

TAMIL NADU PUBLIC SERVICE COMMISSION
INSTRUCTIONS TO THE CHIEF INVIGILATORS
DESCRIPTIVE TYPE - CHENNAI CENTRE

Chief Invigilators Meeting

- a. The Controller of Examinations or the Joint Secretary / Deputy Secretary (QD) will convene a Chief Invigilators meeting, a day or two, prior to the day of examination.
- b. The Chief Invigilators shall mandatorily attend the meeting conducted by the Commission and shall receive instructions. The instructions given shall be followed and implemented scrupulously
- c. Any difficulty in attending the meeting by the Chief Invigilator shall be reported to the Commission's office and prior approval shall be obtained well in advance and a suitable substitute shall be appointed. The substitute so appointed shall act as the Chief Invigilator and attend the meeting without fail.
- d. The Chief Invigilators who shall attend the meeting at the Commission's office shall **scan the QR code pasted in the meeting hall to register their attendance.**
- e. Upon confirmation of the Chief Invigilators' attendance, details of the venue, number of candidates allotted and funds allotted towards conduct of the examination will be displayed to the Chief Invigilators through the EMS application.
- f. **Attendance sheet-cum-hall sketch** will be distributed to each Chief Invigilator at the Chief Invigilators meeting. The attendance sheet-cum-hall sketch shall be checked by the Chief Invigilators, to confirm that they contain particulars of all candidates allotted to the respective venues. The name and address of the examination venue printed in the attendance sheet-cum-hall sketch shall also be checked.
- g. The funds allotted by the Commission towards conduct of examination, will be distributed to the Chief Invigilators during the meeting.
- h. **An e-acknowledgement through the EMS application**, shall be given by each Chief Invigilator for the receipt of the following:
 - 1 Appointment orders.
 2. Packet containing attendance sheet-cum-hall sketch.
 3. Funds received towards conduct of examination.
- i. In case any corrections are required to be made to the name or address of the venue or any attendance sheet is missing, etc., it shall be intimated to the Monitoring Committee immediately using the alert option in the EMS application.

Advance Arrangements regarding Classrooms, Invigilators, Security, etc. (to be arranged and ensured before the day of examination)

1. Seating arrangements:

- a) Examination rooms shall be allotted for the candidates at the rate of 10 candidates per room. Stickers with the name, register number and photograph of the candidate shall be pasted on the table. The register numbers shall be assigned in the shape of a 'U' and question-cum-answer booklets shall be distributed accordingly in that sequence.
 - b) The seating arrangement shall be made in such a way that the distance between any two candidates shall not be less than three feet.
 - c) In order to ensure effective invigilation during examinations, the number of invigilators appointed shall be such that each invigilator has **10** candidates under his supervision.
 - d) In the case of examinations on more than one subject paper being held simultaneously -
 - i. Candidates appearing for the examination on different subject papers shall be accommodated in different rooms such that each room shall accommodate candidates appearing for the examination on one particular subject only.
 - ii. In any case, the number of candidates placed under the supervision of one invigilator shall be as stated at para (c) above.
 - iii. Even in cases where the number of candidates placed under the supervision of one invigilator falls well below the maximum limit permitted, due to subject-specific accommodation, candidates appearing for different subjects shall not be accommodated in the same room.
2. Class rooms shall be clean and tidy with proper furniture, lighting, fans and ventilation.
 3. The required number of menial staff shall be appointed.
 4. Teaching staff having good integrity shall be selected as invigilators and it shall be ensured that they have done their job competently.
 5. Names of the invigilators shall be entered and kept ready in the EMS application for shuffling and allotment on the day of examination.
 6. The required number of invigilators shall be appointed with reference to the total number of candidates allotted such that there is one invigilator for every ten candidates.
 7. A meeting shall be organized one day prior to the day of examination, for invigilators and requisite instructions as to the procedures to be followed by them shall be given.

