

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
I.P.E. March 2023.

Rc.No.201/B-B3/March/2023 (1), dated:06-02-2023.

Sir/Madam,

Sub: - IPE March 2023 – Conduct of Practical Examinations – Intimation of dates of Practical examinations and certain instructions - Regarding.

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It is to inform that your college is constituted as Practical Examination Centre for Intermediate Public Examinations, March 2023. The Practical Examinations will commence from 20th February, 2023 onwards for vocational subjects and from 26th February onwards for General Science subjects with **non jumbling** of students. The following instructions are issued for conduct of Practical Examinations.

- 1) Practical OMR Award Sheets in duplicate are supplied for posting of Practical Examination marks.
- 2) Centre wise Nominal Rolls will be supplied exclusively for conducting Practical Examinations at your centre for the students of colleges allotted to your centre in non jumbling system. Please instruct the Science Lecturers of your College to make all necessary arrangements well in advance.
- 3) **GUIDELINES FOR PRACTICAL EXAMINATIONS & TIME TABLE:**
 - A. The Practical Batches and Time Table for each Centre prepared by the Board of Intermediate Education are supplied to the Chief Superintendents for the conduct of Practical Examinations at your Centre (**no deviation should be made in this regard**). A copy of the Practical Batches and Time Table should be displayed on the Notice Board of the College for wide publicity among the students and to enable them to appear for the Examinations as per schedule.
 - B. The centre wise Nominal Rolls are supplied for the candidates appearing for Practical Examinations in duplicate containing the Bio-data particulars and Practical Subject Papers offered to the candidates appearing from your Centre. You have to make use of these Nominal Rolls only for marking attendance. However, a separate Consolidated Absentee Statement should be prepared and submitted to BIE, AP.
 - C. The Original and Duplicate Award Sheets with Register Numbers of candidates offering for Practical Examinations of February, 2023 will be supplied.
- 4) The actual dates and timings of Practical Examinations will be intimated to you for communicating the same to the candidates well in advance.
- 5) District Examination Committee is constituted in each District to monitor the conduct of Practical and Theory Examinations in the District.
- 6) You should not permit the candidates to change their batch **whatever may be the reasons**. However, on valid reasons the Principal /Chief Superintendent will report all such cases to the District Examination Committee, which in turn will seek necessary orders from the Secretary/Controller of Examinations, B.I.E, AP and inform same to the Principal/Chief Superintendent concerned.
- 7) All the **added candidates**, if any permitted by this office, should be allotted in a single practical batch (preferably in the last batch of the subject). Separate blank OMR Sheets in duplicate supplied by the Board should be used for posting of marks for all such added candidates.

- 8) With a view to maintain strict confidentiality, the list of Practical Examiners allotted to your Centre is not being communicated to you. However, the Practical Examiners appointed to your centre are instructed to report directly to the Chief Superintendents concerned. **Please inform the Convener, D.E.C concerned if no communication is received from the Examiner by forenoon of the previous day of each spell, so that alternative arrangements can be made.**

QUESTION BANKS:

- 9) The Practical Examinations syllabi along with question banks for Physics, Chemistry, Botany and Zoology are kept in your college login in the website <https://bie.ap.gov.in>. The practical examinations of February 2023 shall also be conducted with the Practical Question Banks of complete syllabus, already kept in website.

PROVIDING OF QUESTION PAPERS ONLINE:

- i. 10) **The Question papers of Practical examinations pertaining to IPE March 2023, will be supplied through online.** All the Chief Superintendents are allowed to download the practical question papers **two hours (02) before the commencement of examinations for each session.** The downloaded Practical question papers are password protected files and the password for opening of day wise Q.P will be sent to the Chief Superintendent by way of SMS before Half – an-Hour of the commencement of the Practical Examination for each session and the same will be displayed in the webpage where the question papers are downloaded. For any Queries regarding OTP, contact RIO concerned.
- 11) The commencement of Practical Examinations varies from one Centre to another Centre depending on the number of days required for completion of the Practical Examinations at that Centre as per the Practical Batches and Time Table communicated by the Board. The actual date of commencement of Practical Examinations will be intimated. This will cover any one of the following spells shown hereunder.

<u>DAYS</u>	<u>DATE OF EXAMINATIONS</u>
1st day to 5th day (5 days)	26.02.2023 to 02.03.2023
6th day to 10th day (5 days)	03.03.2023 to 07.03.2023
1st day to 10th day (10 days)	26.02.2023 to 07.03.2023

TIMINGS: FORE NOON SESSION: 9.00 A.M TO 12.00 NOON
AFTERNOON SESSION: 2.00 P.M TO 5.00 P.M

Note: The Practical Examinations will be conducted on all the days including Sundays .

- 12) If 25% of the candidates of any college secure 100% marks in Practical Examinations, the B.I.E. will take measures for re-verification of the Practical Answer Scripts of those candidates. Appropriate action will be taken in case of erratic valuation, if any.
- 13) The BIE, AP may **re-verify** the answer scripts of those who secure 27 to 30 marks in Practical Examinations and action will be taken, if any erratic valuation is noticed at any stage.
- 14) After completion of the Practical Examinations, the Chief Superintendents should pack and despatch the sealed cloth covers separately as detailed below:

1	Original OMR Award Sheets with Absentee Statements.	Pack in WHITE cloth cover, seal and handover to the Convener, DEC through a special responsible messenger under proper acknowledgement.
2	Duplicate OMR Award Sheets.	
3	Corrected copy of Practical Nominal Rolls (CNRs) duly marking attendance.	
4	Practical Answer Scripts Bundles.	Pack in WHITE cloth cover, seal and handover to the Convener, DEC of district concerned through a special responsible messenger under proper acknowledgement.

NOTE: Please superscribe clearly on the parcels, the details of the contents inside.

- 16) Colleges where Practical Examinations cannot be completed by 07-03-2023 due to heavy strength, two centres (A,B) are formed for each session and required number of Examiners per day will be allotted by the Board / District Examination Committee.

MINOR SUBJECTS:

MUSIC: The Practical Examinations in Music are to be conducted from **03-03-2023 to 07-03-2023**.

GEOGRAPHY: The Practical Examinations in Geography subject are to be conducted from **03-03-2023 to 07-03-2023** in Forenoon & Afternoon sessions.

- 17) The Question Papers pertaining to Music Practicals shall be prepared by the Practical Examiners and the remuneration will be paid as per Board rules.
- 18) The Chief Superintendents are requested to make all necessary arrangements well in advance for smooth and effective conduct of Practical Examinations as per the instructions issued by the BIE and see that the Practical Examinations are conducted as per schedule. Any deviation will be viewed seriously in this regard.

The receipt of this letter may be acknowledged. A copy of these instructions will be available in the website i.e., <https://bie.ap.gov.in> for information.


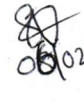
Yours sincerely,
Sd/ M.V. Seshagiri Babu, I.A.S.,
SECRETARY.

Copy to

1. All the Joint Secretaries of BIE (Exams).
2. All the Dy. Secretaries (Exams) in the BIE.
3. All the Supdts., & Staff of Examination sections
4. The Secretary's Peshi & COE's Peshi.
5. All the Regional Inspection Officers & Conveners of D.E.Cs.
6. All the Regional Joint Directors of IE
7. All the Dist. Vocational Educational Officers in the state.

//true copy attested//


JOINT SECRETARY (EXAMS-I)

 6/2/23
 06/02/23