filled in properly in order to strengthen the case after complying with the instructions given in the proforma.

6.3.6 Despatch of UFM Cases to the Regional Centre

- i. All the UFM cases along with the prescribed proforma **Annexure-3** in each case should be sent to the Regional Centre as per **Annexure-5** in a separate sealed cover daily.

- ii. The fact that a particular roll no. was booked under UFM should be recorded daily in the attendance sheet as well as in the statement for despatch of Answer Books to the Regional Centre concerned.
- iii. In respect of the cases detected by the members of the team of observers, the Centre Superintendent should forward the same to the NIOS/Regional Centre Concerned after giving an opportunity to the learner concerned to give his explanation. For these cases also, requisite proforma should be filled in by the Centre Superintendent and dealt with like cases detected by the Exam. Centre.

6.4 ACTION TO BE TAKEN IN CASE OF SMUGGLING OUT OF ANSWER BOOK

In case a learner has smuggled out an answer book, the Centre Superintendent should call the learner directly and try to secure the answer book. In case of non-recovery of the answer book, the matter should be reported to the police in the format as per **Annexure - 5** and a copy of the FIR be sent to the office of the NIOS/ Regional Centre Concerned along with the statement of the Invigilators present in the room and also of the learner. The statement of the peon/police constable etc. if any should also be forwarded.

6.5 ACTION TO BE TAKEN IN CASE OF IMPERSONATION

- i. In case of impersonation, the Concerned Centre Superintendent should send to the NIOS/ Regional Centre, the statement of the person found to be Impersonating, the Invigilator(s) and the original/actual learner, if possible.
- ii. He may also report the matter to the police in the format as **Annexure – 4**
- iii. Arrange for taking photograph of the impersonator from 3 angles (front and two sides, left & right), and send along with the case.
- iv. The expenditure incurred in this connection shall be reimbursed by the NIOS.

6.6 ACTION TO BE TAKEN IN CASE OF MISCONDUCT

- i. In case of the misconduct of a serious nature, the matter should be reported to the police, if necessary.
- ii. Statement of the Invigilator(s) and that of the peon/policeman concerned may be obtained and sent to the office of the NIOS/ Regional Centre Concerned for further action.

6.7 MASS COPYING CASES

Mass copying is a different offence from the individual UFM cases. It is a group activity resorted to with the connivance of the Centre Superintendent and the staff on duty at the examination centre.

6.7.1 Broad areas of the mass copying

Broad areas of the mass copying are as under :-

- i) Copying from the printed sheet circulated in the examination hall,

- ii) Displaying copying material on the blackboard.
- iii) Use of loudspeaker from outside.
- iv) Dictating answers by the Invigilators etc.
- v) **Any other mode adopted by learners with the help of other learners/ invigilators or outsiders.**

6.7.2 Penalties against the Centres booked under Mass Copying

- (i) Dis-accreditation of the AI, if the examination centre is an AI of the NIOS.
- (ii) In the case of institution other than AIs, examination centre to be cancelled for ever or as deem fit by the NIOS
- (iii) Intimation to the respective boards for de-affiliation of the institution for resorting to unethical practices
- (iv) Handing over the case to the Police wherein the acceptance of bribe is established as also the involvement of the Centre Superintendent/Invigilators.
- (v) Publicity in the press against the institution involved in unethical practices during the conduct of examination indicating action taken against those institutions.
- (vi) Any other penalty as recommended by the UFM committee for approval of the competent authority.



HANDLING AND DESPATCH OF ANSWER BOOKS

7.1 HANDLING OF THE ANSWER BOOKS DURING EXAMINATIONS

7.2 For handling of the printout of answer scripts of learners with disabilities refer to Chapter 8

7.2.1 During the examination, the invigilators should ensure that

- (i) the facsimile of the Centre Superintendent is put at the specified space on each answer book. The facsimile of the Centre Superintendent should be without address.
- (ii) the learner has filled in all the columns of Answer Book and no column is left blank.
- (iii) the invigilator has signed the Answer Books after verifying the fact.
- (iv) the learner has properly recorded the Answer Books No. on the Attendance Sheet.

7.2.2 Immediately after the examination is over

- (i) the answer books will be collected and arranged serially according to the serial no. of the answer books and Roll No. Wise.
- (ii) the examinees should not be allowed to leave the examination hall unless all the answer books have been collected, counted and verified.
- (iii) check the answer books with the list of learners appeared in the examination in that subject on that day before their despatch.
- (iv) separate bundles be made for each medium in the case of Secondary examination like Telugu, Gujarati etc.
- (v) Answerbooks of learners with disabilities should also be bundled separately.

7.2.3 The Centre Superintendent should prepare a daily statement as per format (**Annexure 7**) indicating the number and serial number of answer books received, the number of answer books used and unused answer books being returned to the NIOS.

7.2.4 The sequence and account of Answer Books should be maintained. Unused Answer Books (arranged serial wise) of one particular day should be used first on the next day.

7.2.5 There will be no continuation answer sheets. The learners will have to complete their answer in main Answer Book itself which containing 28 pages. No additional Answer Book shall be issued.

7.3 DESPATCH OF THE ANSWER BOOKS AFTER THE EXAMINATIONS

7.3.1 All the used answer books should be sent to the concerned Regional Centre/Collection Centre daily immediately after the examination is over. While dispatching the used answer books, the bundle of answer books should have the following items:

- a) **Used Answer Scripts** be put in a paper bag, which should be tied with a 'Sutli' and sealed.
- b) **Sample impression of metal seal used for sealing the bags/packets**, (to be sent only on the 1st day of examination or when the seal is changed.)
- c) **Original Attendance sheet(s) of the day** placed in separate envelope and on top of the envelope should be marked "Attendance sheet for Secondary/Sr. Secondary date subject....." should be given.
- d) Seating plan of each room (**Annexure 2**).
- e) First & Second copy of answer books of unfair means, if any, along with statements and enclosures as laid down in the procedure of unfair means should be put in an envelope with the documents. This envelope should be marked as 'Unfair Means Cases' and sent along with the bundle of answer books to the Regional Centres concerned.
- f) **A summary of the day's examination report** in the following format should then be prepared.