8. A copy of the duties of invigilators furnished by the Commission shall be distributed to all invigilators which may be downloaded from the Commission's website.
9. Those candidates with benchmark disability (differently-abled) requiring scribe support, shall be earmarked as '**DA-S**' in the EMS application based attendance sheet-cum-hall sketch.
10. Teaching staff alone shall be appointed as scribes for candidates with benchmark disability (differently-abled), if any allotted
11. Candidates with benchmark disability (differently-abled) utilizing the services of a scribe or those who cannot climb the staircase shall be accommodated on the ground floor only, in close proximity to the Chief Invigilator's control room.
12. In case the Chief Invigilator is related to any of the candidates who is appearing for the examination at a particular venue, he/she shall not carry out examination duty at the venue. The Chief Invigilator concerned shall bring this fact to the notice of the Deputy Secretary (Infrastructure Department), to facilitate appointment of a substitute, under intimation to the office of the Commission.
13. Particulars such as name, designation and mobile number of the officers of the Commission's official deputed on chartered van duty, inspection officers deputed by the District Collector to the venue and the Commission's staff deputed to the venue / centre, available in the **EMS application**, shall be accessed and utilized for obtaining any clarification or first-hand information.

Other Advance Arrangements (to be made before the day of examination)

1. Adequate drinking water and sanitation facilities shall be provided.
2. Usage of public address systems in proximity to the examination venue shall be avoided.
3. Entry of unauthorized persons, including parents or relatives of the candidates, inside the examination venue shall not be permitted.
4. The Chief Invigilators shall purchase all required stationery items like paper, gada cloth, sketch pens, **sufficient number of red and black ball point pens, stamp pads**, etc., to be given to each invigilator, needle, thread, scissors, sealing wax, wrapper sheets, matchboxes, steel rulers, etc., one day prior to the examination, using the advance amount received from the Commission.
5. A board listing the room numbers with the corresponding register numbers of candidates accommodated, shall be displayed at an appropriate place, preferably at the entrance to the venue. At venues where there are multiple

buildings in the premises, the above information along with a site map for guiding the candidates, shall mandatorily be displayed at the entrance to the venue as well as the individual entrances to the buildings.

6. Special instructions to candidates shall be displayed legibly, both in Tamil and English, at the entrance to the venue as well as at least four other conspicuous places.

Duties of the Chief Invigilator

- a. The Chief Invigilator shall be present at the examination venue by **07.00** am and receive the confidential materials from the chartered van personnel. In the case of examinations scheduled to be held only in the afternoon session, the Chief Invigilator shall be present at the examination venue **at least three hours** before the scheduled time of commencement of the examination and receive the confidential materials as aforesaid.
- b. Details related to the arrival of the chartered vans at the examination venues shall be entered by the respective Chief Invigilators in the **EMS application**.
- c. The Chief Invigilator shall verify whether the seals affixed on the bundles of confidential materials are intact and scan the QR codes on the bundles so as to generate an eAcknowledgement through the **EMS application** upon matching of the QR code details, without any delay.
- d. In case of any discrepancy such as seals being damaged, the nature of discrepancy shall be communicated to the Monitoring Committee at the Commission's office as well as the inspection officials deputed by the Commission / District Collector, and the Joint Secretary / Deputy Secretary (QD) in the form of a photograph / videorecording.
- e. The confidential materials thus received shall be kept in safe custody under camera surveillance. All confidential materials related to the afternoon session, if any, shall be kept separately under lock and key.

Allocation of Invigilators to the Examination Rooms

- a. The allocation of invigilators to the examination rooms shall be done through shuffling using the **EMS application**, in the Chief Invigilator's control room. There shall be no deviation from the said allocation.
- b. In case any relative or known candidate(s) are appearing for the examination in the room allotted to a particular invigilator, he/she shall inform the same to the Chief Invigilator immediately and attend invigilation duty in another room, as instructed by the Chief Invigilator.

Entry of Candidates into the Examination Venue

- a. 'Examination Venue' means the entire campus of the educational institution where an examination is to be conducted.
- b. Candidates shall appear for the examination at the venue they have been allotted, as mentioned in the memorandum of admission (hall ticket). Change of venue shall not be permitted.

