



VIDYARTHI VIGYAN MANTHAN INSTRUCTION FOR EXAMINATION COORDINATOR

1. To ensure that there is no un-fare means & malpractices at any stage in the examination.
2. Any lapses in the conduct of examination lead to the disqualification & decision of VVM in this regard is FINAL.
3. The examination coordinator should display the list of students on notice board received through **school Hall Ticket**.
4. Ensure that each student has his/her own student ID and centre code to attend the examination.
5. **Completely filled REPORT with used & unused OMR sheets should be posted by speed post to Head office on or before 21 November 2016. The OMR sheets will be evaluated only if the report is properly filled in.**
6. **There will be a VIBHA coordinator for each examination centre whose details will be communicated through email and are also available on vvm.org.in website by 10 November 2016.**
7. **Collect all the question paper sets, seal it and submit to VIBHA coordinator immediately after the examination (VIBHA coordinator will visit at your centre), in case of non-availability of VIBHA coordinator questions papers should be submitted to Principal office till further notice.**

INSTRUCTIONS TO THE INVIGILATORS/EXAMINATION COORDINATOR (EC)

Following instructions are common to both **Prathama** and **Dwitiya**.

1. The invigilators/EC shall not offer any explanation to the contents of the question paper (QP).
2. Distribute the QP as well as OMR sheet serially and as per the seating plan.
3. Guide the students to fill details on OMR sheet.
4. Only writing material like pen, pencil, eraser is allowed. Electronic devices are **NOT ALLOWED** in the examination hall.
5. Replace defective OMR sheet or question paper if any and note this in report (given below).
6. Student and invigilator/EC must put their signatures in respective boxes on OMR sheet.
7. Maintain the record of attendance properly by obtaining the students signature.
8. Carefully collect OMR sheets and question papers of all present students.
9. Follow the time schedule.
10. In any difficulty contact to your local VIBHA coordinator.
11. Make proper seating arrangement and appoint a sufficient number of invigilators.
12. On the day of examination observer(s) appointed by VVM may be visiting your centre.



DATE OF EXAMINATION: 20 November 2016

Time for Prathama: 02:00 PM to 03:00 PM Dwitiya: 03:30 PM to 05:00 PM

Examination Schedule

Sr. No.	Activity	TIMELINE	
		PRATHAMA	DWITIYA
1	Entry to students in classrooms	Not before 01.30 PM	03:15 PM
2	Distribution of OMR sheets & instructions	01:45 PM	03:20 PM
3	Students fill up personal data on OMR sheets	01:50-01:55 PM	03:25 PM
4	Distribution of question papers	01:55 PM	03:25 PM
5	Long bell to start solving	02:00 PM	03:30 PM
6	Long bell to Stop writing	03:00 PM	05:00 PM
7	Packing of all OMR sheets and QP	06:00PM	
8	Filling up report (given below)	Immediately after Dwitiya	
9	Dispatch of OMR sheets	on 21 Nov. 2016	
10	Submission of REPORT online on vvm.org.in as well as through email to vvm@vibhaindia.org	On 20 November by 7 pm	

AFTER THE EXAMINATION IS OVER

Submission details-

(1) Used OMR sheets (2) Unused OMR sheets (3) Report

Dispatch this to the following address positively on 21 Nov. 2016 by Indian speed post only to **VIBHA, C-486, DEFENCE COLONY, NEW DELHI - 110024.**

Note: *Parcels posted after 22 Nov. 2016 will not be opened and OMR sheets will not be evaluated.*

Please convey us the following (i) receipt number (ii) name of post office from where you have dispatched the parcel by email mentioning subject "VVM Dispatch details of Centre No -----."

Your cooperation in the whole process will be highly appreciated.

Yours sincerely,

(Dr. Hemant M. Pande)
Controller of Examination VVM