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## Time Table

10:15	Start of registration and seating
10:45	End of registration and seating
10:55	Instruction to students
10:58	Distribution of part-1 question paper and answer paper
11:00	Start of written test
11:13	Distribution of part-2 question paper and answer paper
11:15	Collection of part-1 question paper and answer paper
11:43	Distribution of part-3 question paper and answer paper
11:45	Collection of part-2 question paper and answer paper
11:58	Distribution of part-4 question paper and answer paper
12:00	Collection of part-3 question paper and answer paper
12:30	Collection of part-4 question paper and answer paper
12:35	Start of packing and sealing answer papers
12:55	Finish of packing and sealing answer papers

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## **Examiners and responsibilities**

### **Chief examiner**

Each examination centre will have one chief examiner. This examiner is appointed by SAEINDIA. This examiner will be assisted by an executive from SAEINDIA back office.

Chief examiner will conduct a preparation meeting and will share all the instructions and distribute the question papers and answer sheets to hall examiners. In case of shortage of question paper or answer paper, additional copies can be made in the institute. The chief examiner will carry a master copy of all question papers and answer sheets.

After the examination has been completed, the chief examiner will collect all the answer papers and conduct a closing meeting.

### **Hall examiner and assistant**

For each hall one hall examiner is required. This person should be a staff member. Hall examiner should be assisted by one more person who can be a student volunteer. The student volunteer should be a member of SAEINDIA and should not be in the final year.

Hall examiners have three responsibilities:

- Registration
- Conduct of test
- Packing and sealing answer papers

In case of any problem or change, they will consult the chief examiner.

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## **Registration, hall arrangements and seating**

### **Examination halls:**

Number students in a hall is 40

Allocation of a hall to the student will be done by SAEINDIA using a random logic

The list of students for each hall will be sent by SAEINDIA

### **Registration desk:**

One desk for every examination hall located at the entrance of the hall.

### **Display boards in common area in the centre:**

Student list according to membership number showing hall number – will be sent by SAEINDIA

Floor plan of the building indicating hall numbers – prepared by the institute

Time table – will be sent by SAEINDIA

### **Display board in examination hall entrance:**

Student list for the hall and seating sequence – will be sent by SAEINDIA

Physical layout of seating number – prepared by the institute

### **Registration process:**

The person in the registration desk, checks the membership identification card. The student should sign the attendance register. Then the student is allowed inside the examination hall. Without membership card, the student is not allowed to write the test.

The attendance register is the student list sent by the SAEINDIA. This register with the students' signature should be sent back to SAEINDIA.

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## **Conduct of written test**

This involves three tasks

### **Giving instruction to the students**

The instructions to be given to the students are given in a separate sheet. This should be told to the students before the test starts.

### **Distributing and collecting question papers and answer sheets**

Distribution must be done in a swift manner. While collecting the answer paper, the filling of membership number and name in the answer sheet should be checked. This is a common error that students do not fill in their membership number and their name in second, third and fourth parts.

Students may require plain work sheets. One or two plain A4 sheets may be provided to the students. These sheets must be collected along with the answer sheets.

### **Invigilation**

This task is very standard and requires no elaboration. Sometimes students' pen or pencil does not work. Keeping two or three spare pencils will be helpful. Students may want to use the toilet. The assistant should accompany the student. Students are not allowed to leave the hall until the examination is over.

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## **Packing and sealing of answer sheets**

This is a very simple but critical activity.

Answer sheets for each part should be put in a cover. Four such covers and the attendance register should be put in a bigger cover and the bigger cover must be sealed.

On the bigger cover, hall number and examiner name should be written. The hall examiner should sign the cover.

The covers will be supplied by SAEINDIA

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## Instructions to students

### Items that are allowed in the examination hall

Pencil, Eraser, Simple scientific calculator and Medicines

### Items that are not allowed in the examination hall

Cell phone, Personal organizer, Computer, Any form of communication and storage devices and Eatables

### Adherence to timing

Answer papers with worksheets should be returned as per the time schedule

Timing is applicable to individual parts.

Part-1: 15 minutes, Part-2: 30 minutes, Part-3: 15 minutes and Part-4: 30 minutes

Students are not allowed to leave the hall until the examination is completed

### Writing membership number and name

Write name and membership number in answer sheets of each part. It is not sufficient to write only in the answer sheet of first part

Nothing should be written on the question paper

### Writing answers and use of worksheets

Mark the answers in the answer sheet only

Do not write anything on the question paper

For rough work plain sheet can be used. The plain sheet will be supplied on request.

Write the answers as instructed in the question paper

Write the answers using pencil. If you want to change the answer, use the eraser to erase the old answer and write the new answer in pencil.

### Returning answer sheets and question papers

Return the answer sheets along with the question papers at the end of each part.

Before returning make sure that you have written your name and membership number in every sheet

Work sheets should be returned at the end of all parts.

If you need any help request the examiner

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## **Centre checklist**

### **Central display**

Student list according to membership number for the centre – 2 copies

Hall-wise student lists

### **Reference file for chief examiner**

Student list according to membership number for the centre

Student list according to membership number for other centres

Instructions

Hall-wise student list

Master copies of question papers and answer papers

### **At each examination hall**

Student list for the hall – one for display

Student list for the hall – to be displayed

Question paper and answer paper 40 sets (2 sets of packets containing 20)

A4 white sheets – 100

5 pencils and 5 erasers

Student instructions

4 covers for packing answers sheets

1 cover for putting all the above 4 covers

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## Exceptions handling

Exceptions	Suggested actions
Student bring membership card	Student should be asked to meet the chief examiner. If the student shows reasonable evidence that he is the right person (for example, college id card), allow him to write the test
Student claiming that his name is missing in the list	Student should be asked to meet the chief examiner. Get the application form filled manually. Add the student's name in one of the hall lists and allow the student to write the test.
Student arrives late	5 minutes grace period is allowed
Start of test is delayed	Up to 30 minutes, it is not a problem. Shift the timing accordingly. Inform SAEINDIA back office. Beyond 1 hour, it is a problem. The test may have to be rescheduled. Contact the convener.
Shortage of question paper	Make additional copies using the master copy available with the chief examiner
Shortage of answer sheet	Make additional copies using the master copy available with the chief examiner
Students do not write their membership number in the answer sheets	Back office will try to find the number using hall number and attendance sheet. If not possible the student will lose the credit for the corresponding test
Students write wrong membership number	Back office will try to find the number using hall number and attendance sheet. If not possible the student will lose the credit for the corresponding test
Students want to go to toilet in the middle of the test	Examiner assistant will accompany
Students fall sick	Use the first aid / medical support available in the institute. Keep the contact details handy. The student loses his chance to complete the examination.
Students get urgent call from parents / guardian	Explain that the student is writing the test and indicate the completion time. If they insist, call the student. After the call the student is not allowed to continue the test.
Students do not bring pencil and eraser	Hall examiners will keep spare pencils and erasers
Student turns up in the wrong centre	Student should be asked to meet the chief examiner. If the student shows reasonable evidence that he is the right person (for example, college id card), add the student's name in one of the hall lists and allow the student to write the test.

The above are guidelines. There may be exceptions that are not listed above.

Chief examiner can apply his/her own discretion to handle any exception.

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