SUMMARY REPORT OF EXAMINATION ON	
i)	Exam. Centre No. :
ii)	Course : Secondary/Sr. Secondary
iii)	Date :
iv)	Subject :
v)	No. of learners registered for exam on this day at the Centre as per the Attendance Sheet
vi)	No. of Additional Learners , if appeared, with the Permission of NIOS/Regional Centre (in addition to above)
vii)	Total learners appeared
viii)	No. of learners absent (with reference to Attendance Sheet)
ix)	No. of UFM cases :
x)	No. of Answer Books used & sealed in the Packet

- 7.3.2 *The Centre Superintendent should seal the packet in cloth and not in paper envelope* in the presence of observer, if any, and at least two Invigilators, who should sign as witness to the effect that the answer books were packed in their presence on at a.m./p.m.
- 7.3.3 *The following information will be written on the cloth wrapped to dispatch the answer books (blue colour in the case of Secondary and red in the case of Senior Secondary)*

<p>"Examination Centre No. and Name _____</p> <p>Course: _____Secondary/Sr. Secondary</p> <p>Subject & Subject Code _____</p> <p>Date of Examination _____</p> <p>Session _____</p> <p>To</p> <p>(Address of the Addressee)</p> <p>_____</p>
--

- 7.3.4 **This should be sent to the Regional Centre concerned on the same day by Speed Post insured for Rs. 1000/- (Rupees one thousand only).** Where there is no Speed Post service, the material will be booked as Insured Parcel. In no case the Answer Books be retained at the centre.
- 7.3.5 **In emergent situation, the answer books packets be kept in the nearest Police Station, against proper receipt.** These packets be taken back on the next day for booking the same through post office as usual. Original receipt obtained from the Police Station be sent to the Head, Regional Centre concerned.

7.4 SUBMISSION OF RECORDS TO THE REGIONAL CENTRES

- (i) The Bill of Centre Superintendent will be cleared only after submission of Account of used and unused Answer Books and return of the unused Answer Books to the NIOS immediately after the examination is over.
- (ii) The NIOS may impose suitable penalty on Examination Centre for not adhering to these instructions.



PROVISIONS FOR LEARNERS WITH DISABILITIES DURING NIOS EXAMINATIONS

Learners with disabilities like blindness, low vision, speech impairment, locomotor disability and any other disability which causes difficulty in writing the exams are to be provided with need based provisions such as amanuensis, technological devices etc. The provisions shall be according to their disabilities as per the procedure notified by NIOS from time to time.

The provisions made have been precisely defined in clauses and sub-clauses for clarity.

8.1 PROCEDURAL REQUIREMENTS

Learners with disabilities as defined in the Persons with Disabilities Act 1995 and the National Trust Act, 1999 and those with specific learning difficulties who wish to avail certain facilities or need some reasonable accommodations in the examination are required to submit an application in the given format to the concerned Regional Director clearly indicating the support required by the learner along with certificate issued by an appropriate authority indicating the nature of his/her disability and the extent of the disability. This application will be filled along with the Examination Registration Form by the parent or guardian of the learner.

The medical certificate issued by any of the following is required for specific provisions to learners with disability:

- i) Disability Certificate(s) issued by government hospitals under central or state governments.
- ii) Disability Certificate(s) issued by recognized institutes of national level such as National Association for the Blind, Spastic Society of India etc.
- iii) Disability Certificate(s) issued by non- governmental organizations/ practitioners registered with Rehabilitation Council of India/ central government/ state government of the respective states.

While appearing in the examination, the learner will write his/her disability on the top of the answer book as mentioned in the certificate. This will be authenticated by his/her Centre Superintendent.

8.2 GENERAL PROVISIONS

8.2.1 Provision of Additional Time: The condition of all learners with disabilities will have to be certified as per approved procedure as mentioned in 8.1 for determining requirement of additional time.

- i) *An additional 20 minutes per hour of examination for each of the subject¹ will be provided to compensate for additional time required for reading by the amanuensis, understanding the question, fatigue while dictating to the Amanuensis, sitting continuously etc.*
- ii) *If the condition indicated in the medical certificate specified at 8.1 requires short break, a break of not more than ten minutes per hour will be permitted in addition to above.*

8.2.2 Provision of Amanuensis: The service of amanuensis, reader, lab assistant can be availed as per requirement of the subject concerned. The following category of learners will be eligible for this facility:

- a. Learners with Autism
- b. Cerebral Palsy
- c. Intellectual Disability including Mental Retardation
- d. Multiple Disabilities
- e. Blindness, Low Vision
- f. Speech or Hearing Impairment
- g. Any other disability such as learners with specific learning disabilities like dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia certified as per procedure at 8.1.
 - i) Learners with poor hand function and speech and hearing impairments may be provided amanuensis who can understand their communication including sign language.
 - ii) Learners with hand injury may be provided with the facility of amanuensis.
 - iii) In case of sudden illness resulting in temporary disability, service of amanuensis will be allowed on furnishing of duly certified medical certificate specified at 8.1
 - iv) The learners with disabilities who may choose to use the amanuensis may be permitted to draw the diagrams etc. themselves if they so desire.
 - v) Learners with disabilities may be provided with lab assistant as per the

requirement of the particular subject.

- vi) Learners with disabilities may be provided with the service of reader as and when required.
- vii) In case the learner needs a care giver inside the examination hall during the examination, a prior application in the given format has to be submitted along with the application form and permission has to be obtained.
- viii) In case the learner needs the care giver to help him/her reach the examination room and find his/her particular seat, a prior application in the given format has to be submitted along with the application form and permission has to be obtained.
- ix) In specific cases near relatives, care giver or concerned teacher may be present in the examination hall only for the purpose of motivation and support to the learner. Prior permission of which will have to be obtained from the concerned Regional Director.

Note:

- i) The terms **scribe** and **amanuensis** are synonymous and any other term signifying the same can be used for this purpose. In this document the term **amanuensis** has been used.
- ii) The learner is allowed to opt for different amanuensis for different subjects if necessary. The learner will have to clearly specify the language in which the Amanuensis is required.
- iii) For the format of application for the entry of the care giver inside the premises of the examination centre refer to Annex. _____.
- iv) Amanuensis/scribe can be arranged by the learner and can also be provided by the Centre Superintendent. The procedure of approval and eligibility of amanuensis is subject to provisions indicated in this chapter.
- v) Lab assistant to be provided by the Centre Superintendent only.

8.2.3 (a) Eligibility to be an Amanuensis

- i) The amanuensis, reader, lab assistant should not be related to the examinee.
- ii) The amanuensis may be a student of any age or class.
- iii) The amanuensis should not be from the same subject(s) in which the learner shall be appearing for the examination. However, if the learner and the amanuensis, reader, lab assistant are from the same stream, then the educational qualification of the amanuensis, reader, lab assistant should be one class lower than the learner with disability appearing for examination.

