

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.

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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	<div style="display: flex; justify-content: space-around;"> 013 </div>	<div style="display: flex; justify-content: space-around;"> 012346789 </div>	A

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

1500461	A B	<div style="display: flex; justify-content: space-around;"> 0123 </div>	<div style="display: flex; justify-content: space-around;"> 0123456789 </div>	
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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.

- 6) The Question Papers for conduct of Practical Examinations supplied online by the Board of Intermediate Education, AP should be strictly adhered to without fail. **No changes or alterations in the Practical Question Paper will be permitted.** Questions allotted to the candidates in a batch also should not be changed under any circumstances.
- 7) **The online downloaded Question Paper of the particular session should be opened in the presence of all external Examiners of that session half-an-hour before the commencement of the examination.** The Chief Superintendent / Observer and the Practical Examiner should sign on the Question paper itself, noting down the time and date of opening.
- 8) Since the I.P.E. March, 2005, the number of experiments is increased from 6 to 12 in Physics Paper and the number of salts is increased from 6 to 12 in Chemistry Paper and the same will continue for IPE March, 2023 also. The Practical Examiners in Physics and Chemistry should not allot one experiment / salt to more than two candidates in a batch. The allotment of experiments in Physics and Salts in Chemistry is to be done through drawal of lots. Under no circumstances the questions allotted to a Candidate will be changed. All questions in Botany and Zoology Papers have to be attempted by the Candidates.
- 9) 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.
- 10) The BIE may re-verify the answer scripts of those who secure 27 to 30 marks in Practical Examinations and action will be taken on the examiners concerned, if erratic valuation is noticed.
- 11) At the end of valuation, the Chief Superintendent should ensure that Practical Record Books, Field Note Books, Herbarium Sheets etc. of each Candidate have to be punched at two or more places in the presence of the external Examiner and should be preserved for verification by DEC. There should not be any misuse of records.
- 12) All the Original and Duplicate OMR Award Sheets should be kept in the custody of the Chief Superintendent. The Chief Superintendent should personally hand over the OMR Sheets to the Examiners concerned for each Session of the examination for posting of marks. The Chief Superintendent **OR** any staff member **OR** any member of the management should not insist or threaten the Practical Examiners to reveal the marks awarded to the candidates.
- 13) The Chief Superintendent shall receive the sealed covers of original and duplicate award lists and sealed cover of valued answer scripts immediately after completion of that session. The Chief Superintendent has to attest the sealed covers and keep them under his/her safe custody. It is the responsibility of the Chief Superintendent to collect from the examiners all the three sealed covers on time and on completion of examination/session.
- 14) **In the past, it was observed that certain Chief Superintendents issued the Award Lists for the subjects not related to that day/session. The Examiner in turn utilized these award lists by changing the Paper Codes, which is highly irregular. Since the posting of marks by the computer will be done as per OMR Serial Number, wrong utilization of OMR Sheets will lead to wrong posting of marks / wrong publication of results, besides creating problems during recounting of marks.**

Therefore, the Chief Superintendents are instructed to issue correct OMR Sheets of the Batch and Subject concerned to the Examiners. If any deviation is noticed, it will be construed as sheer negligence of Examination duties and disciplinary action will be initiated against the Chief Superintendent and the Examiner concerned.

- 15) After completion of the Practical Examinations, the Chief Superintendents should pack and handover 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 Script 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 super-scribe clearly on the parcels, the details of the contents placed inside.

The Examination functionaries, students etc., whoever found responsible for any sort of malpractice in the examination centre or respective examination halls are liable for punishment as per "The Andhra Pradesh Public Examinations (Prevention of Malpractices and Unfair Means) Rules 1997 (G.O. Ms. No. 114 Education dated: 13-05-1997 of Education (IE) Department)", Act 25/1997.

The above instructions should be followed scrupulously. 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, IAS.,
SECRETARY.

Copy to

1. All the Joint Secretaries of BIE (Exams).
2. All the Dy. Secretaries (Exams) in the BIE.
3. All the Examination sections.
4. C-25 Section / C-26 Section.
5. Secretary's Peshi & COE's Peshi.
6. All the Regional Inspection Officers & Conveners of D.E.Cs.
7. All the Regional Joint Directors.
8. All the Dist. Vocational Educational Officers.

//true copy attested//


JOINT SECRETARY (EXAMS-I)

 6/2/23
 06/02/23