



OFFICE OF THE CONTROLLER OF EXAMINATIONS ALIGARH MUSLIM UNIVERSITY, ALIGARH

PROCEDURE FOR CONDUCT OF ENTRANCE TEST

- A.** Office of the COE, AMU shall provide the following material / lists at least one/two days before the scheduled admission test.
- (i) **LIST `A' (ROLL NUMBER-WISE ROOM ALLOCATION):** This is a **DISPLAY LIST** for the Centre detailing the room allocation for all the candidates in bold letters.
 - (ii) **LIST `B' (ROOM WISE ALLOCATION):** This is a **ROOM WISE DISPLAY LIST** detailing the particulars of all candidates allocated to that room and the Seat Nos. assigned to them.
 - (iii) **ATTENDANCE LIST:** These are the Room-wise / Seat-wise Attendance Lists for recording the attendance of the examinees.
 - (iv) **ROLL NO. STICKERS:** These are stickers showing details of each candidate in respect of his/her Roll No., Room No. and Seat No.
 - (v) Banners/Posters highlighting important information/instructions for candidates.
- B. RESPONSIBILITY OF CENTRE SUPERINTENDENTS**
1. Rooms are allocated to the invigilators same day only at the time of distribution of the Test material before the commencement of the Test, not in advance.
 2. For Admission Test Centres located outside the University, the allocation of rooms to the Invigilators should be done in consultation with the University officials / Observers deputed at the Centre. Please ensure that:-
 - (a) "**LIST A**" (and other banners/posters) should be displayed at important locations of the Centre, one day before and on the day of the Admission Test.
 - (b) The seating arrangement (including pasting of Roll No. stickers on the desk of each candidate) in each room should be done strictly as per "**LIST B**" and the same should also be displayed outside the concerned Room. It should also be ensured that the desks and chairs be thoroughly cleaned prior to the commencement of the Admission Test .
 - (c) Centre shall make arrangement for drinking water to the candidate in the Hall/Room.
 3. For Centres within the university, the Proctor's Office should depute sufficient staff for maintaining law and order and prohibiting entry of unauthorized persons in the premises of each Test Centre during the test.
 4. For Centres outside the university, the Centre Superintendents should depute staff at their own end for the safety and security of test material and Invigilators/Centre Room Incharge as per the signed MOU.

5. For Centres at Aligarh, the Test material (sealed packets containing Question Booklets, OMR Answer Sheets etc.) should be delivered to the Centre Superintendent / Assistant Superintendent(s) at the Centre on the Test day itself at least 90 minutes before the scheduled commencement of the test. Centre Superintendent must ensure presence of staff for receiving the test material.
6. For Centres outside Aligarh, the Test material should be delivered at the Test Centre at least one day before the Test by the personnel of post and telegraph office. The same should be kept in safe custody by the Centre Superintendent in presence of the Observer appointed by the University. The sealed boxes should only be opened 90 minutes before the scheduled commencement of the test in the presence of Observer/University staff designated for the conduct of the test.
7. After opening the boxes, the sealed packets of Question Booklets, OMR Answer Sheets, and Attendance Sheets etc should be handover to invigilator on duty with the instructions that the same will be open in the assigned room following the given time line.
8. Candidates should be allowed to enter into the Admission Test Hall/Room only 15-30 minutes before AND in no case 15 minutes after the scheduled commencement of the test in the presence of at least one invigilator on production of a valid Admit Card with his/her good quality, front facing photograph pasted on it.

Example of Time Schedule

For Admission Test of **3 hrs duration** commencing from **10:00 A.M.** the following timings shall be observed: (*Adjustment be made accordingly for Admission test of 2 hrs duration*).

1. Invigilators report for duty: By 09:00 A.M.
2. Entry of the candidates inside the Admission Test Hall/Room: 09:45 -10:15 A.M.
3. Distribution of OMR Answer Sheets in the Admission Test Hall /Room: 10:00 A.M.
4. Time allocated for entry on OMR Answer Sheets by the candidates: 10:00-10:15 A.M.
5. Distribution of Question Booklets in the Admission Test Hall / Room: 10:15 A.M.
6. Collection of Unused OMR/ Unused Question Booklets by the Invigilators: 10:30 A.M.
7. Collection of Signed Attendance Sheets : After photography
8. Collection of original OMR Answer Sheets from the candidates: 1:15 P.M.

Note:

- (i) Invigilators are requested to switch off their mobile phones and remain vigilant during the test.
- (ii) Gate Entry should be the discretion of the Centre Superintendent depending upon the capacity of the Centre.