- c. Candidates shall be admitted into the examination venue only if they are in possession of a memorandum of admission (hall ticket).
- d. However, in cases where court orders directing to admit candidates to the written examination are received at the last minute in the Commission's office and the memorandum of admission (hall ticket) cannot be made available to the candidate, the Chief Invigilator as well as inspection officials shall be instructed by the Deputy Secretary (Application Processing Department) to admit the candidates for the examination.
- e. In order to facilitate verification of the identity of the candidates and explanation of the procedures pertaining to the examination, the candidates shall present themselves at the examination venue **one hour before** the time scheduled for the commencement of the examination.
- f. All gates serving as entry into the examination venue shall be closed thirty minutes before the commencement of the examination and no one shall be allowed into the venue thereafter. (e.g., in case of forenoon session, for an examination scheduled to commence at 09.30 am, the candidates should present themselves at 09.00 am in the examination venue. In case of afternoon session, for an examination scheduled to commence at 02.00 pm, the candidates should present themselves at 01.30 pm. After that no candidate shall be permitted to enter the premises of the examination venue).
- g. Candidates may be subjected to frisking on the spot, at the examination venue, if required, with the assistance of male/female police personnel or any authorized persons as the case maybe.
- h. In case of extraordinary circumstances, like pandemic conditions, etc., the procedures / precautions prescribed (e.g., use of sanitizer and face mask, practising social distancing) shall be adhered to.
- i. Parents and others who accompany the candidates will not be permitted inside the examination venue.

Entry of Candidates into the Examination Room

- a. 'Examination Room' means the room in which **10** candidates are accommodated under the control of an invigilator.
- b. The candidates shall compulsorily be seated in the examination room **thirty minutes before** the time scheduled for the commencement of the examination and the first fifteen minutes after the entry of candidates into the examination room shall be used exclusively for biometric authentication.
- c. The biometric details of the candidates shall be verified by the technical personnel deputed by the office of the Commission to the examination venue.
- d. Candidates shall not bring any material except what is required inside the examination room. In unavoidable circumstances, other belongings of the candidates shall be kept outside the examination room or inside a cloak room (if available). Safety of the belongings shall be the concern of the candidate and he/she shall bear the risk towards that.

- e. No candidate shall be permitted to enter the examination room without the memorandum of admission (hall ticket) downloaded from the Commission's website.
- f. In case the photograph of the candidate in the memorandum of admission (hall ticket) is not printed or not clear or does not match with candidate's appearance, he shall furnish a separate photograph affixed on a plain paper, along with his name, address, register number and signature long with a copy of the memorandum of admission (hall ticket) and a copy of Aadhaar card / Passport / Driving Licence / Permanent Account Number (PAN) card / Voter ID card, to the Chief Invigilator. The identity proof in original, shall also be shown to the room invigilator for verification.
- g. The room invigilator, upon verification of the identity of the candidate, shall obtain an undertaking as to the genuineness of the candidate and to the effect that he / she is aware that he / she is liable for any criminal / penal action that may be initiated by the Commission, if the information furnished is found to be incorrect at a later date. The undertaking shall then be handed over to the Chief Invigilator.
- h. Candidates shall show the memorandum of admission (hall ticket) to the Invigilator / Chief Invigilator / inspection authorities of the examination hall, on demand, for verification.
- i. Pencils, erasers, correction fluids, electronic gadgets such as mobile phones, watches, Bluetooth devices, scientific calculators, etc., shall not be allowed inside the examination room.
- j. The candidate shall be seated at the place allotted after cross-checking the name, register number and photo as seen on the table with that in the memorandum of admission (hall ticket)
- k. The question-cum-answer booklet as well as instructions regarding filling up of the same, shall be given fifteen minutes before the time scheduled for the commencement of the examination.

Opening and Distribution of Confidential Materials in the Chief Invigilator's Control Room (under video coverage)

- a. The Chief Invigilator shall hand over the attendance sheet-cum-hall sketch to the invigilators, according to the examination rooms assigned, without any deviation, **one hour before** the commencement of examination.

He / She shall verify the total count of question-cum-answer booklets and distribute the same to the examination rooms, **twenty minutes before** the commencement of examination.
- b. Additional question-cum-answer booklets shall be kept in safe custody in the Chief Invigilator's control room itself. These shall be supplied to the invigilator on demand basis for replacing the defective ones.

