



BOARD OF SECONDARY EDUCATION, ASSAM

BAMUNIM Aidam, GUWAHATI-781 021

Website: sebaonline.org, email: boardassam@gmail.com

INSTRUCTION RELATING TO HANDLING OF OMR ANSWER SHEET IN HSLC EXAM. 2024

SEBA has already informed all concerned vide letter No. SEBA/EX/CC/PART-II/2006/88 Dated 07th September, 2023 regarding use of OMR answer sheet for the answering of objective type of questions in four core subjects namely English, General Mathematics, General Science and Social Science. On each of these subjects, there will be 45 objective type question carrying 1 (One) marks each for which, answer is to be marked in the OMR answer sheet. These OMR sheets will be personalized i.e. name of the candidate, his/her photograph and Roll No. will be pre printed on the blank OMR answer sheets. Hence only the definite OMR answer sheet will be issued to the particular candidate. To use and handle of OMR answer sheets, the following instructions are to be followed by the centre-in-Charge, Invigilator and Candidate of each examination centre.

A. Instructions for Centre-in-Charges:

- i) Sealed boxes / cartons of personalized OMR answer sheet will be sent to the respective Police Station/ Police out Post. These boxes / cartons will be centre wise / subject wise.
In no circumstances the sealed boxes of OMR answer sheets can be opened at PS/POP or in transit. These boxes will be opened only at the Examination Centre on the day of examination at prescribe time following due procedure.
- ii) As mentioned above the sealed boxes/cartons of OMR answer sheets are received and carried from the respective Police Station/Police out Post to the Examination Centre on the day of examination only.
- iii) The sealed boxes/ cartons are to be opened under CCTV surveillance of Camera in presence of appointed Supervising Officer of SEBA.
- iv) After opening the sealed boxes/cartons personalized OMR answer sheets will be sorted as per requirement of the examination Hall/Room and will be handed over the respective Invigilator.
- v) The non Standard (not personalized) OMR answer sheets will be kept under the custody of Centre-in-Charge only and will be issued to candidate in extreme need. Non standard OMR answer sheet will be issued only when the personalized OMR is not in useable form due to wear and tear. The candidate must have to write his/her Name, Roll No. and Subjects etc. in the specified space in non standard OMR when issued to him/her.

- vi) On receiving back bundle of used and unused OMR answer sheet from the Invigilator after commencement of the examination, those will be properly counted
- vii) The used OMR are to be put inside the envelope containing Hundred OMR sheets per envelope. The starting and ending serial No. of used OMR Answer sheets should be mentioned outer label of the envelope.
- viii) Similar procedure is to be followed for unused personalized OMR answer sheets and non Standard OMR answer sheets. However, this to kind of OMR answer sheet can be put in same envelope if possible.
- ix) Envelopes of used OMR answer sheets should be put inside box/carton and sealed properly.
- x) Similarly envelopes of unused personalized OMR answer sheets and non Standard OMR answer sheet are to be put inside the carton/ box and seal properly.
- xi) All the sealed boxes/cartons are to be affixed mailing address given below:-

To

The Controller of Examinations,
Board of Secondary Education, Assam
Bamunimaidam, Guwahati-21

From:

Officer-in-Charge:

Centre Code:

- xii) Sealed boxes/cartons are to be deposited to nearest Post Office without any delay.
- xiii) In no circumstances carton/boxes of envelope containing used/unused/non Standard OMR answer sheets can be kept in examination centre after sealing is complete. Those are to be deposited in the nearest post office immediately after examination.

B) Instruction for Invigilator:

- i) Since all the OMR answer sheets are personalized, hence invigilators will have to take utmost care while distributing the OMR answer sheets to the right candidates. Invigilator must have to verify Roll No., Name and photograph of the candidates as printed in the Admit Card before handing over blank OMR answer sheets to the particular candidates.
- ii) The Invigilator has to sign each and every OMR answer sheet after being satisfied that proper personalized OMR answer sheet has been used by particular candidate.

- iii) The Invigilator has to ensure that each and every candidates present in the Hall / Room have submitted used OMR answer sheet to the Invigilator before leaving the examination Hall/Room.
- iv) No Invigilator will allow candidates to leave the examination Hall/Room until and unless the count of used OMR answer sheets tally with No. of candidates present in the Hall/Room.
- v) The Invigilator have to arrange the used OMR answer sheets in accordance with serial of Roll No. of candidates and will hand over the Centre-in-Charge.
- vi) The bundle of unused personalized OMR answer sheets against the absent candidate has to be handed over to the Centre-in-Charge with proper count.

C) Instruction for Candidates:

- i) The candidate has to ascertain first, that the OMR belongs to him/he only, before starting use of the same.
- ii) Since it is the personalized OMR, the candidate has to darken the circles for answering only.
- iii) The following instruction must be scrupulously followed while answering in OMR sheet.

1. Use BLUE/BLACK INK BALL POINT PEN only to shade the appropriate circle completely.
2. Darken ONLY ONE CIRCLE for answering each question to evaluate.
3. Darken the circle as shown in example below:-

	CORRECT METHOD				WRONG METHOD			
1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
5	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

4. Answer once darkened is final. No change is permitted.
5. Do not do any rough work on the OMR sheet.
6. Do not fold, tear, wrinkle or staple this sheet.
7. Answer darkened in more than one circle for a particular question shall not be evaluated.

Secretary

Board of secondary Education, Assam
Bamunimaidam, Guwahati-21



Board of Secondary Education, Assam
Guwahati-781021

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

Notification No. SEBA/EX/HOLD/75/2023-24/55,
Dated Guwahati, the 10th January, 2024

ADDENDUM

Referring to the "INSTRUCTION RELATING TO HANDLING OF OMR ANSWER SHEET IN HSLC EXAM.2024" circulated vide letter No.SEBA/EX/Hold/75/2023-24/9, dated 11/10/2023, the following additional instruction is added for compliance of all concerned—

"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 sheets 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

Dated Guwahati, the 10th January, 2024.

Memo NO. SEBA/EX/HOLD/75/2023-24/55-A

Copy to :

1. All Centre-in-Charge of HSLC Examination, 2024 for information and necessary action.
2. Guard file.

Secretary,
Board of Secondary Education, Assam
Guwahati – 21