



No: PU/EXAM/Functions/2015/8

Date: 18/08/2015

Subject: Functions of Observer/s

1. He/she shall report to the Dept. Registrar (Exam) at University Exam section at specified time.
2. Remember the mobile numbers of Dept. Registrar (Exam) and control room for any emergency/guideline.
3. He/she shall report to the Centre In-charge of the centre one hour before the actual commencement of the examination. The Centre In-charge should extend full co-operation to the observer.
4. He/she shall ensure that all equipment like PC, Photo copies etc., is in working condition.
5. He/she shall personally supervise, along with the Centre In-charge, the downloading and printing of the question paper.
6. During photocopying question papers remain present at control room till sets are ready for all blocks. Assure that photocopies of a question paper (Subject wise) equal to total no of students appearing in examination.
7. Assure that during above process confidentiality is maintained at control room.
8. He/she shall ensure proper distribution of correct Question paper to students with correct subject code.
9. He/she shall ensure no candidate is permitted to enter the examination hall after the start of the examination.
10. To check proper functionality of CCTV cameras and may be used for exam hall observation too.
11. He/she shall ensure "no candidates or no person of any order" leaves the examination hall in the first 45 minutes after the actual commencement of the examination.
12. During examination time continuously visit the block to prevent any kind of unfair practice, if at all found report to control room immediately.
13. He/she is empowered to check any candidate and even for physical verification except (in case of lady candidate, physical verification should be done by only lady invigilator, without causing any embarrassment).
14. Any student found involved in unfair means then ask Sr. supervisor to file UFM. Sr. Supervisor fills complete details of UFM format and handover the case along with all proofs and evidence of unfair means, answer-book and question-paper to centre in-charge and seal all the documents in separate cover.

15. Being a university representative, ensure smooth conduction of examination at centre. You should watch the performance of the Jr. Supervisor inside the examination rooms. Cases of copying or the looseness of invigilation should be strictly dealt with.
16. On completion of examination Sr. supervisor will count the answer books and seal in a cover, block wise. Remain present during collection till all answer book are collected and sealed Observe that counting is done accurately.
17. Verify the stationery register and usage of answer book during exam session and counter sign.
18. Take over the charge of all sealed covers that should be equal number of blocks.

Submit your report in given format to Dept. Registrar (Exam), Parul University.

