

Guidelines to conduct CAL-C Examination
F/CL/43/00

1. Examinations are conducted twice in a year i.e. in Winter Session Feb. & Summer Session Aug. for both the Software & Hardware Stream Courses.
2. **ES** will be informed about their duty in the respective cities/ towns of various locations identified for the CAL-C examination centre as per the details of the students appearing in that semester term examination along with the complete schedule of the examination.
3. Answer Sheets will be sent to CAL-C Centres Head 6 days in advance before the commencement of the examination.
4. Password protected question papers will be sent through email. Password will be intimated 45 minutes in advance.
5. All **ES** should reach 45 minutes before the schedule of examination at the examination center as per the schedule provided to them.
6. **ES** take care of printing of question papers & will prepare roll number wise seating plan which should be displayed and will follow the same.
7. Students should be allowed to sit at examination centre only 15 minutes before the commencement of the examination and no students will be allowed to take the examination after 15 minutes of the commencement of the examination. No student will be allowed to leave the examination hall before $\frac{1}{2}$ time of the conclusion of the examination.
8. **ES** must ensure the distribution of answer sheets & question papers to students appearing in exam. If the number of Answer Sheets does not match with the number of students appearing for the examination as per the attendance sheet then **ES** should immediately report to CAL-C Centre Head or CAL-C Head Office, Chandigarh for the next action.
9. **ES** shall check all the particulars on the front page of answer sheet & shall sign the answer-booklets of all students. **ES** shall seal and sign the same in a single envelope within half an hour of completion of paper and get the signatures of Centre Head on the respective envelopes.
10. In case students/ faculty member of the CAL-C Centre convey any out of syllabus question or any other doubt regarding the question paper than **ES** is requested to first report this matter to CAL-C Centre Head and then quotes it in his Daily Examination Report (**DER**) performa.
11. **ES** will be responsible for submitting the Answer- booklets to CAL-C H.O along with blank answer sheets if any within one day after the conduct of examination at their respective centres.
12. **ES** must ensure that all the sealed Answer Sheets to be kept in safe custody at his sole responsibility.
13. Misbehavior of students during exam must not be tolerated. No student should try to copy by any unfair means in case, if any student found using unfair things during the exam then it will be the responsibility of **ES** to take necessary action and should not allow him/ her to take-up the exam.

14. Use of cell phones during exam should be strictly prohibited.
15. **ES** must fill the **DER** performa for each examination provided to them by Punjab Infotech.
16. The conduct of examination must be smooth and fair with the spirit of testing the knowledge of every individual without using any unfair means as per guidelines contained in this document.
17. No student be permitted to appear in examination at a examination centre whose name is not included in the Attendance Sheet provided by Punjab Infotech. Specific approval of AGM (CAL-C) Punjab Infotech will be obtained on telephone at 9815650861 respectively by the ES/ Centre Head (in case ES is not nominated) in case of any exception.
18. If the ES fails to conduct the examination as per schedule, guidelines or is found at any step of using or allowing use of unfair means during the conduct of examination, then that examination will be cancelled and HO will conduct fresh examination for that centre or Such an ES will also be blacklisted and disqualified and no remuneration will be given.
19. ES must cross all the blank papers in answer sheet after exam is over, before sealing the answer sheets.
20. If Centre Head is not cooperating in smooth conduct of exam's. ES will inform the H.O. immediately at contact no. given in Para 21.
21. In any case if an ES requires to communicate or desires to seek any information/ clarification then he/ she may contact CAL-C Head Office Mr. Sunil Chawla- 9815650861, Mr. Rakesh Lakhani 9872214750 0172- 5256480,5256484,5256471, sunil.chawla@punjabinfotech.gov.in