ON THE DAY OF EXAMINATION - Activities during the Examination

Proceedings inside the Examination Room

- a. The room invigilator on verification of the memorandum of admission (hall ticket) shall permit the candidates to enter into the examination room. Biometric authentication shall be undertaken.
- b. The room invigilator shall personally verify the identity of the candidate with reference to the photograph printed on the memorandum of admission (hall ticket) and sign in the appropriate space provided therein.
- c. The signature and photograph of the candidate in the attendance sheet-cum-hall sketch shall be verified.
- d. Signatures of the candidates shall be obtained in the attendance sheet, duly mentioning the question-cum-answer booklet number.
- e. The invigilator shall compulsorily write the register number and question-cum-answer booklet number of all candidates (both present and absent) allotted to that examination room in the hall sketch as per the actual seating arrangement.
- f. Immediately after commencement of the examination, the invigilator shall shade the appropriate **bubble [A]** against the register number of the absentee candidates in the attendance sheet, using only **black ball point pen**. Thereafter, the invigilator shall encircle the register number along with question-cum-answer booklet number of the absentee candidates in the hall sketch, using a red ball point pen.
- g. Invigilators shall issue instructions to the candidates regarding filling of particulars in the question-cum-answer booklets.
- h. The question-cum-answer booklets shall be distributed exactly fifteen minutes before the commencement of examination.
- i. The invigilator shall place the question-cum-answer booklets in sequence, on the tables earmarked for the candidates concerned, even if the candidates are not seated at the time of distribution, in order to avoid disturbing the sequence of distribution.
- j. Before using the Question-Cum-Answer Booklet, the details printed on it shall be verified. It shall be ensured that the Question-Cum-Answer Booklet pertains to that particular candidate only. In case any of the details are found to be incorrect or defective in any way, it shall immediately be reported to the room invigilator for replacement. No question-cum-answer booklet shall be replaced after use.
- k. The candidate shall affix his / her signature at the two designated places in the answer paper. One signature shall be affixed after having read the instructions therein, before the commencement of the examination and the other certifying that all instructions have been followed, after the conclusion of the examination.
- l. The candidate shall not do any irrelevant markings in the question-cum-answer booklet. Failure to comply with this instruction shall render him / her liable for such action or penalty as the Commission may decide. As a

general practice, the Chief Invigilator shall arrange sufficient numbers of facilitators (such number of Chief Invigilator's Assistants / Office Assistants, as approved by the Commission), who shall carry additional question-cum-answer booklets, as requested by room invigilators for the purpose of replacing the defective ones. Upon receipt, the room invigilator shall replace the defective ones and the candidate shall check the completeness of the new one in all respects.

- m. The examination shall commence on time and delay on any ground is not permissible.
- n. Invigilators shall fill in the attendance sheet-cum-hall sketch within ten minutes from the commencement of the examination.
- o. The bubble meant to record the absence of the candidate shall be shaded by the invigilator by the invigilator using black ball point pen only.
- p. It shall be ensured that all the rooms including those rooms accommodating candidates with benchmark disability (differently-abled) are videographed, covering the faces of the candidates clearly. Videographers shall be instructed to cover all examination rooms and record the proceedings at frequent intervals.
- q. In case of any malpractice / untoward incident, the room invigilator shall report the incident immediately to the Chief Invigilator, who shall in turn report the same to the inspection staff. The videographer and police personnel shall also be summoned to the examination room. Thereafter, a written statement in the candidate's own handwriting shall be obtained from the candidate in the presence of officials who shall also sign in the said statement as witnesses. In case of Chennai centre, such incidents shall be reported to the Monitoring Committee in the office of the Commission, over phone and through the EMS application.
- r. The examination shall be concluded on time. An alarm bell shall be sounded in respect of each of the following activities in order to alert the candidates as well as invigilators, who shall make appropriate announcements as required.

Event	Timeline	Duration of Bell
Before Commencement of Examination		
<u>Descriptive type Examination:</u>		
(i) Distribution of Question-cum-answer Answer Booklets	15 minutes before	Short Bell (2 seconds)

Event	Timeline	Duration of Bell
At the Start and During the Examination		
Commencement of the Examination	At the Designated Time	Long Bell (5 seconds)
During the Examination	Every One Hour	Short Bell (2 seconds)
Before Conclusion of the Examination	10 minutes before Conclusion	Short Bell (2 seconds)
At the Conclusion and After the Examination		
Conclusion of the Examination	At the Designated Time	Long Bell (5 seconds)

Special Provisions for Candidates with Benchmark Disabilities (Differently-Abled)

- a. All candidates with benchmark disabilities (differently-abled) who are unable to climb the staircase, shall be allowed to write the examination in a room on the ground floor.
- b. Candidates with benchmark disabilities (differently-abled) who are provided with the assistance of scribe shall be accommodated in a separate room on the ground floor, in close vicinity to the Chief Invigilator’s control room. Videography of the proceedings shall be done frequently. Teaching staff conversant with English and Tamil languages shall be appointed as scribes.
- c. Compensatory time of not less than 20 minutes per hour of examination shall be allowed to candidates with benchmark disabilities (differently-abled), who have physical limitation to write including that of speed and who are utilizing the services of a scribe. All candidates with disability who have physical limitation with regard to writing, including that of speed and not availing the services of a scribe shall be allowed additional time of a minimum of one hour for an examination of three hours duration which may further be increased on a case to case basis.
- d. Candidates shall be instructed to affix their left hand thumb impression in the space provided in the Question-Cum-Answer Booklet. In case the candidate is unable to use his/her left hand, right hand thumb impression shall be obtained. In the case of candidates unable to use both hands, the signature and thumb impression columns shall be left blank.

