STATE BOARD OF TECHNICAL EDUCATION, KERALA
OFFICE OF THE CONTROLLER OF TECHNICAL EXAMINATIONS

GUIDELINES TO CANDIDATES

ADMISSION TO EXAMINATION HALL

1. Candidates shall bring their hall ticket and college identity card, on each day of the examination and shall produce the same when demanded by the chief superintendent or Invigilator or any other person authorised by the Joint Controller of Technical Examinations for the purpose.
2. Candidates who are not regular students on the roll of the institution, shall produce any Government issued photo Identity Card along with the Hall Ticket. (PAN Card, Aadhar Card, Passport, Driving Licence, Voters ID Card, Employee ID issued by Government / Public sector undertakings).
3. If a candidate fails to produce the required Identity Card and Chief Superintendent / Invigilator could not identify the candidate otherwise, he may be provisionally permitted to appear for the examination submitting a declaration to the effect that the ID card shall be submitted with in 2 days from the date of examination, provided the candidate is in possession of valid hall ticket. The details of such candidates provisionally admitted shall be reported to the Joint controller with his register number.
The format of the declaration is,

DECLARATION

I, …………………………………….(name). Reg no…………………………… candidate for ………………(subject code) …………………………………………(subject) on ………….. at ……………………………………. (name of institution) failed to produce valid id card and here by pledge to submit the same with in 2 (Two) days to the Principal and I am aware that in the event of myself failing to submit the same within the time permitted my candidature for the examination shall be cancelled.

Place   Signature of the candidate
Date: Name & Reg. No

Counter signed by Invigilator / Any faculty of institution

4. Candidates shall take their seats in the examination hall at least 10 minutes before the time fixed for the start of examination.
5. Candidates presenting themselves more than 30 minutes after the commencement of examination (including the cool off time) will not be admitted for the examination of that day.
6. Candidates are NOT permitted to bring mobile phones or such other electronic transmitting devices inside the examination hall.
7. *Candidates shall NOT use programmable calculators. (The term "programmable" includes any calculator that is capable of storing a sequence of keystrokes that can be retrieved after the calculator is turned off).*

DISCIPLINE IN THE EXAMINATION HALL

1. Candidates are forbidden to ask questions of any kind during the examination.
2. Candidates are not allowed to write anything except the register numbers and signature on the question papers supplied to them.
3. Candidates should not indulge in any type of malpractices in the examination. If any student is found to be indulged in any type of malpractice his/her answer book will be forfeited and appropriate action will be taken by the Joint Controller of Technical Examinations on the report of the Chief Superintendent.

BAR CODED OMR MAIN BOOK

1. A bar coded Main book (A4 size) will be issued to each student for each examination which will contain a unique pre-printed BAR CODE that will be used as a secret code against which the evaluation takes place.
2. If a candidate tampers, mutilates or damages the **bar code**, the answer paper will not be valued cancelling the registration of the candidate.
3. Extra care is needed while handling the OMR Main book.

ADDITIONAL BOOKLET

1. Additional booklet will be issued to the candidate in the examination hall.
2. The candidate should NOT write their Register Numbers anywhere in the additional booklet
3. The candidate should NOT tear out any page or part thereof from the Additional Book.
4. The candidate must score across the answer which they do not want to be valued by the examiner.
5. The candidate should neither write their name nor make any identification marks on any part of the Additional Booklet.
6. Both sides of the sheets Additional Books can be used for answering.
7. The name of the Examination Centre / Polytechnic College or the place of the Exam Centre should not be indicated anywhere in the Additional Books.

LEAVING THE EXAMINATION HALL

1. No candidate will be allowed to leave the examination hall till the expiry of one hour after a question paper has been given out and no candidate who leaves the room during the period allotted for the paper will be allowed to return within that period.
2. No candidate will be allowed to leave the examination hall before the expiry of at least one hour after question paper has been issued. A Candidate leaving the examination hall earlier than half an hour before the completion of time of examination will have to surrender question paper to the invigilator. Candidate will be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator.
3. They should not leave the hall keeping their answer books in their seats.

N.K.RAJAN
JOINT CONTROLLER

STATE BOARD OF TECHNICAL EDUCATION, KERALA
OFFICE OF THE CONTROLLER OF TECHNICAL EXAMINATIONS

GUIDELINES FOR THE CONDUCT OF EXAMINATIONS

1. **CONDUCT OF EXAMINATION**
   Diploma Examinations in Engineering / Technology /Management / Commercial Practice shall be conducted at respective Polytechnic Colleges.

2. **EXAMINATION TIMING**
   The FN session of examination starts at 9.00 am and afternoon examination starts at 1.00 pm. On Fridays the AN session starts at 2:00 pm unless otherwise specified. There shall be a cool off time of 10 minutes at the start of the session. The cool off time is meant for the candidate to fill up the facing sheet and get ready for the examination.

