

**Examination Superintendent and his/her role:** The role and importance of the examination superintendent in the national examination system is difficult to overstate. During examination periods much of the integrity of the examination system depends on the way examination superintendents perform their assigned tasks. It is a vital role and a role that has been performed with excellence, skill and dedication by thousands of Examination Superintendents over the years. In order for Examination Superintendents to perform their assigned tasks properly it is imperative that they be completely familiar with all instruction issued for their guidance. The necessary guiding factors/ instructions are given below:

- a. The Examination Superintendent (ES) shall be overall in charge of the Examination Centre during the conduct of Examination and He /She will have the total responsibility for smooth conduct of Examination in a fair and unbiased manner at the centre under his/ her charge.
- b. The ES shall arrange to verify the details of the candidates as per the information provided in identity card and the list provided, before the commencement of the examination. In case a candidate fails to produce the admit card, he/she shall be allowed to undergo the examination only if the Examination Superintendent. In case, of non-availability of the identity cards the credential of the candidate can also be verified from the records, and the photograph available in CAPES.
- c. The ES shall arrange to obtain the signatures of each candidate appearing in the examination and ensure that No candidate leaves the examination centre without marking his/her attendance sheet supplied by the society. He shall also authenticate the Attendance sheet by appending his signatures on the Attendance sheet for each batch.
- d. The ES shall ensure proper hall discipline in the examination hall and shall have absolute powers to expel a candidate from the examination hall if, in his/her opinion, the candidate has adopted unfair means in the examination or has caused disturbance to the other candidates in the examination hall.
- e. The ES shall ensure that no unauthorized person enters the examination hall.
- f. If hiring of PCS and other hardware including DG Set etc., is required, the institute concerned shall arrange hiring in consultations with ES/KTC. The technical specifications provided by ES/KTC shall be final and binding. Institute shall obtain signatures of ES on the claim for reimbursement of hiring charges.
- g. The ES shall visit the examination centre with KTC one day before the examination and set up the infrastructure for conduct of Examination, e.g. installation of Examination Software in the servers and clients;
- h. The ES shall organise taking over the charge of Examination venue.
- i. The ES shall read out the instructions are stipulated in Appendix I before the commencement of examination foe each batch.
- j. The ES shall fill in the Claim Form (Appendix-II), obtain signatures of manpower associated by him, e.g. KTC/TC, Administrative Support, LAN Administrator, Peon, Etc. and submit the same to NIELIT within one week of the date of completion of the examination at the centre under his/her charge. If need be the ES can seek advance from NEILIT.
- k. The ES shall disburse the amount due to each functionary after receipt of the Cheque from NIELIT and send a confirmation of having disbursed the amount due to each functionary to NIELIT.

- l. The ES shall arrange to take backups of answer files etc. and uplink the same on the CAPES site or send the same to NIC/ NIELIT at the end of Examinations in case of CD based Exam and at the end of Examination on each day/ batch in case of web based Exams.
- m. The ES shall keep close interaction with (Exam Control Centre at RCs/HQ) for the developments at Examination Centre.
- n. The ES shall ensure appropriate security measures to avoid any tampering with server /PCs being used for Examination.
- o. The ES shall arrange to help the candidates appearing in the examination in case of any problem with the system and organize removal of fault by consulting concerned experts.
- p. The ES shall make a copy of all answer files as backup in a CD/DVD and send the same to the designated officer in NIELIT by speed post on the date of completion of the Examination.
- q. The ES shall deploy the manpower at the Examination Centre and shall ensure the manpower deployed is strictly as per the norms of NIELIT.