



ODISHA POLICE
BIJU PATNAIK STATE POLICE ACADEMY
BHUBANESWAR

File No. D- 90/ 2021

NOTICE

As approved, the following Rules, Instructions and Manners are being framed for the Supplementary Examination of 9th Batch Cadet Sub-Inspectors for both the Trainees and Faculty :-

RULES, INSTRUCTIONS AND MANNERS TO BE FOLLOWED
DURING CONDUCT OF WRITTEN EXAMINATIONS

For Registrar / Hall Superintendents/ Invigilators

- a. Registrar Section shall be opened at 9.00 am to provide all logistic support for examination purpose.
- b. Hall Superintendents / Invigilators are to take position in the Examination Hall **45 minutes** before the commencement of examination.
- c. Hall Superintendents / Invigilators should not leave the examination hall during the examination.
- d. The Examination Hall will be closed 15 minutes before the start of the sitting to avoid last minute rush, disturbance in Hall and to ensure punctuality and discipline. Examinees will be allowed to enter Examination Hall after this time only with the permission of Director, BPSPA / IGP Training.
- e. The Hall Superintendents / Invigilators shall ensure that no candidate is in possession of any written material. In case of suspicion, they may subject a candidate to physical frisking during examination also. Possession of any incriminating material will be treated as malpractice and will be suitably dealt with.
- f. Hall Superintendents / Invigilators shall ensure that there is no cross talking and no examinee seeks help from any other examinees or Invigilation staff. In case of cross-talking, the candidates should be warned. If after repeated warning, a candidate engages in cross talking, his answer sheet will be seized and he should be directed to leave the examination hall. This will be treated as malpractice.
- g. In case of notice of any malpractice, the Hall Superintendent and the Invigilator shall seize the paper chit etc. and debar the concerned examinee from appearing in the paper and report the matter to the Centre Superintendent with signature of the Examinee on the body of the paper chit / answer sheet / question paper etc. However the Examinee will be allowed to appear in the subsequent papers /sittings as per programme. The Centre Superintendent shall submit a detailed report regarding malpractice etc. to the Director, BPSPA after conclusion of the entire examination process of that day.
- h. No other Faculty Member shall enter the Examination room / Hall other than the Hall Superintendent and Invigilator. Centre Superintendent and Registrar shall supervise the Invigilation duty.
- i. The Hall Superintendents / Invigilators will submit a Certificate in the format provided by Registrar, BPSPA to the effect that the Question Papers were properly sealed and opened only in front of the trainees. It will also contain the signature of the Trainees.
- j. In view of COVID - 19 situation, Hall Superintendents/Invigilators and all staff on Examination duty shall use face masks, surgical gloves and maintain physical distance of more than a meter at all times. Hand sanitization should be done frequently.

For Cadets / Examinees

- a. The Examinees shall report to Main Entrance to Training Block at least 30 minutes before the commencement of the Examination. The Examinees shall be present at Examination Hall 15 minutes before the commencement of examination. Those reporting after this will not be allowed to appear in the Examination.
- b. The Examinees should not bring any materials except pens and water bottles to the Examination Hall. The Examinees shall be checked for any incriminating material / paper slips etc. by the Frisking Team maintaining physical distancing. The Examinees shall be asked randomly to exhibit their pockets, take off socks etc. R.I. BPSPA shall provide face masks, face shields, hand sanitisers and gloves to the Frisking Team.
- c. The Examinees are instructed to **use only one colour ink pen** for written examination. Use of multi-colour pen is strictly prohibited.
- d. The Examinees are advised not to use any mobile phone, electronic devices / wrist watch in the Examination hall. The timing of the wall clock affixed in the examination hall will be the accepted parameter.
- e. The Examinees are not allowed to leave the examination room without prior permission of Hall Superintendents / Invigilators.
- f. The Examinees must mark their attendance in the sheet provided by the Hall Superintendent / Invigilator.
- g. Cross talking, exchange of Question Paper/Answer Sheets are strictly prohibited and will be treated as malpractice.
- h. Except in the prescribed portion assigned in the cover page of the answer scripts, at no place shall the Roll Number, Name or any symbol be inserted to distinguish the Answer Scripts and to foil the mechanism of coding of Answer Scripts. If any such thing is detected subsequently, the same will be treated as malpractice.
- i. Nobody should write any answer in the back side of the first page as lower half of the first page will be detached during coding.
- j. **In view of COVID - 19 situation, "Examinees" shall use face masks, surgical gloves and maintain physical distance of more than a meter at all times. Hand sanitization should be done frequently.**
- k. All should strictly adhere to the above Rules for smooth conduct and regulation of the Examination. Any deviation will be seriously viewed.


I.G of Police (Training), BPSPA,
Odisha, Bhubaneswar

O.D. No. 291 /BPSPA (Registry)

Date: 30.06.2021

Copy to Sri P.K. Mohanty, OPS (I), Addl. S.P.-cum-Centre Superintendent / Registrar / Sri S.K.N.Sharma, OPS, DSP & Asst. Course Coordinator / Con. Sections / Hall Superintendents / Invigilators / all the Cadet S.Is of 9th batch (T) Notice Board, BPSPA Bhubaneswar for information and necessary action.

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