- iv) There will be flexibility in accommodating any change in amanuensis, reader, lab assistant in case of emergency. More than one amanuensis, reader, lab assistant for writing different papers as per the requirement of the learner will be allowed.
- v) Learner shall also have the option of meeting the amanuensis a day before the examination in presence of the centre superintendent.
- vi) The Centre Superintendent will ensure the provisions are granted to the learner and inform compliance to the Regional Director. The Centre Superintendent of Examination Centre concerned may choose a suitable person from the school as far as possible and forward his/her name with photograph immediately to the concerned Regional Director with a report giving full particulars of the learner and of the amanuensis, reader, lab assistant for consideration and approval.

8.2.3 (b) Fee for amanuensis, reader, lab assistant , interpreter using sign language:

- i) A fee of Rs. 100/- per session of examination will be given to the amanuensis per learner with disability by the Superintendent of the Examination Centre. The remuneration of the categories such as reader, lab assistant and interpreter using sign language will be as per the 3.2.1 payment norms of the staff. The learners under the category 8.2.2 (except for iv) will not be required to pay any charge/fee.
- ii) Learners with temporary disabilities using the facility of amanuensis will have to pay the fee themselves.

8.2.4 Use of Computers: Learners with minimal hand function, blindness and low vision and learners with learning disability, cerebral palsy, autism and any other disability will be allowed to use computer if they *make a request in advance to the concerned Regional Director.*

- i) Learners may bring their own computers along with assistive devices if they so wish.
- ii) They may also bring the required software (including the Text Reading Software) to enter the response.
- iii) Centre superintendent would ensure adequate power supply and a printer to print the answer scripts of the learners using computers.

Note: Centre Superintendent will have the right to check the machines for no pre-fed information *Learner will need to report one hour in advance to complete these formalities.*

Centre Superintendent may ensure requisite number of computers with hardware, software, and removable storage devices.

8.2.5 Seating Arrangements and other Support:

- a. Wheel chair user and mobility impaired learners will be given facility to write the examination on the ground floor in case the examination room is inaccessible.
- b. Building should be accessible and proper ramps and other support should be

available. Centre superintendent will ensure the availability of an accessible toilet for learners with disability.

- c. The Centre Superintendent will make arrangements to seat maximum of four learner in a separate Examination Room with a separate invigilator for supervision.
- d. However, single room with an invigilator may be made available for learners with specific disability, if so required.
- e. The examination room should be well lit and ventilated away from noise and distractions.

8.2.6 The Centre Superintendent(s) will print and pack the answer scripts of learners with disabilities as per the serial number of the examinee in a separate envelop and send to the concerned Regional Office. The envelope should be superscribed with “Answer sheets of learners with disabilities”. A separate column will be provided on the title page of the answer book for indicating the category of disability as per table no 8.1:

Table No 8.1 Code for marking different disabilities

S.No	Category of Disability	Code
1.	Blindness	B
2.	Low Vision	LV
3.	Locomotor Disability	L
4.	Hearing and speech Impairment	HI
5.	Leprosy cured	LC
6.	Mental Illness	MI
7.	Mental Retardation	MR
8.	Autism	Aut
9.	Cerebral Palsy	CP
10.	Multiple Disabilities	MD
11.	Specific Learning Disabilities	SLD

8.2.7 Learners with Specific Needs registered under the SAIED AIs will have their study Centre as examination centre also. During examination the invigilators deputed by NIOS will monitor the examination proceedings. To facilitate easy access, a few selected schools will be made examination centers for learners with disabilities. However, NIOS reserves the right to allot any centre other than SAIED in the larger interest of the learner and feasibility. However, all necessary support will be provided to learners with disability appearing in examinations in centers other than the SAIED centres.

8.3 SPECIFIC PROVISIONS¹ : THESE ARE SPECIFIC PROVISIONS IN ADDITION TO THE GENERAL PROVISIONS MENTIONED AT 8.2

8.3.1 Learners with blindness and low vision

- i. Learners with blindness and low vision will be provided with alternate questions in the theory papers in place of the question related to marking and labelling of maps, construction of geometrical figures and diagrams/ graphs etc wherever applicable at secondary and senior secondary level.
- ii. Visually Impaired Learners may be allowed to use amanuensis/take examination using Braille typewriter, or computer. The learners should arrange to bring their own Braille Typewriter, etc., for examination purposes.
- iii. Equipment such as Taylor frame and geometry drawing kit will be allowed in the Examination Hall. Prior permission for the same may be obtained from the concerned Regional Director.

8.3.2 Learners with Hearing Impairment

- i. Interpreter using sign language may be allowed in the Examination Room to help the learner with hearing impairment to understand the instructions.
- ii. One interpreter may be adequate for each Examination room. The Centre Superintendent may take decision regarding arrangement of an Interpreter.

Note: The learner is allowed to opt for different scribe for different subjects if necessary. The learner will have to clearly specify the language in which the scribe is required.

8.3.3 Learners with Autism, Cerebral Palsy, Intellectual Disability (Mental Retardation), Multiple Disabilities

- i) Computers with adapted hardware like trackball instead of mouse, augmentative communication boards (illustrative and not exhaustive) may be allowed.
- ii) Intellectual disability (Mentally Retarded) learners may opt for project work as an alternative for practical.

¹ Many learners with disability now request for question papers in alternative format. This involves policy decision and advance preparation. NIOS will announce it as and when mechanism is in place.

- iii) Adapted chair, table, bed, etc., may be allowed in the Examination room in case of learners with specific disabilities who need them
- iv) Provision may also be made for reading out the questions wherever necessary.

Note: Learners may arrange for their own tools and equipment.

8.3.4 Learners with Learning Disability

Provision of amanuensis, use of computer and additional time is permitted as per the procedure specified at 8.1 and also as mentioned under general conditions.

8.3.5 Leprosy-Cured Learners

General provisions will be applicable to leprosy cured learners on submitting medical certificate as mentioned in 8.1

Note:

- i) Any learner with a disability, who is not covered under the above provisions, should approach the concerned Regional Director at least four weeks prior to the commencement of examination for availing certain accommodations during the examination.
- ii) Wherever remuneration has not been indicated in table no. 3.2.1 the remuneration would be that of the invigilator.
- iii) The learner can opt for more than one clause from the above mentioned clauses on the basis of his/her needs.