9. **No entry will be allowed after the opening of Question Booklet.**

10. If a candidate brings to the notice of the Centre Superintendent any discrepancy in his/her Admit Card, especially with regard to his/her particulars, the Centre Superintendent should advise the candidate to submit the same in writing along with a copy of the candidate's Admit Card. All such applications should be forwarded to the Office of the Controller of Examinations in a separate sealed cover.
11. Handbag / Carry bag/ Mobile phone / calculator /any other electronic gadget/ eatables / beverages (except drinking water) or any paper (other than the Admit Card) should not be allowed inside the Admission Test Hall/Room and the University should not be responsible for its safekeeping. If a candidate is found in possession of any such item during the test, he/she would be deemed to have used unfair means.
12. **Before distributing Answer Booklets/Sheets, it should be ensured that the candidates are occupying their designated seats only.**
13. **For OMR based tests, the candidate should initially complete entries on the OMR Answer Sheet and the Question Booklet should be provided to the candidates 15 minutes after the scheduled commencement of the Test. The test duration, as specified on the Question Booklet, should be reckoned from the moment of its distribution.**
14. Any damaged or mutilated OMR Answer Sheet may be cancelled and replaced from extra available blank OMR Answer Sheets. However no extra time should be given to the candidates in such cases.
15. The unused OMR Answer Sheets/Question booklets should be collected from **each room** 15 minutes after the entry of the candidates in Admission Test Hall/Room is stopped and sealed immediately in Control Room.
16. Digital photography of each candidate along with his/her Admit Card should be ensured in every Hall / Room of Admission Test. For each room, first photograph should be taken showing room no, then of all invigilators in the rooms together and then of candidates present in that room. The photographs should be taken strictly as per the seating plan of each room. For candidates who are absent, photograph of their Roll No. sticker pasted on the desk should also be taken.
17. A copy of all the photography done at the Centre (raw data) be made available on DVD/Pen Drive immediately after the photography of the candidates has been completed and handed over to the observers.
18. The attendance sheets duly signed at the designated places by the candidates and the invigilator(s) concerned should be collected from **each room** only after the digital photography for that room has been completed.
19. The number of candidates absent should also be tallied with the number of unused Question booklets/OMR Answer sheets already collected. Subsequently, a Room-wise Statement as per prescribed Proforma indicating the number of

candidates appearing in the Admission Test, as well as the number of absentees in each room should be prepared.

20. **No Admit Cards shall be collected from the candidates, the extra photograph brought by the candidate is to be pasted on the attendance sheet in the space provided for the purpose. If the candidate do not have the extra photo then the photograph on the Admit Card will be used for the purpose but only after digital photograph of the room is completed.**
21. No candidate should be permitted to leave his/her seat for the entire duration of the Test, except under exigencies. In such an eventuality, it should be ensured that the candidate submits his/her original OMR Answer Sheet, Question Booklet and duly signed Admit Card. It should also be ensured that he/she has signed on the Attendance Sheet and his/her digital photography has been done.
22. Room-wise serially arranged OMR Answer Sheets/booklets should be collected from the invigilators immediately after the Test is over and their number tallied with the number of candidates who appeared in the Test in that room. It should be ensured that each original OMR Answer sheet has been separated from its carbonless copy at the perforation only.
23. In case of any doubt regarding the identity of a candidate, the Invigilator should bring the matter to the notice of the Centre Superintendent/Observers for further verification. However, the candidate should not be disturbed and should be allowed to complete the Test.
24. The Centre Superintendent may obtain the available details of such a candidate from URL provided by the Office of Controller of Examinations for further verification. If you fail to establish the identity of the candidate then the candidate should be asked to fill a Personal Particulars (P.P.) Form. In case the identity of the candidate is not established to the satisfaction of the Centre Superintendent, he/she should immediately inform the Proctor / Assistant Proctor/Observer and hand over such candidate to him after the Admission Test is over. The Proctor/Observer should call for report of the Centre Superintendent concerned and conduct proper enquiry of all such cases and communicate to the Office of the Controller of Examinations whether the reported cases are of impersonation or alternatively the identity of the candidates have been established beyond doubt.
25. For Admission Tests being conducted outside Aligarh, the Centre Superintendent should take appropriate action in consultation with University officials deputed at the Centre.

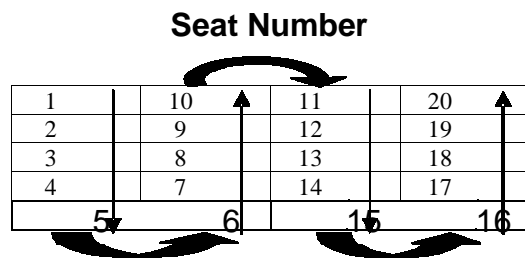
C. DUTIES AND RESPONSIBILITIES OF INVIGILATORS DURING THE TEST

1. Report for duty at least one hour before the scheduled commencement of the test.
2. Candidates entry into the Admission Test Hall/Room only 15 minutes before

AND in no case 15 minutes after the scheduled commencement of the Test in your presence and occupy the assigned seat only.