   The distribution of question papers shall be at conclusion of the 10 minute cool off time.

3. **TIMING OF BELLS**

Session & Timing of bell			Nature of bell	Remarks
FN	**AN**	**AN (Friday)**		
8.45am	12.45pm	1.45pm	Long Bell	First Bell
9.00am	1.00pm	2.00pm	Short bell	Examination starts (Cool off time)
9.10am	1.10pm	2.10pm	Two Short Bells	Start writing the examination
9.30am	1.30pm	2.30pm	Short Bell	Candidates will not be permitted to enter examination hall after the bell.
10.00 am	2.00pm	3.00pm	Short bells	Notice for each half hour elapsed
10.30am	2.30pm	3.30pm		
11.00am	3.00pm	4.00pm		
11.30am	3.30pm	4.40pm		
12 noon	4pm	5pm	Short Bell	Warning Bell for last 10 minutes
12.10pm	4.10pm	5.10pm	Long Bell	Close of Examination

4. **CHIEF SUPERINTENDENT**
   The Principal of the institution will be the Chief Superintendent. The Principal can nominate a Senior faculty to act as Chief Superintendent on his/her behalf under unavoidable circumstances. No person shall act as Chief Superintendent if his/her near relative is appearing at the examination. The Chief Superintendent shall be responsible for the smooth conduct of the examination at the Centre, in accordance with the norms, instructions, directives and policies of the State Board of Technical Education.

5. **HALL TICKET**
   The college authorities can download and print the hall ticket of candidates from website of Controller of Technical Examinations using his/her login id. The hall tickets are to be distributed to the students after affixing college seal.

   Note
   It should be noted that Remittance of Examination fee will not be a claim for writing the examination. Principals / Chief Superintendents should ensure that only candidates who satisfy the conditions of eligibility as per the relevant rules & regulations are issued the hall tickets.
   (Candidates belonging to Revision(2010)scheme are eligible to write the examination after fulfilling the conditions laid down in para9(ii)a and b in GO(Rt)No.1213/2010/HEdn. Dated 23.06.2010. Candidates belonging to Revision (2015) scheme are eligible to write the examination after fulfilling the conditions laid down inpara2.9(ii)a and b in the G.O(MS)No:212/2015/HEdn. Dated27/05/2015)

   The details of candidates who are not presented for the examinations due to the academic reasons should be reported to the Controller of Technical Examinations on the completion of the examinations.

6. **INVIGILATION**

The Principal shall appoint invigilators, according to the following norms.

i. No one will act as an invigilator if his/her near relative is appearing in the examination, in his/her shift.
ii. The invigilator shall be a regular teaching faculty.
iii. The student to invigilator ratio shall be normally 20 : 1

Duties of Invigilators

i. Report to the Chief Superintendent 30 minutes prior to the scheduled start of the Examination.
ii. Collect the attendance sheet, bar coded OMR book & additional booklets pertaining to the room allotted to him/her from the Chief Superintendent.
iii. Reach the examination room 10 minutes before the scheduled start of examination.
iv. Verify the identity of the student by checking the Hall Ticket and College Identity Card / Government issued Photo ID card(In case of candidates who are not on the roll of the institution).
v. There shall be a cool off time of 10 minutes before the scheduled start of writing the examinations.
vi. Give instructions to the candidates on filling up the OMR booklet and ensure that the details are filled in properly by the student. The cool off time can be utilised for the same.
vii. Receive the question paper packet for the room from the Chief Superintendent.
viii. Announcement to be made by the invigilator:
   a. Check the OMR book and ensure that it is in good condition.
   b. Candidates should not tamper the barcode.
   c. Do NOT write Register Number any where other than the space provided in the OMR answer book or anywhere in the additional booklet.
   d. The name of the candidate / institution / or any other mark of identification should not be made any where in the main book or additional booklet.
   e. Make sure that mobile phones and any other non-permissible materials are not possessed.

7. **ADMISSION OF STUDENTS:**

i. Candidates shall bring their hall ticket and college identity card, on each day of the examination and shall produce the same when demanded by the chief superintendent or invigilator or any other person authorised by the Controller of Technical Examinations for the purpose. Candidates not on the roll of the institution shall produce Government issued ID card along with the hall ticket. (PAN Card, Aadhar Card, Passport, Driving Licence, Voters ID card, Employee ID issued by Government / Public sector undertakings)

ii. The Principal shall have the power to issue duplicate hall ticket and admit a student who has lost his/her hall ticket and/or identity card for one day, if personally satisfied as to the identity of the candidate realising the applicable fine.

iii. Candidates shall not be permitted to bring in mobile phones or other such electronic transmitting devices within the examination hall.

