

Frequently Asked Questions

VIBHA Coordinators/Observers

1. When is the Exam and Time?

20th November 2016. Time. 2.00pm to 5.00pm.

2. How to identify the how many students are allotted to my Center.

It is available with School coordinator and state coordinator will inform you.

3. When should I go Center?

You should be available at 13.00pm

4. What VIBHA coordinator has to do before 1 hour in Examination Center?

- a) He/She has to verify the Seal of the OMR sheets and question papers and
- b) Make sure that QP/OMR sheet pack not to be open earlier
- c) If you observe that it is opened/damaged the seal already inform to State/National coordinator immediately
- d) List of the students has displayed on notice boards
- e) Drinking water availability for the students
- f) Separate Room or Tent for the Parents/Guardians of the Students.
- g) Make the efforts to popularize the initiative of VIPNET science clubs of Vigyan Prasar and encourage for membership of VIPNET science clubs as well as distribute subscription forms of *Science India* magazine and VIBHA membership.

5. What shall I do next?

Open the pack and check the required OMR sheets/Question is there or not, If not immediately contact State/National coordinator for instructions.

6. When should I allow the students into the Exam Hall?

You should allow them into examination Hall 13.30 Hrs. and vacant the Hall 15.00 Hrs (Prathama or Level-I).

7. When dwithiya (Level-II) will start.

15.30 Hrs to 17.00 Hrs

8. How take the attendance.

Attendance sheet is available with coordinator fill the Absentees/Presents on paper and upload it online.

9. What shall I do after exam?

Instruct Examiner to Collect the OMR sheet and questions Paper back.

10. After completion of exam what shall I do?

Check the all OMR sheets and Question papers collected or not.

11. What I have to do after.

Keep all OMR Sheets, Attendance sheet into self-addressed envelope and Seal it properly and instruct school coordinator to send New Delhi via Speed Post.

12. When should I leave the center?

After packing of OMR sheets, and bring Question papers and give it to VIBHA coordinator.

Guidelines for filling the OMR sheets

1. Student ID is the roll number of student assigned to them.
2. Magenta color sheet is for Prathama (100 questions). Prathama Junior (PJ) & Prathama Senior (PS) please fill accordingly.
3. Orange color sheet is for Dwitiya (50 questions). Dwitiya Junior (DJ) & Dwitiya Senior (DS) please fill accordingly.
4. Please fill the correct entries like name, date of birth, class and gender on OMR. It is an opportunity to rectify the corrections/errors in the list of students circulated to school.