

**GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION**

(A Corporate Statutory Body Constituted by an Act of the State Legislature)

ALTO BETIM - GOA 403 521

Website: [www.goaeduboard.org](http://www.goaeduboard.org)

email: [goaboard@dataone.in](mailto:goaboard@dataone.in)

(0832) 2417593

**GBSHSE/EXAM/SSC/HSSC/MARCH/APRIL/JUNE/JULY/OCT/2006-07/ 3307**

**CIRCULAR NO. 53**

Date:- 04/10/2006  
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To,  
The Heads of all recognised  
Secondary and Higher Secondary Schools  
under the jurisdiction of this Board.

Sir/Madam,

Please find below the **instructions** to be followed by candidates appearing for the public examination conducted by this Board. You are requested to inform your students of these **instructions**. You are also requested to inform the candidates of the **rules and regulations** published in Official Gazette series I No. 39 dated 28<sup>th</sup> December, 2001 and the "**Goa Prevention of Examinations at University, Board and other specified Examination Act, 1991**" published in the Official Gazette series I No. 25 dated 19<sup>th</sup> September, 1991.

Further you are requested to obtain signature of such students for having read and/or copied and for being fully aware of these instructions and those in Official Gazette series I No.39 dated 28<sup>th</sup> December, 2001 and Official Gazette series I No.25 dated 19<sup>th</sup> September, 1991 and the consequences in case these instructions are not observed/followed.

In case the signature of such students is not obtained the Heads shall be held responsible for the same.

**INSTRUCTIONS TO CANDIDATES :**

- 1) He/She shall produce the admission card on demand to competent authorities during examination in each paper, failing which he/she shall not be allowed to answer the examination in that paper.
- 2) Candidates are forbidden to take any book or part of book/mobile phone/wireless set/calculator or any electronic gadget in any form/water bottle having label/supporting pad for writing/scribbled material in the examination hall.
- 3) Candidate shall not whisper, talk, converse or communicate in any manner to other candidates in the examination hall.
- 4) He/She shall verify that two barcodes are affixed at appropriate places on the first page of the main answer-book.
- 5) He/She shall verify the number of pages serially of the main/supplement answer-book or improper fixation or absence of barcodes immediately before starting writing to the notice of the Block Supervisor and replace the defective answer-book with a proper answer-book.
- 6) He/She shall use blue ink pens/blue ball pens for writing the answers and black lead pencil for figures, diagrams, graph and rough work. Use of any other coloured ink is strictly prohibited. Answers written in any colour other than blue shall not be assessed.
- 7) He/She shall enter the Seat Number and the other particulars in the space provided on every main/supplement answer-book. He/She shall not enter the name and/or Seat Number on any part of the main/supplement answer-book other than the space provided for it.
- 8) The candidate shall not reveal in any form his/her identity in the main/supplement answer-book.

- The candidate shall verify that the Block Supervisor has signed in the appropriate column of the main answer-book and all other supplements supplied to him/her. In case if it is observed at a later stage that the same has not been signed penal action against the candidate shall be taken.
- 10) He/She shall verify the number of pages of the question paper and confirm the correctness as to the total number of pages written on the 1<sup>st</sup> page of the question paper. In case of any discrepancy shall report the matter to the Block Supervisor.
  - 11) He/She shall write his/her seat number on the right top corner on the front page of the question paper in the space provided.
  - 12) He/She shall enter on the front page of main answer-book the subject code and subject name as shown on the question paper very carefully.
  - 13) Answer to each question shall be written on a fresh page.
  - 14) He/She shall utilize both sides of each page of main/supplement answer-book and shall not tear out any part of the same.
  - 15) Serial Number of question/sub-question as given in the question paper shall invariably be written in the margin where the answer to the respective question / sub-question begins.
  - 16) Rough work, if any, shall be done in pencil at the left side of the page of the main/supplement answer-book and not on the question paper or any where else.
  - 17) The candidates shall not be allowed to leave the examination hall during the first one hour or during the last 10 minutes of the examination.
  - 18) He/She shall hand over the question paper to the Block Supervisor if he/she leaves the hall prior to warning bell and receive it back at the end of the session.
  - 19) A candidate, if expelled, shall not be re-admitted to the examination for writing remaining part of paper of remaining part of the examination.
  - 20) He/She shall make correct entries of the main/supplement answer-book in the space provided along with the entry of Sr. No. of supplements taken by him/her.
  - 21) A warning bell shall ring 10 minutes before the close of examination when he/she shall tie together main answer-book and all supplements issued to him/her. He/She shall stick the **Hollow craft sticker** on the front page and all supplements taken by him/her and hand over the same to the Block Supervisor after the final bell. He/She shall not take any part / full of the main/supplement answer-book out of the examination hall.
  - 22) He/She shall fill in the correct number of supplement answer-book/s attached to main answer-book in appropriate place of Part I of main answer-book. Serial number printed on supplement shall not be entered any where on the main answer-book. If found entered it will be treated as disclosure of identity which will attract penalty under malpractice.
  - 23) He/She shall fill in all the details correctly on Part I & Part III and obtain signature of the Block Supervisor in the space provided for the same. To fill in the subject code and paper code, it will be copied as it is on the respective subject question paper.
  - 24) He/She shall not detach any part of first page of main answer-book as also any other pages of any supplement answer-book taken by him/her.
  - 25) The candidates shall stop writing the answers with final bell. They shall not leave their seats until collection of all answer-books is completed by the Block Supervisor.

26) The candidates are strictly prohibited from attempting the following :

- (a) Making appeal to the examiner.
- (b) Writing provocative or abusive and threatening language in the answer-book.
- (c) Attaching currency notes to the answer-book with or without any remarks.
- (d) Communicating or talking with other candidates.
- (e) Bringing or possessing notebooks etc. in the examination hall.
- (f) Passing slips of paper, answer-books or supplements to other candidates.
- (g) Copying between two or more candidates.
- (h) Smuggling in to examination hall answer-books, supplements with answers written in them.
- (i) Impersonation case.
- (j) Running away from examination hall with answer-book.
- (k) Non co-operation with the authorities of the Board.
- (l) Tampering with the seat number of other candidates.
- (m) Entering wrong seat number on own answer-book etc.

27) The candidate shall be liable for penalty imposed by the Board for violation of any or all the above clauses.

This circular supersedes the previous circular No. 01 dated 06/01/2003 regarding 'instructions to candidates' appearing for the public examination conducted by this Board.

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*cr-10-A*  
( Dr. K. K. Nadkarni )  
Secretary

**Copy forwarded for information to:**

- 1) All members of the Board.
- 2) The Director of Education, Panaji, Goa.
- 3) The Director of State Institute of Education, Alto-Betim Bardez Goa.
- 4) Assistant Director of Education, North/South/Central Educational Zone, Mapusa/Margao /Panaji.
- 5) All Section Heads of this office.
- 6) Guard file.