APPLICATION BY THE PARENT

Name: _____

Relationship with the Examinee:
Parent/Teacher/Care Giver/Any Other (please
specify): _____

Address: _____

Contact No. _____

E-mail Id: _____

Date: _____

To,

The Regional Director,
National Institute of Open Schooling,
Regional Centre: _____

Subject: Application for need specific provisions to be made available during the NIOS examination.

Sir,

It is submitted that my son/daughter/ward who is a person with disability/special needs will be appearing in the NIOS examination scheduled from _____ to _____ for Block 1/ Block 2/ On-Demand Examination.

Details of the examinee:

1. Name: _____
2. Enrolment Number: _____
3. Programme enrolled in: Secondary/ Senior Secondary/ Vocational/ OBE/ Life Enrichment/ Life Skills Programme (Tick the Appropriate one):
4. Nature of Disability:
5. Certificate issued by: Name of the Hospital (Government Hospital/Government Medical Institute only): _____
6. Medical Certificate Sl. No. _____ Date: _____
7. Copy of the Medical Certificate with recommendations.

8. Subject-wise specific provisions required:

Sl. No.	Subject and Code	Specific Provisions Required Indicate the clause of provisions mentioned in appendix		Details of self arranged assistive devices Details of amanuensis/ care giver in the given format at Anne.2
		From the Centre Superintendent	Self arranged	

You are kindly requested to provide the above mentioned general and specific provisions for my son/daughter/ward during the examination. The required documentary proofs are enclosed.

Yours sincerely,

Enclosure: Attested Copies of:

1. Copy of the medical certificate
2. Copy of the identity card of the examinee
3. Bonafied Certificate with photograph of the amanuensis affixed and signed by the Principal
4. Copy of the identify card of the amanuensis.*
5. Copy of the identity card of any other person who will accompany the examinee.*

* The amanuensis and the accompanying person will be required to carry the same identity proof during the examination.

PROFORMA FOR INFORMATION REGARDING AMANUENSIS/LAB ASSISTANT/READER TO BE ISSUED BY STUDY CENTRE

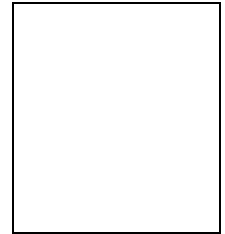
(To be submitted to the Regional Director, two weeks prior to the examination.)

Name: _____

Name of the Father/Mother/Guardian: _____

Details of Educational Qualification:

Whether the Amanuensis has studied the same subjects? No/Yes



If yes, the Amanuensis should be one class junior to the examinee. Refer to the Clause 8.2.3 (iii)

The above person will act as Amanuensis for:

Name of the Examinee:

Enrolment No.:

Study Centre name:

Study Centre No.:

Subject and Date of the Examination:

1. _____

2. _____

3. _____

I hereby declare that I have read the clause 8.2 of the NIOS Guidelines for Centre Superintendents for Theory Examination/ Chapter 6 of Prospectus and the Amanuensis selected is as per the norms.

Signature of the Head of the Institution

Name

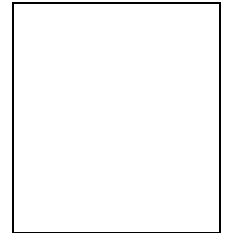
Designation

Seal

Appendix - III

CERTIFICATE ISSUED BY STUDY CENTRE FOR NEAR RELATIVES, CARE GIVER OR CONCERNED TEACHER TO ACCOMPANY LEARNERS WITH SPECIFIC DISABILITIES DURING EXAMINATION IN SPECIFIC CASES

(To be submitted to the Regional Director, two weeks prior to the examination)



Name: _____

Relationship with the Examinee:

The above person will act as a support which includes motivating and helping the examinee find his/her examination room during the examination:

Name of the Examinee:

Enrolment No.:

Study Centre name:

Study Centre No.:

Subject and Date of the Examination:

1. _____
2. _____
3. _____

I hereby declare that I have read the clause 8.2.2 (ix) of the NIOS Guidelines for Centre Superintendents for Theory Examination/ Chapter 6 of Prospectus and the same has been informed and explained to the above mentioned person.

Signature of the Head of the Institution

Name

Designation

Seal

MEDICAL CERTIFICATE

Date: _____ OPD NO. _____

Name of the Child: _____

Date of Birth: _____ Age: _____ Sex: _____

Date of Registration: _____ LD No.: _____

Father's Name: _____

Mothers Name: _____

School's Name: _____ Class Studying in _____

Psychological Assessment: _____ Date: _____

ISC Verbal IQ: _____ Performance IQ: _____ Global IQ: _____

Interpretation: _____

KBI Performance IQ: _____

Educational Assessment: _____ Date: _____

Dyslexia, Dysgraphia, Dyscalculia, Slow Learner, Intellectual Disability, Autistic ADHD

Diagnostic: _____

Recommendations

1. Remedial Education
2. Treatment for ADD/ADHD
3. Provisions
 - a.
 - b.
 - c.
 - d.

Signature of the Doctor with seal

For details please read Chapter 6 of Prospectus/Chapter 8 of Guidelines for Centre Superintendent for Theory Examination.

Provision of Additional Time

- ◆ Additional 20 minutes per hour of examination
- ◆ Short break of not more than 10 minutes per hour of examination
- ◆ Learners with Learning Disability additional time has to be provided.

Provision of Amanuensis

- ◆ Service of scribes who can understand their communication including sign language to learners with poor hand function and speech and hearing impairments.
- ◆ Service of amanuensis/scribe for learners with hand injury.
- ◆ Service of amanuensis for learners with temporary disability.
- ◆ Permission to draw diagrams, etc. even by those who choose to use the amanuensis.
- ◆ Services of lab assistant may be provided as per the requirement of the particular subject to the learners with disabilities.
- ◆ Service of reader may be provided as and when required by the learners with disabilities.
- ◆ For learner with temporary disability, a fee of Rs. 100/- per session of examination will have to be paid by the learner.
- ◆ Amanuensis for learners with Visual Impairment.
- ◆ Interpreter using sign language may be allowed to help the learner with hearing impairment to understand the instructions.
- ◆ Services of amanuensis for learners with Learning Disability.

Note: The learner is allowed to opt for different scribe for different subjects if necessary. The learner will have to clearly specify the language in which the scribe is required.

