

BOARD OF INTERMEDIATE EDUCATION :: ANDHRA PRADESH :: TADEPALLI



From
M.V. Seshagiri Babu, I.A.S.,
Secretary,
Board of Intermediate Education,
A.P., Tadepalli – 522 501.

To
All the Chief Superintendents of
Practical Examination Centres of Intermediate
Public Examinations, March 2023.

Rc.No.201/B-B3/March 2023 (2), Dated:06-02-2023.

Sir/Madam,

Sub: - IPE March, 2023 – Practical Examinations – Utilization of Practical Award lists
– Certain Instructions Issued – Reg.

* * *

Please find herewith the enclosed computer printed ORIGINAL AND DUPLICATE Practical OMR Award Sheets of the candidates appearing for Practicals Examinations March, 2023 at your Centre.

| Sl. No. | Centre No. | Paper Code | Sl. No. of Original & Duplicate OMR Award Sheets | | Total |
|---------|------------|------------|--|----|-------|
| | | | From | To | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

I. PRACTICAL OMR AWARD SHEETS:

Practical OMR Award Sheets in duplicate are supplied for posting of Practical marks. Certain instructions have to be followed by the Examiners while posting the marks obtained by the candidates as mentioned below. Instruct the Examiners to post the marks in the OMR Award Sheets as per the following instructions.

IMPORTANT INSTRUCTIONS

1. Any Computer printed matter in OMR award sheet especially the Paper Code or Roll Number should not be tampered with or corrected under any circumstances.
2. No matter should be written or marked on "**BAR CODES**".
3. Only Ball Point Pen should be used to write numerical marks in the first instance in the squares provided against the respective Roll Numbers vertically, both in OMR Award Sheet and Duplicate Sheet as per the answer script only.
4. HB Pencil only should be used for shading the circles 'O' for denoting the marks against the Roll Numbers at respective units and tens places as per marks entered with pen.
5. If a candidate is absent for the Practical Examination, 'AB' circle should be shaded and 'AB' should be written in the marks column in the Original and Duplicate OMR sheets.
6. The Vertical total marks of all the Roll Numbers should be noted correctly with ball pen in the squares provided and then the circles should be shaded only with HB Pencil only.
7. a) Marks should not be posted or shaded wrongly.
b) If any change in marks shaded is necessary, erase the wrongly shaded circle completely and then shade the correct circles for correct marks with HB Pencil.
8. Overwriting of marks should be avoided for proper and perfect scanning of Marks.

9. Marks should be posted only for the Roll Numbers printed in the OMR Sheets. No numbers (i.e., other than the printed Roll Numbers) should be added in the OMR Sheet even though there is place.
10. Instruct the Examiners to go through the instructions carefully before posting Marks in OMR Award Sheets.
11. Marks should be posted in OMR Award Sheets by shading the circles **completely** as shown in the example below.

Example for shading the marks:-

- a) If the marks secured by the candidate are 25, shade 2 in Tens Place and 5 in Units Place.

| Roll No | Marks | Tens Place | Units Place | AB |
|---------|-------|--|--|-------------------------|
| 1500456 | 25 | 0 1 <input checked="" type="radio"/> 3 | 0 1 2 3 4 <input checked="" type="radio"/> 6 7 8 9 | <input type="radio"/> A |

- b) In case of absent, shade the AB circle.

| | | | | |
|---------|-----|---------|---------------------|----------------------------------|
| 1500461 | A B | 0 1 2 3 | 0 1 2 3 4 5 6 7 8 9 | <input checked="" type="radio"/> |
|---------|-----|---------|---------------------|----------------------------------|

Likewise the Vertical Total Marks of all the Roll Numbers in the OMR Sheet should be noted.

12. **The Practical Examiner must properly check the marks posted and shaded with reference to the marks awarded on the Answer Script and ensure their correctness on the OMR sheet. He/she will be solely held responsible for any wrong posting and shading of marks.**
13. The Practical Examiner should write his/her name and Examiner Number besides signing in the boxes provided for this purpose.
14. *** OMR Award Sheets must be kept in a cloth line covers.

II. SPECIAL INSTRUCTIONS TO THE CHIEF SUPERINTENDENTS:

- 1) Actual date and time of Practical Examinations should be communicated to the Candidates well in advance. The Practical Examinations should be conducted as per the Batches and Time Table communicated by the B.I.E.
- 2) The Chief Superintendents are also directed to give wide publicity among staff and students that all the Practicals are to be conducted as per the syllabus and as per schedule approved by the Board of Intermediate Education, AP. The Principal & Chief Superintendent alone will be held responsible for any deviation of the instructions in this regard.
- 3) District Examination Committees are constituted for every District to monitor the conduct of Practical Examinations in the District. **In case of any problem, contact the D.E.C.**
- 4) No photograph should be pasted on the Practical Hall Ticket of the Candidate. Any instance of wrong photograph should be brought to the notice of the BIE through the DEC immediately.
- 5) The Practical Examiners appointed by the Board should alone conduct the Practical Examinations. The Chief Superintendents are not empowered to make any alternate arrangements. They are advised to contact the D.E.C, for making alternative arrangements, if it becomes necessary.