

## **GUIDELINES FOR THE 2<sup>ND</sup> AND LAST BACK LOG EXAMINATION**

### **2- year D.EL.ED. (ODL) Examination, 2021, SCERT, ASSAM**

1. The 2<sup>nd</sup> and last back log examination, 2021 will be held from 27<sup>th</sup> January to 7<sup>th</sup> February, 2021 in the notified examination centers. Letter to this effect has been e-mailed to the study centers and the notified Examination centers.
2. Admit card will be provided to the **eligible examinees only. Candidates who have registration numbers (already given from ODL, SCERT, Assam, Kahilipara) and have back in paper/s either of 1<sup>st</sup> year or of 2<sup>nd</sup> year exam OR of both the exam will be able to appear in this examination.**
3. Copy of required number of Admit card will be provided to the Examination centers. The Examination centers will ready the admit cards and will issue to the concerned trainee/s.
4. Paper-wise Roll- cum- Attendance sheet along with the names and registration numbers of the examinees will be provided from the office of the undersigned to the official e-mail address of the concerned examination centre and the **centre In-charge will have to use it invariably.** The exam centre In-charge will make two Xerox copies of the day- wise Roll-cum-attendance sheet (filled up). One copy of the same will be sent to the undersigned, one copy will be kept by the centre In-charge for any ready reference and the original copy of the same will be inserted in the packet of answer sheets.
5. Medium-wise packeting of answer scripts are to be made immediately after the completion of the examination of the day. **The answer scripts are to be put serially in the packet in order of the registration number.** The sealed packets of answer scripts pasted with top sheets are to be sent/dispatched immediately to ODL, SCERT, Assam, Kahilipara, Assam, PIN-781019.
6. It is to be mentioned that no hand written format of Roll-cum- attendance sheet is to be used and under no circumstances the hand written attendance sheet will be officially accepted.
7. Per Desk-Bench, only two numbers of examinees are to be allowed to sit in the examination Room and the duly signed seat plan per Hall/Room is to be notified on the front side of each examination Room.
8. The Invigilators should have required qualification and experience and to be engaged at the ratio of 40:1
9. The examination centre will be supervised by the state level/district level officer.
10. Sealed packets of question papers will be handed over to the Examination In-Charge of the Examination centers at ODL, SCERT, Assam, which they shall have to keep under the custody of concerned Police station. The examination centre In-charge will have to collect day-wise question papers from the police station, as per the exam programme.
11. The required Answer Scripts/Additional Sheets for the examinees will be provided to all examination centers from the office of the undersigned.
12. The day-wise sealed packet of question papers is to be opened 15 minutes before the commencement of the examination in presence of the Centre In-charge, one/two Invigilators.
13. The Exam centre In-charge must ensure that the examinees write their registration number legibly on their answer scripts.
14. Model of Top sheet will be provided to the Exam centre In-charge by the undersigned, which is to be pasted in the paper covering of the packet of answer scripts. Packets of the answer scripts pasted with top sheet must be wrapped with markin cloths for dispatch. The details of the despatch (paper code, medium, district name, Examination center name & code, date of despatch etc.) must be legibly written on the cloth covering of the packet.
15. The financial guideline for conducting examination will be provided separately.

  
Executive Chairman-cum-Director,  
ODL, SCERT, Assam