Amanuensis/scribe can be arranged by the learner and can also be provided by the Centre Superintendent.

Lab assistant/Reader to be provided by the Centre Superintendent only.

Assistive Devices

- ❖ Learners may bring their own computers along with assistive devices if they so wish.

- ❖ They may also bring the required software (including the Text Reading Software) to enter the response.
- ❖ Permission to write examination using Braille typewriter, or computer by Visually Impaired Learners. However, the learners should arrange to bring their own Braille Typewriter, etc.
- ❖ Permission to use equipment such as talking calculator, abacus, Taylor frame and geometry drawing kit in the Examination Hall has to be taken from Regional Director.
- ❖ Permission to use computers with adapted hardware like trackball instead of mouse, augmentative communication boards(illustrative and not exhaustive).
- ❖ Permission to use calculator for learner with Dyscalculia. However, learners may arrange for their own tools and equipment.
- ❖ Permission to opt project work as an alternative for practical by Intellectual disability (Mentally Retarded) learners.
- ❖ Permission to use adapted chair, table, bed, etc., in the Examination room in case of learners with specific disabilities.
- ❖ Provision for reading out the questions wherever necessary.
- ❖ Provision for learners with Learning Disability to use computer in the examination.

Note: The learners need to report 1 hour before the commencement of the examination for pre-checking of the assistive devices that he/she will bring to the examination.

Learners may arrange for their own assistive device.

Seating Arrangements and other Support

- a) Provision to write the examination in ground floor Wheel chair user and mobility impaired learners, in case the examination room is inaccessible.
- b) Provision of ramps
- c) Accessible toilets
- d) Provision for single room for learners with specific disability with one invigilator.

Provision of alternate questions

For learners with blindness and low vision, replacement of question related to marking and labelling of maps, construction of geometrical figures and diagrams/ graphs etc. at secondary and senior secondary level

Presence of near relatives, care givers or concerned teacher

- ❖ Permission for the presence of the care giver inside the examination room during the exam.

- ❖ Permission for the care giver to help the learner reach the examination room and find his/her particular seat.
- ❖ In specific cases near relatives, care giver or concerned teacher may be present in the examination hall only for the purpose of motivation and support to the learner. Prior permission of which will have to be obtained from the concerned Regional Director.

Note:

- ✓ The learner can opt for more than one clause from the above mentioned clauses on the basis of his/her needs.
- ✓ The learner who are leprosy cured must submit the medical certificate to avail the provisions and relaxations of additional time, amanuensis, computer, sitting arrangements.
- ✓ Any learner with a disability, who is not covered under the above provisions, should approach the concerned Regional Director at least four weeks prior to the commencement of examination for availing certain accommodations during the examination.

PROFORMA FOR ATTENDANCE SHEET*
(April/Oct 20..... Secondary /Sr. Secondary Examination)

Exam. Centre No._____ **Name of Centre**_____

Subject_____ **Paper** _____ **Date**_____

Roll No.	Name of Learner	Serial No. of Answer Sheet	Signature of learner

Signature of Invigilator countersigned by Centre Superintendent & OSD of NIOS

Note:

1. Specimen signature of learner must be verified by the Invigilator with the signature of the learner on the I. Card/Admission Card.
2. If the learner is absent, the Invigilator should write ABSENT in the column of signature of the learner and encircle the Roll No. with RED INK.

* To be used only if the Computerized Attendance Sheet is not received at the Centre.

PROFORMA OF SEATING PLAN
(Distribution of Multiple - Sets of Question Paper)

Room NO. _____ Floor _____

Exam. Centre No. _____ Name of Centre _____

Subject _____ Paper _____ Date _____

I Row	II Row	III Row	IV Row
A	B	C	A
B	C	A	B
C	A	B	C
A	B	C	A
B	C	A	B
C	A	B	C
A	B	C	A
B	C	A	B
C	A	B	C
A	B	C	A
B	C	A	B

Total No. of Learner:

Sign. of Centre Superintendent

Verified by the OSD

PROFORMA FOR 'UFM CASES'
(Secondary/ Sr. Secondary)

1. Centre No..... Name of Centre
2. Roll No..... Name of Learner
3. Subject.....
4. Date and Time of incidentDate.....Time
5. Mode of Unfair means used in examination and circumstances in which caught.
.....
6. Type of copying material found from the learner i.e help book, loose printed/hand written sheets. No. of pages/ loose sheets found should also be indicated
.....
.....
7. Place from where copying material recovered, e.g. pant pocket, shirt pocket, beneath desk or in the answer book, inside shoes/socks etc
8. Any other information.....

Sign. of the
Learner

Sign. of Member
of Flying Squad

Sign. of Member
of Flying Squad

Witness of
Centre Superintendent/
Incharge/Observer /
Invigilators signature

IMPORTANT

1. Please make the report in duplicate, one copy be attached with the answer book of the learner and the other copy be sent to Dy. Director (Exams)/Concerned Regional Director the same day for necessary action.
2. If the learner is caught copying, please encircle the portion copied in the Answer Book as well as in the copying material and mention its page no. on top of the answer book and the copying material.
3. The 2nd Answer sheet should be issued to the learner immediately and the learner should not be debarred from taking the future examinations. If the learner refuses to accept the 2nd copy please write down this fact in para 6 above and on the cover page of the first Answer Book of the learner.
4. The Head/Member of Flying Squad/Centre Superintendent should record the Roll No, of the learner on the material recovered and sign it after numbering it.
5. The Head Member of Flying Squad should record on the Answer Book the fact and brief details of the UFM case.

PROFORMA FOR APPLICATION TO LODGE F.I.R. WITH THE POLICE

Ref. No. _____

Dated _____

The Station House Officer

Subject : *Use of Unfair Means (UFMs) in the Examination of National Institute of Open Schooling, Roll No.* _____

Dear Sir,

_____ (Name) Roll No. _____ is appearing at the Secondary/Sr. Secondary Examination of National Institute of Open Schooling being held in our Centre. Today the (Day) _____ (Date) _____ in subject _____

This learner has resorted to use of Unfair Means by:

- a. misbehaving with the Invigilator/ Undersigned;
- b. tearing off the answer-book and running away from the Centre;
- c. not depositing the answer-book and running away with the answer book;
- d. allowing the other person to take examination in his place.(Impersonation)

You are requested to look into the matter and take necessary action as per the law of the land.

