



Board of Secondary Education, Assam

Bamunimaidam, Guwahati-781021.

www.sebaonline.org, e-mail: boardassam@gmail.com

No SEBA/EX/HOLD/75/2023-24/62

Dated Guwahati, the 20th January, 2024

ADDENDUM : INSTRUCTIONS TO OFFICER-IN-CHARGE OF EXAMINATION CENTRES HSLC EXAMINATION, 2024

- 1) Regarding appointment of Invigilator: Please note that there is instruction to appoint "one invigilator for every 25/30 candidates and one additional invigilator (on relieving duty) for every 100 candidates". It is further added that **there should not be less than 2 invigilators in a particular examination room/hall even if no. of candidate in that examination room/hall is less than 30. In that sense, every examination room/hall must have at least two invigilators on duty.**
- 2) The instruction regarding keeping the monitor of the CCTV in switch off mode during the time of sorting of packets of the Question Papers and OMR Answer sheets in the sorting room is withdrawn and it is instructed that the monitor of the CCTV system must be kept in 'switch on' mode.
- 3) Regarding collection of OMR answer sheets by the invigilator in examination room/hall, the following instruction is added –

"The OMR Answer Sheets to be used for answering the objective type questions of the subjects – English, General Mathematics, General Science and Social Science is to be received back from the candidates by the Invigilator after 90 (ninety) minutes of the commencement of examination in order to arrange the OMR answer sheets serially in accordance with the Roll Numbers. The count of used OMR Answer Sheets must tally with candidates present in the examination hall/room. Similarly the unused OMR sheet against the absent candidate is also to be arranged serially according to the Roll Number and be kept separately. Both the lot of OMR Answer Sheet (used as well as unused) is to be handed over to the Centre-in-Charge after completion of examination of that shift.

On receipt of OMR sheets from each invigilator, the Centre-in-Charge will have to arrange all the OMR answer sheets serially in accordance of the Roll Number, both Used and Unused OMR sheets separately."

Secretary,

Board of Secondary Education, Assam
Guwahati-21

Memo No. SEBA/EX/HOLD/75/2023-24/62-A

Dated Guwahati, the 20th January, 2024

Copy to:

1. All Centre-in-Charge of HSLC Examination, 2024 for the information and necessary action. They are further informed that the photo Attendance sheet of Theory Examinations are being supplied afresh. They are requested to discard the photo Attendance sheet for Theory examination received in the first lot.
2. Guard File
3. All Inspector of Schools for information & necessary action.

Secretary,

Board of Secondary Education, Assam
Guwahati-21