

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 Conveners/Members,
District Examination Committees,
IPE March 2023,
Andhra Pradesh.

Rc.No. 201/B-B3/March, 2023 (3) Dated:06-02-2023.

Sir/Madam,

Sub: - IPE March, 2023 – Conduct of Intermediate Practical Examinations - Duties of the Conveners/Members of District Examination Committees – Communicated - Reg.

Ref: - 1) Rc.No. 201/B-B3/March 2023 (1), dt.06-02-2023.
2) Rc.No. 201/B-B3/March 2023 (2), dt.06-02-2023.

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The District Examination Committee is informed that Practical Examinations will be conducted through Non Jumbling System. The District Examination Committee will supervise the conduct of both Theory and Practical Examinations of Intermediate Public Examinations March 2023 and the Committee will have to perform the following **functions during the Practical Examinations.**

QUESTION BANKS:

The Practical Examinations syllabi (w.e.f. IPE March 2014) along with question banks for Physics, Chemistry, Botany and Zoology kept in the website <https://bie.ap.gov.in>. The practical examinations of March, 2023 shall be conducted with the Practical Question Banks.

PRACTICAL OMR AWARD SHEETS:

Practical OMR Award Sheets in duplicate will be supplied for posting of marks. Instruct all the Chief Superintendents to see that the marks are posted in OMR Award Lists correctly by following the instructions issued therein.

- 1) The District Examination Committee should monitor the conduct of Practical Examinations in the District as per the Time Table and Batches communicated by the Board of Intermediate Education.
- 2) The District Examination Committee should issue the required number of Practical Answer Books to each Centre keeping in view of the strength allotted. Ten extra Answer Books may be kept with the Chief Superintendent as reserve.
- 3) Strict instructions should be given to the Examiners appointed by the Board of Intermediate Education, AP to attend the Practical Examination Centres as per the Time Table and postings allotted by the B.I.E. In case of any contingency, they should arrange for external Examiners from the list communicated by the B.I.E. after taking approval from the Secretary, B.I.E. AP.
- 4) The Chief Superintendent cannot permit the candidates to change their Batch whatever may be the reason. Any exceptions i.e., only on medical grounds and also on other genuine valid reasons supported by documentary evidence should be reported through the District Examination Committee to the Secretary, B.I.E., AP for further instructions.
- 5) **Flying Squads:-** The D.E.C. will appoint Flying Squads to visit the Practical Examination centre in the District. The Flying Squads should be constituted in the following ratio.

<u>No. of Centres.</u>	<u>Flying Squads</u>
Below 20	1
20 to 40	2
40 to 60	3
60 and above	4

Note: Number of Flying Squads should be in relation to the number of Practical Examination Centres in that Particular spell. Additional flying squad may be constituted if the number of centres exceed 10 centres of the previous level.

- 6) It is the responsibility of the D.E.C. to see that the Question papers, award lists, Practical Answer Books and Stationery are kept under the Custody of Chief Superintendent. The Chief Superintendent has to attest all the sealed covers with the signature and name.
- 7) All the Added candidates, if any permitted by this office should be allotted in a single Batch, preferably in the last batch. Separate Blank OMR Award Sheets will be supplied by the Board for posting the Marks for such added candidates. The District Examination Committee should obtain daily reports from all the Practical Examination Centres and inform the Secretary, Board of Intermediate Education, AP in case of any violation of procedures in the conduct of Practical Examinations immediately.
- 8) **SUPPLY OF QUESTION PAPER ONLINE:**
The system of providing question paper through online was introduced during IPE March 2018. Detailed instructions have been given to the Chief Superintendents and Practical Examiners regarding the conduct of Practical Examinations in the references cited. No deviation from the instructions issued to the Chief Superintendents in the references should be allowed under any circumstances. (copies enclosed).
- a. **For the conduct of Practical examinations of IPE March 2023 also, the Board will supply the question papers through online.** All the Chief Superintendents are allowed to download the Practical Question Papers two (02) hours before the commencement of examination for each session. The downloaded Practical Question Papers are password protected files and the password for opening of Question Paper will be sent to the registered mobile number of the Chief Superintendent of the centre by way of SMS before half-an-hour of the commencement of the practical examination for each session and the same will be displayed on the webpage from where the Question Papers were downloaded.
- b. The Question Papers for Practical Examinations supplied through online by the Board of Intermediate Education should be strictly adhered to. **No alterations in the Practical Question Paper will be permitted.** Questions allotted to Candidates should also not to be changed under any circumstances.
- c. The Practical Examiners appointed by the Board should alone conduct the Practical Examinations. The Chief Superintendents are not empowered to make their own alternative arrangements. They are instructed to contact the Convener, District Examination Committee for making alternative arrangements, if it becomes necessary.
- 9) The District Examination Committee should collect the information in the following proforma after completion of practical examination at all Centres.
- 1) Name of the Centre (With Centre Code) and Name of the clubbed College/s
 - 2) Subject.
 - 3) Number of Practicals conducted.
 - 4) Whether the equipment is available for the conduct of all the practicals.
- Remarks of the Examiner, if any.

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SIGN OF
EXAMINER

- 10) **The District Examination Committee shall not appoint Principals of Private Un-aided Jr. Colleges as Chief Superintendents to Practical examination centres. For the Private Un-Aided Junior Colleges Examination Centre Chief Superintendent must be appointed from the personnel of Government / Aided Jr. Colleges only. No other substitute shall be appointed by DEC without the express orders of the Secretary, BIE, AP. The DEC will be held responsible for any deviation in this regard.**
- 11) **If 25% of the candidates of any college secure 100% marks in Practical Exams, 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.**
- 12) The Convener, District Examination Committee should submit a consolidated list of Examiners who have not reported to duty, duly extending a copy to the R.J.D.I.E concerned for initiating disciplinary action as per the C.C.A. rules.
- 13) The District Examination Committee should verify the Practical Records of the Candidates in respect of punching at the end of each session and see that there is no misuse of Practical Records at a later stage.
- 14) *** OMR award sheets must be kept in cloth line covers.
- 15) The District Examination Committee should receive the following sealed WHITE cloth cover parcels separately from the Chief Superintendents on completion of Practical Examinations at the Centres.
- I. Original OMR Award sheets with Absentee statements.
 - II. Duplicate Marks Sheet.
 - III. Corrected copy of Practical Nominal Rolls (CNRs) duly marking attendance.
 - IV. Valued Answer Scripts.
- 16) On receipt of the above four parcels, the Convener should send the 1st, 2nd and 3rd parcels mentioned at para-15 above through a Special Messenger to the Board of Intermediate Education, Tadepalli, Guntur District and handover them to the Deputy Secretaries (Exams) concerned under proper acknowledgement.
- 17) The District Examination Committee must collect the balance of Practical Stationery immediately on conclusion of Examinations at each Centre.


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
All the RJDIES & DVEOs in the State.
All the Joint Secretaries (Exams) in BIE.
All the Dy. Secretaries (Exams) in BIE.
The Supdts., C25 Section & C26 Section.

//true copy attested //


JOINT SECRETARY (EXAMS-I)
6/2/23 06/02/23