

KERALA UNIVERSITY OF HEALTH SCIENCES

THRISSUR

POWERS AND FUNCTIONS OF OBSERVER AT EXAMINATION CENTRE

1. The Observer appointed by the University at an Examination Centre will be the representative of the University at that Examination Centre. Hence, it is her/his responsibility to ensure that the Examination is being conducted smoothly as per the directions and guidelines of the University.
2. **She / He shall report to the Chief Superintendent one hour before the actual commencement of the Examination.**
3. She / he shall ensure that the technical arrangements are ready at the Centre as specified by the University to download the question paper(s) through online and to print it as per the requirements and that all the equipments like Internet Connection, Computer, Generator, UPS, Fax, Printer and Mobile Phone are in proper working condition.
4. She/ He shall ensure that instructions to the candidates and final nominal roll of the candidates are pasted outside the Examination Hall.
5. **She/ He shall ensure that appropriate number of invigilators and supporting staff are appointed and are present ,for the conduct of examinations.**
6. She /He shall ensure that proper seating arrangements are made providing sufficient space between each seat. No candidates shall be made to sit close to the door or a window to avoid extremes of weather and prevent malpractice.
7. **She / He shall ensure that drinking water is available in the Examination Hall itself.**
8. The Observer should be present, along with the Chief Superintendent, at the confidential room or the room arranged for downloading and printing the question papers. The downloading and printing of the question papers should be done in the presence of Chief Superintendent, an invigilator and the Additional Chief superintendent (if any) appointed by the university.

9. Ensure that the invigilators are present one hour before the commencement of the examination; they collect the answer books and distribute them to the candidates half an hour before the commencement of the examination. They should also ensure that the question papers are distributed to the exam halls just before the starting of the examination.
- 10. She / He shall ensure that no candidate is permitted to enter the Examination Hall after the stipulated time ,which is, 30 minutes before the commencement of the examination.**
- 11. Ensure that all candidates have a valid Admit card and ID card issued by the University.**
12. Keep utmost vigilance throughout the examination process. They should ascertain that the invigilators are doing their duties and are not indulged in talking, standing on the veranda, keep reading or writing inside the examination hall.
13. Ensure that no candidate leaves the examination hall till 30 minutes before the completion of the Examination.
- 14. She /He should ensure that immediately after the completion of the examination, the Part I of the answer books are separated carefully and arranged in the order of register number, packed in the cover supplied by the University for the purpose and that the answer books are packed, sealed and sent to the Controller of Examinations as directed by the University. The Observer, along with the Chief Superintendent shall supervise the packing and sealing.**
15. She/ He should ensure that the cover containing the Part I of the Answer Books should be put in the cloth line cover containing the corresponding 25 Answer Books.
- 16. She / He shall report about the conduct of examinations in the form prescribed by the University, to the Controller of Examinations by NAME on the same day itself by SPEED POST.**

CONTROLLER OF EXAMINATIONS