Proceedings inside the Chief Invigilator’s Control Room

- a. The following shall be collected from each invigilator and brought back to the Chief Invigilator’s control room **within fifteen minutes from the commencement of the examination.**
 - i. Attendance sheet-cum-hall sketch
 - ii. Defective question-cum-answer booklets as well as question-cum-answer booklets of absentee candidates.

- iii. The envelope of the question-cum-answer booklets attested by the candidates just before opening of the envelope.
- b. The room-wise presentee / absentee details shall be recorded in the EMS application. Such an entry in the EMS application regarding the total count of present / absent candidates shall be done, only after cross-checking the details as available in (i) against details available (ii).
- c. The balance additional/Absent/defective question-cum-answer booklets, shall be packed as indicated at Annexure V.

ON THE DAY OF EXAMINATION - Activities after the Conclusion of the Examination

Proceedings inside the Chief Invigilator's Control Room

- a. All the crucial activities in Chief Invigilator's control room shall be videographed as per the videography protocol indicated in **Annexure III**.
- b. With the completion of the examination, the invigilator shall bring the used question-cum-answer booklets and hand them over to the Chief Invigilator.
- c. In the case of venues where candidates with benchmark disabilities (differently-abled) have been accommodated, the candidates with benchmark disabilities (differently-abled) shall be given an additional twenty minutes for every one hour of the examination. Therefore, for a two-hour examination, an additional forty minutes shall be given to candidates with benchmark disabilities (differently-abled) and in case of a three-hour examination, an additional one hour shall be given for completion of examination. Upon completion of the examination, the used question-cum-answer booklets of such candidates shall be brought to the Chief Invigilator's room and the same shall be packed separately as indicated in **Annexure V**.
- d. All confidential materials mentioned above, as well as reports and memory cards shall be packed and sealed in the manner and timeline as indicated in **Annexure V**.
- e. The Chief Invigilator and the inspection staff shall count the examination materials before they are packed and upon packing, all the required details shall be written on the labels meant for each pack, as shown in **Annexure VII**. Both the Chief Invigilator and inspection staff shall satisfy themselves with the details as written on the label and append their signature vouching for the same.
- f. Finally, the following bundles shall be kept ready for handing over to the Commission's official on duty in the chartered van,
Bundle IA, IB, II, III and IV.
- g. The Cover 'C' containing the memory card shall be handedover by the 'Handing Over Team' (Chief Invigilator and inspection staff) to the 'Taking Over Team' (Commission's official in the chartered van) as the last activity, i.e., just before the chartered van personnel leave the examination venue.

Handing over of Confidential Materials by the Chief Invigilator and Inspection Staff - Taking over of the Materials by the Commission's Official in the Chartered Van.

- a. Upon completion of the packing of the confidential materials after the examination, a message to this effect shall be sent to the Commission's Official in the chartered van through the **EMS application**. Thereafter, chartered van personnel shall proceed to collect the confidential materials from the Chief Invigilators.
- b. The 'Handing Over Team' consisting of the Chief Invigilator and the inspection staff shall once again check whether the all required details have been filled in on the labels of the bundles of confidential materials. The time of handing over of the confidential materials to the Commission's official in the chartered van, shall be mentioned and signatures affixed in the relevant places.
- c. The 'Taking Over Team' (Commission's official in the chartered van) upon receiving the above confidential materials, shall write down the receiving time on the labels of these bundles.
- d. All the above activities shall be videographed and the memory card shall be safely packed as indicated at **Annexure V** and thereafter sealed and handed over to the Commission's official in the chartered van.
- e. The Commission's official in the chartered van shall scan the QR codes printed on the labels of the confidential materials to record the time of receipt as well as generate an e-acknowledgement to be issued to the Chief Invigilator through the EMS application.