

## Note for Invigilators of NEET (UG)-2019 [Date of Examination-05.05.2019]

### Before Examination Starts

- Carrying three passport size photos.
- Reporting time: As directed by CS
- Participate in Centre Superintendent briefing attentively, and get details of your duty room
- Check the exam schedule and bell ringing schedule, given at the back of this page carefully
- Please do not carry your mobile and any other electronic device to exam area/Exam room/CS room. Deposit them.
- Two invigilators (as identified by CS) need to witness opening of trunk carrying confidential material in CS room
- Receive the tamper evident envelopes containing the sealed Test Booklets (in sets of 24) from the Centre Superintendent, at the allotted time, in sealed condition.

### At the Beginning of Exam

1. On reaching the allotted room, ensure you have carried with you **Attendance Sheet, Sealed Question Paper Parcels, Pink Envelope and Plastic Tamper Evident White Envelope for carrying back the OMR Answers Sheets.**
2. The last entry to the Examination Room is 1:40 PM. **(01.30 PM to enter in the Examination Centre)**
3. 1:40 PM – **Announce (May use verbatim)**
  - **“Check and ensure that you are sitting on your allotted seats; and do not have any of the barred/prohibited items**
  - **If you have any such item hand over immediately to the Invigilators.**
  - **If any you notice any other student using any unfair means activity, please object and report immediately to the Invigilator(s) on duty**
  - **Use only BLACK BALL POINT PEN provided at the Centre for answering and filling up the particulars on the Test-Booklet, Side-1 and Side-2 of the Answer Sheet and Attendance Sheet.”**
4. 1:40 - 1:50PM - Check the identity of candidates, Admit Cards, tally their signatures and the Photograph on the candidate's Attendance Sheets with the signature and the photograph on their Admit Cards. Take signature of candidate at the appropriate place on the Admit Card in the presence of the Invigilator.
5. 1:50 PM (single bell) – Each Invigilator to open the packet containing 12 Test Booklets. **Distribute each Test Booklet (covered in transparent plastic) to the students** strictly as **per the seating plan**, with an instruction to not open the seal. While handing over Test Booklet, take signature of the candidate on the attendance sheet. **Announce (May use verbatim) –**
  - **“Tear open the transparent plastic cover and take out the sealed Test Booklet. Do not open the paper seal of the Test Booklet. Write Particulars on the Cover Page and wait till double bell to open the paper seal”.**
6. 1:55 PM (double bell) - **Announce-(May use verbatim)**
  - **“Open the seal of the Test Booklet and take out the OMR Answer Sheet.**
  - **Check carefully that the Code printed on the Test Booklet is the same as the code printed on the OMR Answer Sheet. In case of any mismatch, immediately ask the Invigilator to replace both the Test Booklet and the OMR Answer Sheet.**
  - **Check immediately that the Test Booklet contains as many numbers of pages as printed on the top of the first page. Do not remove any page(s) of the Test-Booklet. If a candidate is found removing any page from the Test Booklet, it would be considered as Unfair Means and the candidate shall be prosecuted for criminal action.**
  - **Read carefully Instructions given on Side 1 of the OMR Answer sheet before you start writing/markings on Side-2. Put your signature on the OMR Answer sheet only in the presence of the Invigilator.**
  - **Do not fold the OMR Answer Sheet. Do not make any stray marks on it.**
  - **Do your rough work only in the space provided in the Test Booklet.**
  - **On completion of the test, hand over the OMR Answer Sheet to the Invigilator and sign on the attendance sheet again. You can take away the Test Booklet with you.**
  - **You can start writing on hearing the long bell. All the best for your examination!”**
7. 2:00 PM - **Announce-(May use verbatim) “Your test starts now”**
8. Collect all **unused sealed test booklets with plastic cover** (Absentee cases), complete details on **Pink Packaging envelope** and hand over them to the Centre Superintendent, along with the Absentee statement for your room.
9. Please ensure that all candidates **sign twice in the Attendance Sheet** – first at the time of receipt of Test Booklet and second, while handing over the Answer Sheet before leaving the examination room. **Invigilator is accountable for safety of OMR Answer Sheets. In case of FIR, the Invigilator will be answerable. Be extremely helpful**
10. The candidates are also required to put their **Left Hand Thumb Impression twice in the space provided** on the Attendance sheet and also write their Mother's name. Tally mother's name with the name in the LoC (List of Candidates) given to you.

