



No: PU/EXAM/Functions/2015/3

Date: 18/08/2015

Subject: Functions of Senior Supervisor

Pre-Exam Preparation

1. Report to centre in charge 1 hour before the start of examination.
2. Ensure proper display of block number & seating arrangement.
3. Assure the examination material received from Stationery Supervisor as per required quantity (Answer book/supplementary/drawing sheets/Block Arrangement/Attendance sheet and Students' barcode).
4. Ensure that the Stationery Supervisors have set out the appropriate stationery on the desks, and that any special requirements (statistical tables, steam tables, Design data books, Log table, graph papers etc.) have been provided.
5. If any discrepancy's/deficiency found during verification/query, report to Institute Coordinator immediately.
6. Provide necessary guidance to Jr. Supervisor for smooth conduction of examination which includes preventing the use of mobile phones by Jr. Supervisor inside or within the vicinity of the examination room.
7. Ensure Jr. Supervisor to reach respective block 45 minutes before time of exam.
8. The Sr. Supervisor should report the non-attendance of any of the other Jr. Supervisors to the Institute Coordinator.
9. Ensure Jr. Supervisor has described exam details (Date, time, block No., subject name, code, seat number range, No. of students) on black board.

During Examination

1. Collect bunch of question papers from Institute Coordinator and distribute to each Jr. Supervisor at least 5 minutes before Exam start time.
2. Visit frequently the blocks assigned to you and provide necessary guidance to Jr. Supervisor for smooth conduction of examination.
3. Any amendments to question papers which have been notified by the examiners should now be read out. It is the responsibility of the Senior Supervisor to ensure that any amendments to question papers are relayed to all concerned students sitting in the examination or in another block(s).

4. If any UFM case is registered, collect all relevant proof, statement of supervisor and students and fill up the information accurately in UFM Case format. Hand over the case to Institute coordinator for verification.
5. On completion of exam, collect and count the number of answer books from Jr. Supervisor and verify reports submitted by the Jr. Supervisor.
6. Seal the answer books in block sealing covers (block wise) in envelope in presence of the observer.
7. Maintain the answer books usage register and counter sign the total usage of answer book during session.
8. For any Query /Assistance contact Institute Coordinator immediately.

