



ODISHA POLICE
BIJU PATNAIK STATE POLICE ACADEMY
BHUBANESWAR

File No. D- 90/ 2021

NOTICE

As approved, the following Rules, Instructions and Manners are being framed for the Supplementary Examination of 9th Batch Cadet Sub-Inspectors for both the Trainees and Faculty :-

RULES, INSTRUCTIONS AND MANNERS TO BE FOLLOWED
DURING CONDUCT OF WRITTEN EXAMINATIONS

For Registrar / Hall Superintendents/ Invigilators

- a. Registrar Section shall be opened at 9.00 am to provide all logistic support for examination purpose.
- b. Hall Superintendents / Invigilators are to take position in the Examination Hall **45 minutes** before the commencement of examination.
- c. Hall Superintendents / Invigilators should not leave the examination hall during the examination.
- d. The Examination Hall will be closed 15 minutes before the start of the sitting to avoid last minute rush, disturbance in Hall and to ensure punctuality and discipline. Examinees will be allowed to enter Examination Hall after this time only with the permission of Director, BPSPA / IGP Training.
- e. The Hall Superintendents / Invigilators shall ensure that no candidate is in possession of any written material. In case of suspicion, they may subject a candidate to physical frisking during examination also. Possession of any incriminating material will be treated as malpractice and will be suitably dealt with.
- f. Hall Superintendents / Invigilators shall ensure that there is no cross talking and no examinee seeks help from any other examinees or Invigilation staff. In case of cross-talking, the candidates should be warned. If after repeated warning, a candidate engages in cross talking, his answer sheet will be seized and he should be directed to leave the examination hall. This will be treated as malpractice.
- g. In case of notice of any malpractice, the Hall Superintendent and the Invigilator shall seize the paper chit etc. and debar the concerned examinee from appearing in the paper and report the matter to the Centre Superintendent with signature of the Examinee on the body of the paper chit / answer sheet / question paper etc. However the Examinee will be allowed to appear in the subsequent papers /sittings as per programme. The Centre Superintendent shall submit a detailed report regarding malpractice etc. to the Director, BPSPA after conclusion of the entire examination process of that day.
- h. No other Faculty Member shall enter the Examination room / Hall other than the Hall Superintendent and Invigilator. Centre Superintendent and Registrar shall supervise the Invigilation duty.
- i. The Hall Superintendents / Invigilators will submit a Certificate in the format provided by Registrar, BPSPA to the effect that the Question Papers were properly sealed and opened only in front of the trainees. It will also contain the signature of the Trainees.
- j. In view of COVID - 19 situation, Hall Superintendents/Invigilators and all staff on Examination duty shall use face masks, surgical gloves and maintain physical distance of more than a meter at all times. Hand sanitization should be done frequently.

