

**PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION
ANDHRA PRADESH : : VIJAYAWADA
[PRESENT: Sri. S SURESH KUMAR, I.A.S]**

Rc.No.101/B-1/2023

09/03/2023

SUB: SSC Public Examinations, April-2023 – Instructions to the Mandal Educational Officers, Chief Superintendents, Departmental Officers, Invigilators, and other staff on Examination Duty - Instructions – Issued – Reg.

REF: 1. The timetable of SSC Public Examinations, April-2023.
2. Instructions to Chief Superintendents/DOs, Rc.No. 101/B-1/2023, Dated: 21-02-2023.

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ORDER:

In continuation with the orders in the Instructions Ref. 2nd cited, the following instructions are issued to all the Mandal Educational Officers, Chief Superintendents, Departmental Officers, Invigilators, and other staff on Examination Duty of the SSC Public Examinations, 2023:

1. Instructions to the Mandal Educational Officers:

- a. All the Mandal Educational Officers (MEOs) shall undertake physical inspection of the Examination Centres well in advance.
- b. Verify whether the examination halls are properly ventilated.
- c. Ensure that the examination halls are thoroughly cleaned and proper hygiene is maintained in the surroundings of the Centre before the commencement of examinations.
- d. Instruct the Chief Superintendent concerned to ensure that Examination halls and surroundings are cleaned after every examination.
- e. Ensure that the existing TLM (Teaching Learning Material) such as Maps, Diagrams on walls, etc. in the halls are removed/ covered in advance.
- f. Ensure the availability of the Furniture such as Tables, Benches, Chairs etc.
- g. Ensure that toilets and drinking water facilities are available in every centre
- h. In case of a Shortage of furniture, necessary action may be taken to borrow and shift the furniture from the nearest school or hire the furniture, if necessary.

2. Instructions to the Chief Superintendents, Departmental Officers, Invigilators, and other staff on Examination Duty:

- a. The Chief Superintendent (CS) & Departmental Officer (DO) shall reach the Storage Point (Treasury Offices/ Police Stations) to take charge of the Confidential Examination Material in advance to ensure that the material reaches the examination centre on time.
- b. Preferably, the CS/DOs and the Custodians of the C-Category Centres shall reach the storage points in the following timings:
 - A-Category Centre: 8:00 to 8:30 AM
 - B-Category Centre: 7:30 to 8:30 AM
 - C-Category Centre: 7:15 to 8:30 AM
- c. The Confidential Examination Material shall not be tampered with.
- d. Extreme caution and vigil shall be maintained during the transportation and in the examination centre.
- e. All the Invigilators shall report to the examination centre before 08:15 AM.
- f. This year all question papers printed with a serial number, the Chief Superintendent issue question papers in seriatim, that is sequence according to roll number. That is First question paper to first candidate, second paper to second candidate and so on. Hence all the chief Superintendents be cautious before allotting the question paper to invigilators. After opening the question paper packets arrange them in a serial, according to serial number on the question paper and then arrange them according to strength of the room before submitting the question papers to invigilators.
- g. The CS, DO and the invigilators shall ensure that the question papers are not transported outside the examination hall by the candidates by any means before 12:45 PM to avoid any leakage.

2. Instructions on carrying Mobile Phones and other electronic devices in the Examination Centre:

- a. The Chief Superintendent, Departmental Officer, Invigilators and other staff shall not be permitted to carry Mobile Phones to exam centres.
- b. Strict checking must be carried out to ensure that all the candidates entering the examination hall shall not carry mobile phones or any other electronic device with them. Necessary action shall be taken immediately in case any candidate is found to be carrying any electronic device.
- c. Other electronic devices such as Laptops, Tablets, Cameras,

Earphones, speakers, smartwatches, Bluetooth devices etc. shall not be allowed on the premises of the examination centre by both the candidates as well as the staff members.

3. Instructions on the Time of Reporting by candidates at the Examination Centre and the Last Entry time into the Exam Hall:

- a. All the candidates shall be allowed to report to the examination centre at **08:45 AM**. **The candidates shall be permitted to enter the examination centre from 08:45 AM to 09:30 AM only.**
- b. No candidate shall be allowed to enter the examination hall after 10:00 AM.

4. Instructions on Electronic and Print Media:

- a. Electronic Media and Print Media representatives shall not be allowed on the premises of the examination centres.
- b. No private photographers shall be allowed on the premises.

5. Instructions to Chief Superintendents regarding CCTV Cameras:

- a. The Chief Superintendent of the Examination Centre where the CCTV cameras are installed shall take charge of the operations of the CCTV cameras from the concerned private school management in advance.
- b. The CS shall ensure that all the CCTV cameras are in good condition and functioning properly during the entire duration of the examinations.
- c. The CS shall ensure that the footage of the CCTV Cameras is not being watched by any unauthorized personnel.
- d. The CS shall ensure that activities such as the opening of the Confidential examination material shall be undertaken such that the confidential material is not directly visible from the CCTV Cameras.

7. Instructions on the 24-Page Answer Booklet & 12-Page Answer Booklet:

- a. All the candidates shall be instructed to utilize the 24-page answer booklet. (12-Page Answer Booklet shall be provided incase the 24-Page Answer Booklet is fully written).
- b. The Two 12-Page Answer Booklets shall be issued for Physical Science and Natural Science to the candidates at the same time before commencement of Examination. Instruct the students to write the question of these two subjects separately and carefully.
- c. The Candidates shall be instructed to strictly adhere to the word limit of each question and shall not waste any pages in the answer booklet.

All the Mandal Educational Officers, Chief Superintendents, Departmental Officers, Invigilators, and other staff on Examination Duty of the SSC Public Examinations, 2023 are instructed to adhere to the above-mentioned instructions scrupulously without fail.