3. No candidate is in possession of Handbag / Carry bag/ Mobile phone / calculator /any other electronic gadget/ eatables / beverages (except drinking water) or any paper (other than Admit Card).
4. Distribute the OMR Answer Sheets (at the time fixed for the scheduled commencement of the Test) serially along the arrows as shown in the figure below. The OMR Answer Sheets shall be placed on the desks even for those candidates who are not present.

Seating & Distribution Plan of the OMR Answer Sheets / Question Booklets



5. Guide the candidates to properly fill up the entries on the OMR Answer Sheet. Also make an announcement to the effect that the candidates should not separate the carbonless duplicate copy while answering. Whitener/correction fluid for making any corrections in the entries/answers on the OMR Answer Sheet is not permissible.
6. In case a candidate's OMR Answer Sheet is damaged or mutilated, it may be replaced with a new OMR Answer Sheet (to be provided by the Centre Superintendent). Cancel the damaged OMR Answer Sheet and record the barcode number of new OMR Answer Sheet issued on cancelled OMR Answer Sheet. However, no extra time will be provided to the candidates in such cases.
7. Distribute Question Booklets (15 minutes after distribution of OMR Answer Sheets) serially in similar manner as OMR Answer Sheets were distributed. They shall be likewise placed on the desks even for those candidates who are not present.
8. The test duration, as specified on the Question Booklet, shall be reckoned from the moment of its distribution and no candidate will be permitted to leave his/her seat for the entire duration of the Test, except under exigencies.
9. Collect unused OMR Answer Sheets and Question Booklets of absent candidates 15 minutes after the distribution of the Question Booklets to the candidates.
10. Each present candidate (i) appends his/her signature (ii) correctly records the Barcode No. of the OMR Answer Sheet and the Question Paper Series and (iii) puts his/her thumb impression (*left hand thumb impression in case of male*

candidates and right hand thumb impression in case of female candidates) on the Attendance Sheet as required (iv) Paste the Photograph on the space provided for the purpose as required.

11. **Each present candidate signs on the Admit Card in your presence before you append your signature in the space provided on the Admit Card. Also countersign across the pasted photograph of the candidate on the Admit Card without disfiguring his/her face.**
 12. Enter the candidate's Roll No. in the box provided for the purpose on the OMR Answer Sheet and also append your signature with date.
 13. **Check the identity of the candidate with the details provided on the Admit Card and the Attendance Sheet. Please note that the specimen signature of the candidate and his/ her scanned photograph has been provided on the Attendance Sheet to facilitate you in establishing his/her identity.**
 14. In case of any doubt pertaining to the identity of a candidate, bring it to the notice of the Centre Superintendent for further verification. However, the candidate shall not be disturbed and shall be allowed to complete the Test
 15. Sign on each page of the Attendance Sheet pertaining to your assigned Admission Test Hall/Room after the attendance of all candidates is recorded. **You should also sign across the pasted photograph of each candidate on the attendance sheet.** Also record the number of presentees / absentees on each page and the total on the last page.
 16. **Digital photography of each candidate along with his/her Admit Card is done in your assigned Admission Test Hall/Room serially in similar manner as the OMR Answer Sheets were distributed. For candidates who are absent, photography of their Roll No. stickers shall be ensured.**
 17. Handover the signed Attendance Sheets, unused OMR Answer Sheets/unused Question booklets to the Centre Superintendent immediately thereafter.
 18. **Collect the original OMR Answer Sheets from all the candidates after the Admission Test.** The Answer Sheets shall be arranged serially, tallied and handed over to the Centre Superintendent immediately after the Test.
- D. Return of Test Material after conduct of the test should be carried out in the following manner**
1. After the test, used OMR Answer Sheets & other relevant material should be sealed and signed by the Superintendent and the Observer of the Centre. Another joint declaration should be signed by the Observer and the Centre Superintendent declaring that the test has been conducted in an orderly manner and sealed material has been handed over to the Staff of the Postal Department.
 2. All Certificates / Keys of the boxes should be submitted by the Observer in the Office of the Controller of Examinations as soon as they return.

3. The Observer should also submit a detailed report of the Test. Even if everything went off well, a report suggesting improvement, if any, may be submitted.
4. Out of total Observers deputed in any test centre, one amongst them should be the In charge of the team deputed by the Controller of Examinations.

5. **For AMU Campus & Aligarh Centres:**

Sealed boxes, as received from press, should be taken to the test Centres on the day of test by the University Staff. These boxes should be handed over to the Centre Superintendent in presence of the Observer, if any. A joint declaration should be signed by the Observer, if any and the Centre Superintendent stating that the sealed test material has been received

6. After the test, another joint declaration should be signed by the Observer and the Centre Superintendent stating as under:
 - (a) the test has been conducted in orderly manner
 - (b) the Test material has been sealed in the presence of observers, if any
 - (c) the material has been handed over to the University Staff.


(Prof. Yusuf Uzzaman Khan)
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