iv. Candidates shall not be permitted to use programmable calculators.

v. Candidates shall take their seats in the examination hall at least 10 minutes before the time fixed for the start of examination.

vi. Candidates presenting themselves more than 30 minutes after the commencement of examination (9 am, 1 pm, 2pm as the case maybe) should not be admitted for the examination of that day.

vii. It shall be competent to the Principal to exclude any Candidates from an examination, on being satisfied that he/she is suffering from any infectious or contagious disease. Such cases shall immediately be reported to the Joint Controller of Technical Examinations.

viii. Candidates who are not eligible to appear the examination, due to not satisfying any of the eligibility criteria as per the rules & regulations of the programme, shall not be issued hall tickets and admitted to the examination hall. The list of candidates who are not eligible to

write examinations is to be forwarded to the Joint Controller of Technical Examinations on the conclusion of examinations.

8. DISCIPLINE IN THE EXAMINATION HALL
i. Strict silence shall be maintained in the examination hall.
ii. Candidates are forbidden to ask questions of any kind during the examination.
iii. Invigilators are instructed to refuse to answer any inquiries what so ever, relating the question papers whether in explanation of the meaning or in correction of typographical errors.
iv. Candidates are not allowed to write anything except the register numbers and signature on the question papers supplied to them.
v. Candidates should not indulge in any malpractices in the examination.
vi. If any Candidate is found to be indulged in any type of malpractice appropriate action shall be taken by the chief superintendent immediately.

9. LEAVING THE EXAMINATION HALL
i. A Candidate leaving the examination hall earlier than half an hour before the completion of time of examination will have to surrender question paper to the invigilator. Candidate will be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator.
ii. Candidates who leave the examination hall before the end of examination should surrender their question papers to the invigilator and may collect them back after the examination, if they desire so.
iii. Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator. They should not be permitted to leave the hall after keeping their answer books in their seats.

10. PACKING OF ANSWER BOOKS

The answer scripts from the examination halls shall be received by the Chief Superintendent within 15 minutes after the end of examination in each session. The answer books are to be packed as follows.

a. The scripts of a particular code are to be made into packs of 35 Nos. (For example a code with 100 scripts may be made into 3 packs of 35+35+30). Such packs of the same script may be made into a single one and wrapped with paper. The absentee statement and question paper for the code may be kept along with the packet.
b. The scripts meant to the same valuation camp (There will be Six camps 1 to 6), may be made into a bundle with the bundle slip generated. The bundles thus made may be wrapped with paper (Cloth covering is not needed at this stage). This may be bundled securely with rope.
c. The Data part relating to a particular session (Fore noon / After noon as the case may be) may be made into a single bundle.
d. All the bundles (Bundles meant for different camps and Data part bundle) of the same session may be made into a single packet and covered secured with cloth cover.
e. The packets may be made so that the weight of a single packet is between 20 to 25 Kgs. A second packet may be prepared if the weight exceeds 25Kgs.
f. A packet slip may be generated online which will contain a barcode for identification. A copy of the same may be pasted on the packet securely.

11. DESPATCH OF ANSWER PACKETS.
Answer paper packets are to be mailed to the Joint Controller of Technical Examinations, Kaimanom, Thiruvananthapuram – 695 0140, through Speed Post. Arrangements are made with the Post Master General (Kerala) for the despatch of answer scripts. Institution authorities need not pay any charges at the Post office counters for the despatch of answer scripts. Local Post offices near the institutions (which holds the pin code of the institution address) are instructed to receive the packets on credit.
The answer packets (bundled together with data part) may be despatched at the earliest.
a. The packets of the Forenoon session may be sent on the day of examination itself in the afternoon.
b. The packets of the after noon may be despatched along with the packets of the next day forenoon.
c. In case the local post offices close early, the institutions can bundle the both the packets of day (FN and AN packets) next day Fore noon.

d. In any case packets need be despatched on daily basis.

12. TRACKING THE ANSWER PACKETS.
a. The receipt of the packets at the Post office counters may be kept at the institution.
b. The Speed Post receipt number along with the amount due and the packet details may be updated online.
c. Institutions can watch the receipt of the packet at the JCTE online.

13. ENSURING FAIR CONDUCT OF EXAMINATIONS.
Principals shall take steps to ensure the fair conduct of examinations.

Examination Monitoring Cells shall be constituted in all the centres to ensure that students do not indulge in malpractices. At least one person in the cell shall be a woman. District level and State level squads are also constituted for the purpose. Principals shall extend all support to the members of the squad visiting the centres.

Malpractices committed by the candidates if any should be reported to the JCTE in proper format.

Thiruvananthapuram
31st October 2017

JOINT CONTROLLER OF TECHNICAL
EXAMINATIONS