Yours faithfully,

Name _____

Designation _____

Address _____

Exam. Centre No. _____

OTHER PARTICULARS OF THE LEARNER ARE :

Name _____

Son/Daughter of _____

Address _____

**PROFORMA FOR FORWARDING UNFAIR MEANS CASES
(April/Oct 20..... Secondary /Senior Secondary Examination)**

- 1. Name of Learner _____
- 2. Roll No. _____
- 3. Exam. Secondary/Sr. Secondary _____
- 4. Date _____
- 5. Subject & Paper _____
- 6. Time of the Incident _____
- 7. Circumstances under which caught _____
- 8. Unfair means material recovered _____
- 9. Whether Statement received from the learner Yes/No _____
- 10. Whether 2nd copy of Answer Book was given Yes/No _____
- 11. Was Statement of Invigilator obtained Yes/No _____

12. Remarks of Centre Superintendent :
.....
.....

Date : _____ Sig. of Centre Supdt with rubber stamp. _____
..... Name of Centre Superintendent

Exam Centre No. _____ Address _____

Enclosures:

- 1. First/Second Copies of Answer Book 1/2 copies _____
- 2. Statement of Learner Enclosed/not enclosed _____
- 3. Statement of Invigilator Enclosed/not enclosed _____
- 4. Unfair aids/materials recovered Pages _____
- 5. Filled up Proforma of UFM cases as per Annexure –V

(Note: Please use separate proforma for each case)

PROFORMA FOR ABSENTEE STATEMENT
(April/Oct 20..... Secondary /Sr. Secondary Examination)

Name of the Centre _____ Exam Centre No. _____ Date: _____

1. Details of Absentee's Roll No. (s)

2. Details of Partly Absentee Cases

<i>S. No.</i>	<i>Roll No. (s)</i>	<i>Subject (s)</i>

3. Details of Unfair Means Cases

<i>S. No.</i>	<i>Roll No. (s)</i>	<i>Subject (s)</i>

4. Details of Transfer Case Appeared

<i>S. No</i>	<i>Roll No. (s)</i>	<i>Subject in appeared</i>	<i>Transfer from Centre No</i>	
			<i>which</i>	<i>..To..</i>

5. Details of Changed Subject by the Learners

<i>S. No</i>	<i>Roll No. (s)</i>	<i>Subject (s) changed</i>	
		<i>from.....</i>	<i>To.....</i>

Signature of OSD of NIOS

Signature of Centre Superintendent (With Rubber Stamp)

Note: This may please be returned to the concerned Regional Director soon after the Examination is over along with the Attendance Sheets, duly attested by the Centre Superintendent This should be prepared separately for Secondary and Senior Secondary examinations.

PROFORMA FOR

**IMPRESSION OF SEAL USED WHILE FORWARDING ANSWER BOOKS
(April/Oct 20..... Secondary /Sr. Secondary Examination)**

Exam Centre No._____.

Name Of Centre_____.

Signature of Centre Superintendent

Name : _____

Address of Centre : _____

Note: Change in seal, if any, should be intimated immediately to the NIOS/concerned Regional Directors.

CONSOLIDATED BILL FOR EXAM CENTRE CHARGES FOR APRIL-OCT./20... EXAM.
(TO BE FILLED IN BY CENTRE SUPERINTENDENT)

1. Examination..... Exam. Centre No.....
2. Name (in capital letters) & Address of the Centre Superintendent

3. Designation of Centre Supdt
4. Permanent address of Centre Superintendent for correspondence after the conduct of the Examination

5. No. of learner registered for Examination.....
6. Details of claim for exam centre charges

<i>Particulars</i>	<i>Amount /Rs</i>
(A) Remuneration of Centre Superintendent (<i>Bill Proforma - 2</i>)	_____
(B) Remuneration of Dy. Superintendent (<i>Bill Proforma - 3</i>)	_____
(C) Remuneration of Invigilators (<i>Bill Proforma - 4</i>)	_____
(D) Remuneration of Clerical & Class IV Staff (<i>Bill Proforma 5</i>)	_____
(E) Seating arrangement Furniture charges (<i>Bill Proforma - 6</i>)	_____
(F) Contingent charges (<i>Bill Proforma - 7</i>)	_____
(H) Conveyance and remuneration for collection of question papers (<i>Bill proforma - 8</i>)	_____
(I) Charges paid to the custodian of a Question papers (Original receipt to be attached)	_____

- (J) Bank Details for Payment
- (i) A/c No. of the Examination Centre/Institute
 - (ii) Name and Address of the Bank
 - (iii) IFC Code of the Bank

Total	=	_____
Less Advance	=	_____
Net amount claimed	=	_____

(Signature of Centre Superintendent with Seal)

(FOR USE IN THE NIOS OFFICE)

Total Bill Claimed = _____ Less : Advance Paid _____

Less : Deductions (if any) _____ Net amount payable
 Rs. _____ to Sh. _____.

Accounts Officer

REMUNERATION BILL FOR THE 'CENTRE SUPERINTENDENT'

1. **Name of the Examination** : Secondary/Sr. Secondary/Vocational
2. **No. & Name of the Examination Centre** : _____

3. **Remuneration for working as Supdt of NIOS Examination** for _____ day(s):
@ Rs. 600/- per session. Rs _____

4. Details of Duty during Examinations

S. No.	Date of Examination	Subject & Paper	Remarks
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Signature of the Centre Superintendent

Name (in block letters)

Dated : _____

Postal Address _____

(FOR OFFICE USE)

REMUNERATION BILL FOR THE 'DY. CENTRE SUPERINTENDENT'

1. **Name of the Examination** : Secondary/Sr. Secondary/Vocational
2. **No. & Name of the Examination Centre** : _____

3. **Remuneration for working as Dy. Superintendent of NIOS Examination** for __day(s):
@ Rs. 450/- per session. Rs _____

4. Details of Duty during Examinations

S. No.	Date of Examination	Subject & Paper	Remarks
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

Signature of the Dy. Centre Superintendent

Name (in block letters)

Dated : _____

Postal Address _____

(FOR OFFICE USE)

REMUNERATION BILL FOR 'INVIGILATORS'
April/Oct., 20..... Secondary/Sr. Secondary/Vocational Examination

1. Name of Examination _____
2. No. and Name of Examination Centre _____

(To be filled up by Centre Superintendent)

Sl No.	Name of the Invigilator	Dates of duty	No. of days	Amount Paid(@ Rs. 400/ per day)	Signatures Invigilator

Total amount paid _____

Signature of the Centre Superintendent _____

Exam Centre No. _____

Office Seal

BILL FOR 'CLERICAL AND CLASS-IV STAFF' FOR APRIL/OCT., 20.... EXAM.
(To be filled up by Centre Superintendent)

1. Name of Centre Exam. Centre No.
2. Name of the Centre Supdt
3. Name of the Examination.....Sec./Sr.Sec./Voc held in

S.No.	Name of the Staff deployed	Designation	No. of Days	Rate	Amount paid	Signature
	Clerical Staff			Rs. 225/- Per Session		
1						
2						
3						
4						
	Class IV Staff Peon/Sweeper/ Waterman			Rs. 150/- Per Session		
1						
2						
3						
4						
5						

(Signature of the Centre Superintendent)

Centre No.....