### During the Examination

1. Ensure that students have written particulars on test booklets and OMR Answer Sheets properly. **Put facsimile stamp of the Centre Superintendent on Test Booklet of each student. Countersign OMR Answer Sheet.**
2. Take rounds. No invigilator shall leave the Examination hall without making alternate arrangement, if needed.
3. Ensure that no candidate leaves seat without permission. Keep an eye for any unusual activity like whispering, idle student, frequent washroom usage, etc.
4. Accompany student till washroom. Ensure that only one candidate moves at a time. **No washroom usage after 4:30 pm.**
5. 4:30 PM- Close door/exits of the examination room. With an instruction to **“Stop Writing after hearing long bell”**
6. **5:00 PM (Long bell) – Say “Stop Writing”. Collect OMR Answer Sheets immediately. Take their signatures and left thumb impression on the attendance sheet, while they handover to you the Answer Sheets. Count and tally number of OMR Answer Sheets with number of candidates present. THEN YOU CAN ALLOW STUDENTS TO LEAVE THE ROOM.**

### After the Examination

1. Arrange OMR Answer Sheets in the order of Roll Number, keep it inside small tamper evident plastic cover (DO NOT SEAL-REPEAT DO NOT SEAL) and carry it to CS Room. Hand over to CS after verification and signing at the designated place.

### Schedule on the day of Examination:

S. No.	Activity	Timings
1.	Entry of candidate the Examination Centre	12:00 Noon to 01:30 PM
	<b>Last Entry of Candidate into the Examination Centre</b>	<b>01:30 PM</b>
	<b>Gate Closing time of Centre</b>	<b>01:30 PM</b>
2.	Strict and compulsory frisking of the Candidates	12:00 Noon to 01:30 PM
3.	Entry of the Candidates in the Examination Room	01:00 PM
	<b>Last Entry of the Candidates in the Examination Room</b>	<b>01:40 PM</b>
4.	Opening of sealed Iron Box(es) and Test Booklets Parcels in the Control Room of the Centre	01:20 PM
5.	(a) Checking of Admit Cards by the Invigilator in the examination Room (b) Announcement to ensure that ➤ candidates have occupied correct seat only ➤ candidates are not in possession of any prohibited item.	01:40 PM to 01:50 PM
6.	Opening of envelopes containing Test Booklets	01:50 PM
7.	Distribution of Test Booklet by the Invigilator to the candidates	01:50 PM
8.	Writing of particulars on Cover Page of the Test Booklet by the Candidate	01:50PM to 01:55 PM
9.	(a) Opening of the seal of the Test Booklet by the candidates to take out the OMR Answer Sheet	01:55 PM
	(b) Instruction by the invigilators that ➤ Candidates to tally and ensure that Number and Code of the Test Booklet and OMR Answer Sheet are same ➤ Candidates to fill up correct information in the OMR Answer Sheet ➤ <b>All rough work is to be done in the Test Booklet only. The candidate should not do any rough work or put stray mark on the OMR Answer Sheet.</b>	
10.	<b>Test Commences</b>	<b>02:00 PM</b>
11.	All the unused Test Booklets, Seating Plan ( <b>Appendix-1</b> ) and Roll Nos. of Absent Candidates are collected by the Invigilators and counted, tallied with the Absentee List and handed over with seal intact to the Centre Superintendent.	02:05 PM
	<b>Unused Test Booklets and empty envelopes/cloth parcels of used Test Booklets are packed and sealed.*</b> Certificate of packing of Unused Test Booklets ( <b>Appendix-6</b> ) is prepared by the Centre Superintendent and verified by the NTA Representative. Consolidated Absentee Proforma ( <b>Appendix-3</b> ) is also prepared by the Centre Superintendent	Immediately after the commencement of examination
12.	Closing of examination Room doors	04:45 PM
13.	<b>Test Concludes</b>	<b>05:00 PM</b>

**\* The sealed packet of Unused Test Booklets and empty envelopes/ cloth parcels of used Test Booklets be kept in Iron Box(es). Iron Box(es) be locked, sealed and keys handed over to the Centre Superintendent. The sealed Iron Box(es) and keys be retained in safe custody by the Centre Superintendent.**

### Bell Ringing Schedule on the day of Examination

S. No.	Particulars	Time	Type/No of Bell
1.	Last Entry in the Examination Centre/ Centre's Gate closing time.	<b>01:30 PM</b>	<b>Long Bell</b>
2.	Distribution of Test Booklet to the candidates	<b>01:50 PM</b>	<b>Single Bell</b>
3.	Seal of the Test Booklet to be broken/opened by the candidates to take out the OMR Answer Sheet	<b>01:55 PM</b>	<b>Double Bell</b>
4.	Commencement of Examination	<b>02:00 PM</b>	<b>Long Bell</b>
5.	After One Hour	<b>03:00 PM</b>	<b>Single Bell</b>
6.	After Two Hour	<b>04:00 PM</b>	<b>Single Bell</b>
7.	After Two and Half an Hour	<b>04:30 PM</b>	<b>Single Bell</b>
8.	Closing the Room doors	<b>04:45 PM</b>	<b>Single Bell</b>
9.	Test Concludes	<b>05:00 PM</b>	<b>Long Bell</b>