

## **INSTRUCTONS TO CANDIDATES**

1. The candidate shall preserve and produce the admission card at each session of the examination, failing which he/she will be disallowed to answer the examination.
2. The candidate shall preserve the admission card till the completion of process of verification of marks.
3. He/She shall use blue ball pen only for writing the answer and black lead pencil for figure, diagrams, graph and rough work. Use of any coloured ink is strictly prohibited. Answers written in any color other than blue shall not be assessed. No Gel pen shall be used.
4. He/She shall not use supporting pad while writing the answers.
5. Late arrival beyond 30 minutes after the commencement of examinations in each subject shall disqualify the candidate to appear for the said examination.
6. He/She shall count the number of pages of the answer book on receipt of the same from the Block Supervisor  
He/She shall report to the Block Supervisor in case of missing pages. He/She shall also count the number of page in the question paper Vis-à-vis number of pages in the question paper in each subject written by the block supervisor on the black board and shall report to the Block Supervisor, the discrepancies, if any.
7. The candidates shall verify the seat number and other relevant details on the admission card Vis-à-vis the school list supplied to the school and the centre list displayed at the respective centre and report any discrepancies to the Head of Institution.
8. He/She shall enter the seat number and the other particulars in the space provided on the front of every answer book and supplement and ensure that it is signed and dated by the Block Supervisor. He/She shall not enter the name and /or seat number on any other part of the answer book and supplement.
9. The Candidate shall not reveal his/ her identity in the answer book or the supplement.
10. He/She shall write his/her seat number on the right top corner on the front page of the question paper in the space provided.
11. He/She shall hand over the question paper to the Block Supervisor if he/she leaves the hall prior to warning bell and receive it back at the end of the session.
12. He/She shall utilize both sides of each sheet of answer book or supplement and shall not tear out any part of the same.
13. The candidate shall be liable for penalty imposed by the board for violation of any or all clauses at Sr.No.3,6,8 and 9.
14. Serial Number of question/sub-question as given in the question paper shall invariably be written in the margin where the answer to the respective question/sub-question begins.
15. Rough work if any, shall be done in pencil at the left side of the pages of the answer book/supplement, and not on the question paper or anywhere else.
16. The candidates shall not be allowed to leave the examination hall during the first one hour or during the last 10 minutes of the examination.

17. Candidates are forbidden to take any book or part of book/mobile phone/wireless set/calculator and any electronic gadget in any form/water bottle having label/supporting pad for writing/scribbled material in the examination hall. In case of default they shall be punished under prevailing rules.
18. Answer to each question shall be written on a fresh page.
19. A candidate, if expelled, shall not be re-admitted to the examination hall for writing remaining part of paper or remaining part of examination.
20. The candidate shall not whisper, talk, converse or communicate in any manner to other candidates in the examination hall, failing which penal action against the candidate shall be taken.
21. The candidate shall verify that the invigilator has signed in the appropriate column of the main answer book and all other supplements supplied to him/her. In case, if it is observed at a later stage that the same has not been signed, penal action against the candidate shall be taken.
22. A warning bell shall ring 10 minutes before the beginning of examination and before close of examination.
23. The candidate shall tie together answer book and all the supplement issued to him/her when the warning bell is sounded and hand over to the invigilator and not take any part of the main supplement answer book out of the examination hall at the end of the examination or earlier in case the candidate leaves the examination hall before the warning bell for the end of the examination.
24. He/She shall make correct entries of answer book and number of supplements in the space provided about the supplements taken by him/her.
25. The candidates shall stop writing the answers with the final bell, tie all supplements to the main answer books and stick HC Sticker on front page of main answer book and on every supplement. They shall not leave their seats until the completion of answer book and unless directed to do so.
26. The candidates involved in mal-practice shall be punished as per the Board's schedule of punishment by cancellation of result of that examination and debarring up to 8 more examinations depending upon the gravity of offence which includes (a) making appeal to the examiner (b) writing/ provocative or abusive and threatening language in the answer book (c) attaching currency notes to the answer book with or without any remarks (d) communicating or talking with other candidates (e) bringing or processing notebooks etc. in the examination hall (f) passing slips of paper, answer books, or supplements to other candidates (g) copying between two or more candidates (h) smuggling into examination hall answer books, supplements with answers written in them (i) impersonation cases (j) running away from examination hall with answer book (k) non co-operation with the authorities of the board (l) tampering with the seat number of other candidates (m) entering wrong seat number on own answer book etc.

27. The following is the relevant extract published in the Official Gazette in connection with Goa Prevention of Malpractices at University, Board and other specified Examinations Act, 1991.

**Prohibition of Copying :** (1) Whoever is found in or near an examination hall by the Invigilator or any other person appointed to supervise the conduct of the examination, copying answer to the question paper set at the examination, from any book, notes or answer papers of the candidates, or appearing at the examination for any other candidates or using any other unfair means, shall on conviction, be punished with imprisonment for a term which may extend to six months, or with fine which may extend to five hundred rupees, or with both.

**Prohibition of impersonation, intimidation and unauthorized entry of any person in the premises of the examination hall.**

- (1) Any person who is authorized by the Board or Conductor or Deputy Conductor, shall not enter the examination hall for any reason whatsoever.
- (2) Any act of impersonation or intimidation by way of assault, oral threat or any gesture in or outside the examination hall or examination premises to the invigilator, conductors, Deputy Conductors or any staff connected with conduct of examination is strictly prohibited.
- (3) Any person or persons who contravenes any of the sub-section (1) or (2) shall, on conviction, be punished with imprisonment for a term which may extend up to one year, or with fine which may extend to one thousand rupees or with both.

**Offences to be cognizable and non-bailable.**

Notwithstanding anything contained in the code of Criminal Procedure, 1973 (Central Act 2 of 1974), all offences under this Act. shall be cognizable offences and shall be non-bailable.

**Offences to be tried summarily :-**

Notwithstanding anything contained in the code of Criminal Procedure, 1973 (Central Act 2 of 1974), all offences under this Act. shall be tried in a summary way by any First Class Judicial magistrate and provisions of sections 262 to 265 (both inclusive) of the said code shall, as far as may be, apply to such trial.

28. He/She shall not declare/tamper seat number/barcode sticker.
29. He/She shall ascertain that correct seat number is affixed on the answer book.
30. He/She shall sign across the sticker on the left side.
31. Every question to be attempted only once.