Office Seal.....

BILL FOR SEATING ARRANGEMENT AND FURNITURE CHARGES
(March/October., 2017 Exam.)

1. **Name of the Examination** Secondary/Sr. Secondary/Voc. Exam., -----
2. **Exam. Centre No.**
3. **Name of the Centre Superintendent**.....
4. **Name of the Centre**.....

Date/Month of the Examination						
Total						
No. of learners Registered each day						
Total						
						Grand Total

Total Amount Claimed

Furniture charges

Amount claimed = No. of learners _____ x Rs. 40.00 = Rs. _____

Grand Total: =Rs. _____

(Signature of the Centre
Superintendent)

Office Seal _____

Note :

1. Seating arrangement should be strictly in accordance with norms and as per seating plan depicted on the notice board before the start of the examination in each session. **Please enclose copies of seating plan for each day of examination for each room.**
2. Details of the furniture taken on hire and details of furniture used from the centre itself may be enclosed.

BILL FOR CONTINGENT CHARGES

(March/October., 2017 Exam.)

1. **Exam. Centre No.** _____
2. **Name of the Centre** _____
3. **Name of the Centre Superintendent..** _____
4. **No. of Learners allotted** _____
5. **Name of the examination** Secondary/Sr. Secondary _____
6. **Contingent charges @ Rs. 5.00 x(No. of learner allotted) = Rs.** _____
7. ***Cost of packing cloth purchased vide cash memo Rs.** _____
(Cash Memo No. _____ dt _____ from _____)

Total Rs. _____

Certified that the amount claimed above was actually spent for the purpose given against each and that the articles purchased have been consumed wholly/partly in connection with the conduct of the examination and the balance (if any) is shown herewith. (*Kindly see instructions below*)

Signature of the Centre Superintendent
(Office Seal)

* For Outside Delhi Centres Only.

INSTRUCTIONS

1. *Centre Superintendents are authorised to purchase petty articles like, ordinary and cloth lined envelopes, sutli, match box, candle, plastic ropes, thread balls, tags, needle, sealing wax, cellotapes, Gum, Pencils, Wrapping Paper, Parcel ink and other despatch material etc. for which contingent charges @ Rs. 5.00 per learner allotted will be paid as lump sum charges, subject to a minimum of Rs. 500 per centre. Examination Centre having both Secondary and Senior Secondary learner will be treated as one centre only.*
2. *For outside Delhi Centres, cost of packing cloth and postage charges will be admissible in addition to the above.*

BILL FOR CLAIMING 'CONVEYANCE AND REMUNERATION'
(March/October., 2017 Exam.)
(FOR COLLECTION OF QUESTION PAPERS/DEPOSITION OF ANSWER BOOKS)

1. **Exam. Centre No.**
2. **Name of the Centre Superintendent**.....
3. **Conveyance Charges for Collection of Question Papers from the Bank**
 - (i) Remuneration for _____ day(s) @ Rs. 100/- per day : Rs. _____
 - (ii) Conveyance charges for _____ day(s) @ Rs. 15/20 per day: Rs. _____
(for onward journey)
 - (iii) Conveyance charges for _____ day(s) for return journey from Bank to Exam.
Centre (actual taxi charges Rs. _____

Sub Total amount : Rs. _____
4. **Conveyance Charges for the deposition of Answer Books/Return of Stationery**
 - (i) Auto charges (actual) for _____ day(s)
from Exam. Centre to depositing centre/post office : Rs. _____
 - (ii) Actual bus charges for return Journey for _____ day(s)
: Rs. _____

Sub Total amount : Rs. _____
5. **Net amount claimed towards Conveyance charges** : Rs. _____

Signature of Centre Superintendent with Office Seal)

**LIST OF NATIONAL INSTITUTE OF OPEN SCHOOLING
REGIONAL CENTRES AND STATES COVERED
UNDER EACH REGIONAL CENTRE**

Name of the Region	Name and Address of Head of the Regional Centre	States Covered
1. Allahabad	19/17, Kasturba Gandhi Marg, Kachahari Road Allahabad - 211002 (Uttar Pradesh) Ph.: (O) 0532-2548154 (Fax) 0532-2548149 e-mail: rcallahabad@nios.ac.in	Uttar Pradesh
2. Bengaluru	Office of the Director (Vocational Education) 3rd Floor, PUE Bhawan, 18th Cross Sampige Road, Malleswaram, Bangluru - 560012, Karnataka Ph.: 080-23464223 Fax: 080-23464222 Email: rcbengaluru@nios.ac.in	Karnataka
3. Bhopal	Manas Bhawan, Shyamla Hills, Bhopal - 462002 (M.P.) Ph.: 0755-2661842, 2660331, 09425025725 Fax : 0755-2661842 e-mail: rcbhopal@nios.ac.in	Madhya Pradesh
4. Bhubaneswar	ELTI Campus, Maitri vihar, Chandrashekhar Pur, Bhubaneswar - 751023 (Odisha) Ph. No. 0674-2302688, Fax: 0674-2302287 e-mail.: rcbbsr@nios.ac.in	Odisha
5. Chandigarh	YMCA Complex, Sector-11C, Chandigarh-160011 Ph.: (O) 0172-2744915, 3950979 Fax : 0172-2744952 e-mail: rcchandigarh@nios.ac.in	Punjab, Jammu & Kashmir Chandigarh, & Haryana (Excluding Gurgaon, Faridabad & Jhajjar)
6. Chennai	Govt. Model Higher Secondary School Lady Wellington Campus Triplicane,, Chennai-600005 Phone No. 044-28442237 Fax: 044-28442239 e-mail: rcchennai@nios.ac.in	Tamil Nadu, Pondicherry
7. Delhi	A-31, Institutional Area, NH-24, Sector-62, NOIDA- 201309 Distt. - Gautam Buddha Nagar (U.P.) Ph: (O) 0120-2404914, 2404915 Fax : 0120-2404916 e-mail: rcdelhi@nios.ac.in	NCT of Delhi and bordering Distts. of NCT in Uttar Pradesh and Haryana comprising of Distts. of Gautam Buddh Nagar (Noida and Greater Noida), Ghaziabad, Gurgaon, Faridabad and Jhajjar.
8. Dehradun	Amrit Plaza Building Near Bengali Kothi Chowk Moth Rowala Road, P.O. Ajapur Kalan Dehradun - 248001, U.K. Ph.: (O) 0135- 2532566; 2532592 e-mail: rcdehradun@nios.ac.in	Saharanpur, Muzaffar Nagar, Moradabad and J.P. Nagar (Amroha) districts of U.P. Uttrakhand, Meerut, Bagpat

