Gujarat Technological University

No. GTU/Exam/Guidelines/3474   7th May 2013

• <u>Guidelines for Sr. Supervisor</u> •

A. Pre-Exam Preparation

a. Issue the exam duty orders for supervisors/ relievers / Peons/under guidance of center in charge.

b. Furniture & other requirements of all the blocks & numbering on benches.

c. Assure proper working of Computer /Printers/Copier machines /UPS/ at control room.

d. Assure the availability of copier papers/Cartridges for copiers.

e. Assure the examination material received from University as per required quantity (Answerbook / supplimentry / drawing sheets / Question paper CD's / Block Arrangement / Hall Tickets / Form -1 & Students barcode).

f. If any discrepancies/deficiency found during verification report to center in charge immediately.

B. During Examination:

1. Report to center in charge 1 hour before the start of Examination.

2. On receipt of password decrypt the Question Paper in presence of observer. Get the printout and verify that all Question paper are available for your exam center.

3. Prepare required number of copies of each Question Papers and distribute to each block supervisors at least 5 minutes before start time.

4. Visit frequently the block assigned to you and provide necessary guidance to block supervisor for smooth conduction of examination.

5. If any UFM case is registered ,Collect all relevant proof ,Statement of Supervisor and students and fill up the information accurately in UFM Case format .Hand over the case to center incharge for verification.

6. On Completion of exam, collect & count the number of answer book from supervisor and verify the supervisor reports.

7. Seal the answer books in sealed covers (block wise) in envelope in presence of the observer.

8. Maintain the answer book / Supplementary usage register and counter sign the total usage of answer book during session

9. For any Query /Assistance contact center-in-charge.

10. Distribute the required numbers of question papers and numbers of answer books as per GTU block arrangement to each block supervisor.

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Registrar