



No: PU/EXAM/Functions/2015/4

Date: 18/08/2015

## **Subject: Functions of Junior Supervisor**

1. Report to Examination control room one hour before the start time of examination.
2. Collect exam related material from the control room which includes:
  - a. Attendance sheet of students, Student Barcode
  - b. Answer book & Supplementary, Hollow sticker, Thread, etc.
3. Check that candidates do not bring into the exam hall any bags, books, papers, mobile phones, programmable calculator etc., except for those materials which they are expressly permitted to have with them.
4. Jr. Supervisor should check the aisles during the early part of the examination session to ensure that candidates have not brought in, either accidentally or deliberately, any prohibited items.
5. Instruct all students not to indulge in any unfair means else liable to be punished as per UFM guidelines.
6. Students are neither permitted to share calculators nor to pass them between each other during an examination. Use of a non-permissible type of calculator or other electronic device will be regarded as cheating.
7. Distribute answer book to students 15 minutes before the exam time.
8. Verify the detail entered by the students in both answer books (Each for Section A & Section B) and then sign in marked place.
9. Apply barcode sticker (Section-A & Section-B) in marked place in both answer books in such a way that bar-coded portion will be on right hand side. Do not ask student to paste barcode sticker.
10. Check hall tickets of the students and sign hall ticket with respect to date and subject of exam.
11. In student's attendance sheet (provided by the University) take the sign of students.
12. You should be very careful that candidates are issued with the correct examination paper.
13. If there is any delay in getting a question paper at student end, make a note of this and allow them the lost time at the end having taken permission from Sr. Supervisor and observer.
14. Students may neither leave examination hall within the first 45 minutes nor in the last 15 minutes of the examination session. Ensure the brief announcement of the same.
15. If any Student is absent then paste the student barcode on backside of the attendance sheet.
16. On Demand give supplementary to students and enter supplementary number in attendance sheet and sign in supplementary only after student entered required detail on the same.

17. Jr. Supervisor should take seriously all queries from candidates even though in some cases they may seem trifling. For the queries, responsible Sr. Supervisor is contacted.
18. A brief announcement should be made 15 minutes before the end of the session as a whole to remind students that they are not allowed to leave during those fifteen minutes.
19. Hollow Sticker is to be given 10 minutes before the completion of exam to students.
20. While receiving answer book from the student verify that hollow sticker is pasted or not by the student. If not then paste the hollow sticker.
21. At the end of the session students should be reminded to wait until they have handed their answer book to an Jr. Supervisor before leaving their desks; do not permit students to leave the room before their answer books are collected.
22. Please also remind students that all unused answer books and other University examination materials must be left on their desks (not on the floor) and must NOT be taken from the room.
23. Please count answer books and verify that it is equal to the number of students present in the block.
24. Always take care that students do not leave exam hall without submitting answer book. If it happens then it will be the sole responsibility of the supervisor and the UFM case is to be registered as well as FIR is to be filed against the student.
25. You are responsible for preserving order and discipline at all times in the examination hall. You must take the greatest care to prevent candidates from copying each other's work or engaging in any unfair practice.
26. If any UFM case is registered then call Sr. Supervisor and handover the answer book/all proof and submit your statement. If UFM case is registered by observer, squad member, sr. supervisor or centre-in-charge, then get their statement also and it is to be submitted to control room after completion of exam.
27. Submit the answer books of present students along with absentees and attendance sheet in control room to concerned Sr. supervisor.

Note: If Jr. Supervisor is unable to attend his/her duty, he/she should inform the Institute Coordinator well in advance, so that an alternative arrangement may be made.

- Deputy Registrar (Exam),

Parul University.