Name of the Region	Name and Address of Head of the Regional Centre	States Covered
9. Dharmshala	2nd Floor, Chamunda Complex (Near Income Tax Office) Dari Road, P.O. Dari Dharamshala Distt. Kangra Himachal Pradesh-176057 Phone No.: 01892-222251, Fax: 01892-222351 e-mail: rcdharamshala@nios.ac.in	Himachal Pradesh
10. Gandhinagar	7th Floor, 'D' Wing M.S. Building Near Pathikashram Bus Stand, Sector-11 Gandhi Nagar-382011, Gujarat Ph.: 079-23220410 Fax: 079-23220411 Email: rcgandhinagar@nios.ac.in	Gujarat
11. Guwahati	Building of Assam Publication Board, (Near Assam Board of Secondary Education) 1st Floor, Bamunimaidan, Guwahati-781021 (Assam) Ph. (O): 0361-2650541, 2651201 (Fax) 0361-2650542 e-mail: rcguwahati@nios.ac.in	Nagaland, Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram and Tripura
12. Hyderabad	IV Floor, Sri Krishna Devaraya, Telugu Basha Nilayam, Trust, No 4-4-8, 2 Sultan Bazar, Hyderabad - 500095. Ph.: (O) 040-24162859, Fax : 040-24060712 (M) 09391420830 e-mail: rchyderabad@nios.ac.in	Telangana
13. Jaipur	D-11-12 Roop Vihar Colony, Mohan Marg, Opp. Karoli Garden, New Sangamer Road, Sodala, Jaipur (Rajasthan) – 302006 Ph.: (O) 0141-2292818, 2290057 Fax.: 0141-2292819 e-mail: rcjaipur@nios.ac.in	Rajasthan
14. Sub Centre Kota	2nd Floor, 2-P-1, Vigyan Vihar Kota - 324005, Rajasthan Ph.: 0744-2428555 Mob. No. 09889128555 email: srckota@nios.ac.in	
15. Kochi	6th Floor, Kerala State House Board Building Panampilly Nagar, Kochi-682036 (Kerala) Ph.: 0484-2310032, 4035540, 0484-2310033 e-mail: rckochi@nios.ac.in	Kerala & Lakshdweep

Name of the Region	Name and Address of Head of the Regional Centre	States Covered
16. Kolkata	10/1/H, Diamond Harbour Road, Kolkata-700 027 (W.B.) Ph.: (O) 033-24797714, Fax : 033-24797707 e-mail: rckolkata@nios.ac.in	Sikkim, West Bengal and Andaman and Nicobar Island
17. Sub Centre Gangtok	Teacher's Guest House Syari Gangtok - East Sikkim-737102 Mob.: 09868736382 email: srcgangtok@nios.ac.in	
18. Patna	Lalit Bhawan, Ground Floor, Jawahar Lal Nehru Marg, Bailey Road, Patna - 800001 (Bihar) Ph.: (O) 0612-2545051, Fax: 0612-2545470 e-mail: rcpatna@nios.ac.in	Bihar
19. Sub-Centre Darbhanga	Mohalla Khan Chowk Near Main Khan Chowk PO Lal Bagh Distt. Darbhanga-846004 Phone : 0627-2250628 (M) 09939738521 Fax: 0627-2250628	
20. Pune	C/o Indian Institute of Education Campus, 128/2 JP Naik Road, Sriniketan Society, (Near Solaris Club) Kothrud, Pune-411029 (Maharashtra) Ph. (O) 020-25444667, 25439763 Fax: 020-25444667 e-mail: rcpune@nios.ac.in	Maharashtra, Goa and Daman & Diu
21. Raipur	DIET Campus BTI Ground Shankar Nagar, Raipur-492007 Phone: 0771-2442147, 2442167 Fax: 0771-2442147 (M) 09479071549 e-mail: rcraipur@nios.ac.in	Chhattisgarh
22. Ranchi	Hostel Premises, Amar shahid Thakur Vishavanath Shahdev Zila School, Zilla School Parishad, 1st Floor, B.Ed. College, Ranchi-834001 e-mail: rcranchi@nios.ac.in Phone No.: 0651-2217030 Fax: 0651-2217060	Jharkhand
23. Visakapatnam	5th Floor, B Block, VUDA Complex, Siripuram, Visakapatnam-530003, Andhra Pradesh Ph.: 0891-2564584 Fax: 0891-2792713 E-mail : rcvisakhapatnam@nios.ac.in	Andhra Pradesh
24. Shillong	Directorate of Educational Research & Training Campus (DERT), Laithumkhram Shillong, Meghalaya-793011 Mob. No.: 09402354572 e-mail: trilokes@gmail.com	

NOTES

1. *In the event of any doubt arising in the interpretation of provisions, practices and rules, the decision of the Chairman, NIOS will be final.*
2. *The NIOS reserves the right to amend, modify or alter any of these rules and bring them into effect through notification. Once notified, the rules would come into force.*
3. *In the event of the last date so specified happens to be a public holiday, Saturday/ Sunday, the next working day will automatically be treated as the last date for the purpose.*
4. *Any dispute arising out of the application of these provisions, practices and rules or matters arising out of them will be subject to the jurisdiction of Courts in Gautam Budh Nagar, Noida, U.P.*
5. *Every care has been taken to print correct information to the minutest possible level. The NIOS, however, is not responsible for any inadvertent mistakes cropping up during printing and publishing of the Guidelines.*