**Instructions for Room Invigilators:**

1. The Deputy Superintendent’s will open / seal the question booklet and OMR packets.
2. Room superintendent shall see that the correct OMR sheets according to the time-table are supplied to them.
3. Only **one set of question booklet and answer sheet** shall be given to each candidate.
4. The room superintendent shall read out the instructions given in the instructions for the candidate leaf let kept in the packets. Required ??????
5. The Room Superintendent shall **read out the instructions** to the candidates as given in the question booklet and the answer sheet and instruct the candidates to read and follow the instructions printed.
6. The Room Superintendent shall see that the candidates are seated in the assigned places and **writes his/her correct register number and other information required** on the facing sheet of the answer sheet.
7. Soon after the examination begins, the room superintendent should obtain the signature of the candidate on the attendance sheet.
8. Room superintendent shall check whether the candidate’s signature and photograph agree with his/her specimen signature and photograph on the admission ticket. Minor variation which are not uncommon, can be ignored. However, if there is glaring variation, the superintendent shall bring it to the notice of the Deputy Chief Superintendent.
9. **Additional OMR sheet shall not be given** to the candidate.
10. Immediately after 10 minutes of the distribution of the question booklets, the Deputy Chief Superintendent or his representative will collect back **the remaining question booklets** from the Room Superintendent.
11. The Room Superintendent shall be vigilant on his duty. **Most of the time he shall keep moving.** Reading books, newspapers/magazines etc., is forbidden.
12. **No Room Superintendent shall allow any candidate to speak to any other candidate** in his/her room.
13. The Superintendent shall see that **no candidate makes use of notes, attempts to copy from other candidates**
14. In case there is a report from the candidate that in his/her question booklet the number of pages does not tally with the number of pages printed on the cover page, **the Room Superintendent shall certify to that effect on the cover page.** If any sheet of paper is torn, spoiled etc, he/she shall issue a new booklet / answer sheet.
15. The Room Superintendent has to get the question paper **covers meant for the rooms ready before opening the question paper packets**.
16. Before the distribution of question booklet to the candidates, the Room Superintendent shall see that the **correct question booklet according to the time-table is supplied to them**. If he/she finds a wrong question booklet, it shall be returned at once to the Deputy Chief Superintendent.
17. The candidates may be **asked to check** whether they have received the right question booklet.
18. Room Invigilators shall mark the number of absentees in the attendance sheet.
19. The Room Superintendent has to count the answer sheets to be placed inside the paper packets so as to tally with the register numbers typed on the attendance sheet
20. No candidate shall be allowed to go out of the examination hall temporarily on the plea of the call of nature, telephone calls, meeting someone urgently etc. Except when it is most unavoidable and under the supervision of a superintendent or trusted person.
21. The candidates will not be allowed to leave the examination hall till the examination is over.
22. No Room Invigilator/s is permitted to leave the examination hall during the examination. He/she may leave the examination hall after the relieving Invigilator has taken charge of the supervision of the room as the case may be. Relief shall not be taken for more than 10 minutes.

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| **B.ASLP** |
| 9:00 a.m | Entry to the Examination Hall |
| 9:15 a.m | Distribute OMR Sheets & read out the instructions to candidates |
| 9:30 a.m. | Distribute Question Booklet & Commencement of Examination |
| 12.00 p.m. | Collect OMR Sheet |

**Instructions for Room Invigilators:**

1. The Deputy Superintendent’s will open / seal the question booklet and OMR packets.
2. Room superintendent shall see that the correct OMR sheets according to the time-table are supplied to them.
3. The room superintendent shall read out the instructions given in the instructions for the candidate leaf let kept in the packets.
4. Soon after the examination begins, the room superintendent should obtain the signature of the candidate on the attendance sheet.
5. Room superintendent shall check whether the candidate’s signature and photograph agree with his/her specimen signature and photograph on the admission ticket.
6. Room Invigilators shall mark the number of absentees in the attendance sheet.
7. The Room Superintendent has to count the answer sheets to be placed inside the paper packets so as to tally with the register numbers typed on the attendance sheet
8. No candidate shall be allowed to go out of the examination hall temporarily on the plea of the call of nature, telephone calls, meeting someone urgently etc. Except when it is most unavoidable and under the supervision of a superintendent or trusted person.
9. The candidates will not be allowed to leave the examination hall till the examination is over.
10. No Room Invigilator/s is permitted to leave the examination hall during the examination. He/she may leave the examination hall after the relieving Invigilator has taken charge of the supervision of the room as the case may be. Relief shall not be taken for more than 10 minutes.

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| **M.Sc – SLP / Audiology & M.SEd** |
| 9:00 a.m | Entry to the Examination Hall |
| 9:15 a.m | Distribute SLP/ Audiology OMR Sheet & read out the instructions to candidates |
| 9:30 a.m  | Question Booklet & Commencement of Examination |
| 11.10 a.m. | Collect OMR Sheet  |
| **Combined M.Sc. – SLP / Audiology Candidates** |
| 11:30 a.m.  | Distribute SLP OMR Sheet & read out the instructions to candidates |
| 11.40 a.m. | Commencement of SLP Examination |
| 01:10 p.m.  | Collect OMR Sheet |