

BOARD OF SECONDARY EDUCATION, ASSAM



Bamunimaidam, Guwahati-781021

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

No. SEBA/EX/ZONE/38/2018/137

Dated : 08th Dec. 2023

From : N.N. Nath, ACS
Secretary,
Board of Secondary Education, Assam
Bamunimaidam, Guwahati-21

To : Shri/Smt. _____

Sub : *Appointment as Head Examiner.*

Sir/Madam,

I would like to inform you that, you have been appointed as Head Examiner for the Subject _____ of the HSLC Examination, 2024. You are requested to report to the Zonal Officer of the _____ Evaluation zone at _____ HS/High School at 9.30 a.m. on _____

1. Please arrange a meeting with the Scrutinizers / Examiners of your subject on the first day of evaluation and instruct them to ensure that evaluation of the Answer Script will be done fairly and carefully.
2. There should not be any over marking / wrong marking / left evaluation in the Answer Script.
3. You must ensure that the transferring marks from Answer Script to Marks foil is correct.
4. Please remember that proper evaluation of Answer Scripts will only give justice to the Examinees.

It is desired that you will bear the responsibility most scrupulously.

Forwarded by
Zonal Officer
..... Zone

Yours faithfully

(N.N. Nath, ACS)

Secretary

Board of Secondary Education, Assam
Guwahati -21

No. SEBA/EX/ZONE/38/2018/137-A

Dated : 08th Dec. 2023

Copy forwarded to:-

1. The Head of Institution of concerned for information. He/She is requested to release the above named teacher accordingly in the interest of the public Examination.
2. The concerned Inspector of Schools for information with a request to treat the absent period of the teacher in the school as on duty during the period of evaluation.
3. Guard File.

Secretary

Board of Secondary Education, Assam
Guwahati -21

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From : N.N. Nath, ACS
Secretary,
Board of Secondary Education, Assam
Bamunimaidam, Guwahati-21

To : Shri/Smt. _____

Sub : *Appointment as Scrutinizer.*

Sir/Madam,

I would like to inform you that, you have been appointed as Scrutinizer for the Subject _____ of the HSLC Examination, 2024. You are requested to report to the Zonal Officer of the _____ Evaluation zone at _____ HS/ High School at 9.30 a.m. on _____

1. Please ensure that the evaluation of the Answer Scripts are done fairly and carefully.
2. Extra care should be taken to avoid over marking / wrong marking / left evaluation in the Answer Scripts.
3. As a custodian of marks foils, be careful in transferring the Marks from Answer Script to Marks foils.
4. Tally the cover page total with the last page total of the Answer Script.
5. Design of Answer Script of the Core Subjects are different from others. Please read the Instruction booklet carefully.
6. Also remember that proper evaluation of Answer Scripts will only give justice to the Examinees.

It is desired that you will bear the responsibility most scrupulously.

Forwarded by

Zonal Officer

..... Zone

Yours faithfully

(N.N. Nath, ACS)

Secretary

Board of Secondary Education, Assam
Guwahati -21

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From : N.N. Nath, ACS
Secretary,
Board of Secondary Education, Assam
Bamunimaidam, Guwahati-21

To : Shri/Smt. _____

Sub : *Appointment as Examiner.*

Sir/Madam,

I would like to inform you that, you have been appointed as Examiner for the Subject _____ of the HSLC Examination, 2024. You are requested to report to the Zonal Officer of the _____ Evaluation zone at _____ HS/ High School at 9.30 a.m. on _____.

1. Please ensure that evaluation of the Answer Script is done fairly and carefully.
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