IT @ school

SSLC 2010

IT Practical Examination Manual

Commissioner for Government Examinations Pareeksha
Bhavan,Poojappura
Thiruvananthapuram

Note: As the first some parts of this manual (like the responsibilities of special schools,fisheries schools,residential schools,technical schools,responsibilities of DEO etc) are not required to our schools here the same has skipped in this English version.

III Arrangements to be done at school level/Responsibilitities-School level

1) Exam materials have to be received on the stipulated date and the receipt is to be issued in Form P 2.

2) It has to be confirmed at least two days before the commencement of the examination that the required No. of computers are ready with IT @ School GNU Linux operating system. Give serial No's to all computers. For this purpose take the help of SITC/JSITC of the school.

3) Divide the duty as per the Ratio of One invigilator to Three computers. But two invigilators will be enough for 5 to 8 computers. Don't allow any other person to the IT lab except students and duty staff.

4) Prepare a schedule indicating the list of students and their date of examination (Form P 3) and display the same in the examination center. (When preparing the schedule keep in mind that the examination has to be started every day at 9.30 AM and will end at 4.30 PM)

5) The appointed invigilators of the concerned center have to open the cover containing the invigilator code and examination code in the supervision of the

chief superintendent and install the exam software on 22nd February. The invigilator code has to be kept in very secret.

6) After installing the examination software in all computers the CD has to be handed over to the Chief Superintendent and he has to kept it in his safe custody.(Do not take any copy of the Exam CD and not install the same in any computers outside the examination center)

7) Give the common instructions to all students one day before the commencement of the Examination.

i) Two questions will display in four sections and select only one question from one section and answer the same. In total they have to answer only four questions. Close the work/activity done by the student only after getting the consent of the invigilator.

ii) Don't enter the lab with CD,Floppy Disc,Memory stick,Mobile phone,etc.

8) Take a printout that **'DON'T CLOSE THE APPLICATION/EXAM ACTIVITY WITH OUT THE PERMISSION OF THE INVIGILATOR'** and display it in the lab.

9) After a student has completed the examination and left the Computer Lab with the permission of the Invigilator,the Invigilator has to enter the score for all four sections and for Practical Record in software and in score sheet (Form P-5)

10) If any intervention or loss in exam time will happened due to power failure or computer problem the same will be informed to the chief superintendent and has to give another chance to the student to do the examination. These details has to be entered in Form P 11.

11) Everyday 30 minutes before the commencement of the examination the invigilator has to check the computers and keep all computer screens ready to enter the Reg No. of the student.

12) Allot the computer to the first batch in every day by making a lot. After that issue the computers as serial number wise.

13) Enter the name and computer no. of a student in a register (Form P 4) and get his/her signature on it. Make sure that the students are doing their examination activities in the presence of the invigilators and they are not

making any change in their computer settings.

14) Everyday after completing the examination the following activities has to be done.

   i) Take the results of all students from all computers through export and import and transfer it to a folder of the main computer in which the printer has installed and take a soft copy of that folder and hand over it to the chief superintendent.

   ii) Hand over the print outs of consolidated score sheet and other records to the chief superintendent.

15) Make sure that all students of the examination center have completed their examination. After completing the examination of all students the consolidated report has to be prepared in Form P 8 and submit the same to The District Educational Officer along with other materials.

16) After completing the examination take the results from all computers and transfer it to the Results folder of the main computer in which the printer has installed and write that folder to the Result CD. Along with this CD the certified print out of the score sheet,the CD containing the details of all students will be put in separate covers and hand over the same to the District Educational Officer in between 8th to 11th March 2010 and get the receipt in Form P 7. One copy of all these documents will be kept at the School Office.

17) If in any case there is any difficulty arise in import and export in such cases prepare the score sheet of all students in handwritten and submit the same.

18) Take necessary precautions to avoid any interventions/problems due to power failure (including installing generators,inverters etc.)

The remuneration to the invigilators has to be paid from the IT Advisory Council account as per the existing order and the claim form for the same should be submitted to the District Educational Officer in Form P 9.

If the computers have not networked use the memory sticks (Pen Drive) to transfer the Data.

Expecting full cooperation to the smooth conducting of the Examination.

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