All the District Level Observers of SSC Public Examinations, 2023 appointed by the Commissioner of School Education, A.P., are requested to ensure that the instructions mentioned above are followed by the concerned district machinery in true letter and spirit.

All the District Educational Officers who are appointed as Nodal Officers and the Assistant Nodal Officers are instructed to ensure that these instructions are communicated to all the staff through all possible means including social media and also issue a detailed press note in all the major newspapers so that the information is circulated to all the stakeholders at the earliest. The Nodal Officers are requested to issue necessary orders to implement the orders scrupulously, without fail.

This shall be treated as **MOST IMPORTANT** and **TIME BOUND**.

S Suresh Kumar

Commissioner

To the Nodal Officers (DEOs) & Assistant Nodal Officers (ACGEs) with a request to circulate the same to all the MEOs, CS/DOs, and staff on examination duty.

Copy to all the DCGEs, ACGEs and Section Superintendents of the O/o DGE, A.P., for necessary action.

Copy to all the District Level Observers for the favour of information.

Copy to the Director of Government Examinations, A.P., for the favour of information and necessary action.

Copy submitted to the Principle Secretary to Government, School Education Department, A.P., for the favour of information.

**COMMISSIONERATE OF SCHOOL EDUCATION
ANDHRA PRADESH : : VIJAYAWADA**

Rc.No.101/B-1/2023

09/03/2023

SUB: SSC Public Examinations, April -2023 – Instructions to all the candidates who are appearing for the SSC Public Examinations from 03-04-2023 in the state - Instructions – Issued – Reg.

REF: 1. The timetable of SSC Public Examinations, April -2023.

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ORDER:-

All the candidates who are appearing for the SSC Public Examinations, April-2023 which are going to be held from 03-04-2023 to 18-04-2023 are hereby instructed to take note of the following:

1. Please refer to the Examination Timetable (available on the official website www.bse.ap.gov.in) to know the day-wise subjects (papercode wise) for which the examinations are held.
2. The Examination Timings are from 09:30 AM to 12:45 PM on all the main exam days. For detailed timings, please refer to the timetable.
3. All the candidates are allowed to report to the examination centre at **08:45 AM**. The candidates shall be permitted to enter the examination centre **from 08:45 AM to 09:30 AM only**.
4. The Candidates **shall not be allowed** to enter the examination hall after **09:30 AM**. The candidates will be permitted to take their seats in the examination hall from 08:45 AM to 09:30 AM only.
5. After obtaining the Hall Tickets, all the candidates are instructed to scrupulously verify all their particulars such as Name, DOB, Photo, Subjects, etc. and contact the school HM/ principal in the case of any discrepancy.
6. Registered students will have to carry their Halltickets to the

examination centre without fail. In case, due to any reason they fail to do so, they will not be allowed to take the examination.

7. Candidates entering the examination centre shall not carry mobile phones or any other electronic devices with them such as Laptops, Tablets, Cameras, Earphones, speakers, smartwatches, Bluetooth devices etc. Any candidate in possession of a Mobile Phone or other electronic devices shall not be permitted to appear for the examination and necessary action shall be taken against him/her, as per the rules.
8. The candidates are instructed to write Physical Science Questions on 12 page answerbooklet allotted for Physical Science and write Natural Science Questions on separate 12 page answerbooklet provided for Natural Science only.
9. The Candidates shall not be permitted to leave the examination hall from 09:30 AM to 12:45 PM, except in the case of emergencies.
10. The candidates shall not be permitted to take the Question paper or answer booklet out of the examination hall before 12:45 PM.
11. Candidates who resort to any kind of malpractice during the examination shall not be permitted to write subsequent papers as per the orders in the G.O.Rt.No. 872, SE (Exams) Dept, Dated: 16-05-1992.
12. "OMR Bar Coding" is extended for all papers – SSC, OSSC and Vocational SSC. Before the commencement of the examination, the candidate will be provided with an Answer booklet having 24 Pages and a printed Bar-Coded OMR Sheet having particulars of the Candidate and the day's examination. The candidate shall verify the particulars printed on the OMR sheet with his/her particulars such as Name, Photo, Roll Number etc., and Staple it if it belongs to him/her to the answer book as indicated. In case of discrepancy, he/she shall bring it to the notice of the Invigilator and obtain the correct OMR Sheet. The candidates should start answering after the verification of the OMR sheet.
13. Name of the Candidate, Roll Number or any other particulars of the

candidate must not be written on any page of the 24-Page Answer Booklet, Map or Graph Sheet.

- 14.All candidates must appear for the examinations at the centre allotted to him/her only, the candidate will not be permitted at any other examination centre.
- 15.The candidates may bring his/her pen, pencil and other stationery.
- 16.The Candidates are suggested not to bring any food items inside the Examination Centre.
- 17.All the candidates are advised to not indulge in false and baseless rumours about leakage of question papers or fake/guess question papers etc. Necessary action shall be taken against the candidates who are found to be spreading false/baseless rumours, as per the rules.
- 18.All the candidates are advised to regularly follow the official website of the Board of Secondary Education, A.P., viz. www.bse.ap.gov.in for authentic updates and information and may contact the office by writing to dir_govexams@yahoo.com, for any information or clarification.

S Suresh Kumar
Commissioner

To the Nodal Officers (DEOs) & Assistant Nodal Officers (ACGEs) with a request to circulate the same and provide wide publicity in their concerned districts.

Copy to the Director of Government Examinations, A.P., Vijayawada for information and necessary action.

Copy submitted to the Principal Secretary to Government, School Education Department, A.P., for favour of information.