



ASSAM STATE SCHOOL EDUCATION BOARD, DIVISION II
BAMUNIMAIDAM, GUWAHATI-21

INSTRUCTION RELATING TO HANDLING OF OMR ANSWER SHEET IN
HS FIRST YEAR EXAM. 2025

ASSEB DIV-II has already informed all concerned vide letter No. ASSEB/DIV-II/EXB/11/47/18/19-20/416 Dated 05th October, 2024 regarding use of OMR answer sheet for the answering of objective type of questions in 12 Elective subjects viz. **Physics, Chemistry, Mathematics, Biology, Political Science, Education, Logic & Philosophy, Economics, History, Business Studies, Accountancy, and Finance** On each of these subjects, there will be 50/40/35 objective type question carrying 1 (One) marks each for which, answer is to be marked in the OMR answer sheet. These OMR sheets will be personalized i.e. name of the candidate, his/her photograph and Registration no, Session and Institution Code will be pre- printed on the blank OMR answer sheets. Hence only the definite OMR answer sheet will be issued to the particular candidate. To use and handle of OMR answer sheets, the following instructions are to be followed by the Head of the Institution, Invigilator and Candidate of each institution where HS First Year Examination will be held.

A. Instructions for Head of the Institution:

- i) Sealed boxes / cartons of personalized OMR answer sheet will be sent to the respective Institution. These boxes / cartons will be Institution wise/ Subject wise. In no circumstances the sealed boxes of OMR answer sheets can be opened before the Examination or in transit. These boxes will be opened only at the Examination Institution on the day of examination at prescribe time following due procedure.
- ii) As mentioned above the sealed boxes/cartons of OMR answer sheets are received and carried from the respective Lead College to the respective institution.
- iii) After opening the sealed boxes/cartons personalized OMR answer sheets will be sorted as per requirement of the examination Hall/Room and will be handed over the respective Invigilator.
- iv) The Non-Standard (not personalized) OMR answer sheets will be kept under the custody of Head of the Institution only and will be issued to candidate in extreme need. Non-standard OMR answer sheet will be issued only when the personalized OMR is not in useable form due to wear and tear. The candidate must have to write his/her Name, Roll No. and Subjects etc. in the specified space in non-standard OMR when issued to him/her.

- vi) The used OMR are to be put inside the envelope containing Hundred OMR sheets per envelope. The starting and ending serial No. of used OMR Answer sheets should be mentioned outer label of the envelope.
- vii) Similar procedure is to be followed for unused personalized OMR answer sheets and Non-Standard OMR answer sheets. However, this to kind of OMR answer sheet can be put in same envelope if possible.
- viii) Envelopes of used OMR answer sheets should be put inside box/carton and sealed properly.
- ix) Similarly envelopes of unused personalized OMR answer sheets and Non-Standard OMR answer sheet are to be put inside the carton/ box and seal properly.
- x) All the sealed boxes/cartons are to be affixed mailing address given below:

**The Controller of Examinations,
Assam State School Education Board, Division –II,
Bamunimaidam, Guwahati- 781021, Assam**

**From:
The Principal
Name of the Institution
Institution Code:**

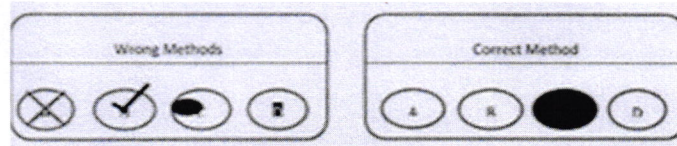
- xi) Sealed boxes/cartons are to be deposited to nearest Post Office without any delay.
- xii) Under no circumstances carton/boxes of envelope containing used/unused/non Standard OMR answer sheets can be kept in the institution after sealing is complete.

B) Instruction for Invigilator:

- i) Since all the OMR answer sheets are personalized, hence invigilators will have to take utmost care while distributing the OMR answer sheets to the right candidates. Invigilator must have to verify Registration No., Name and photograph of the candidates as printed in the Admit Card before handing over blank OMR answer sheets to the particular candidates.
- ii) The Invigilator has to sign each and every OMR answer sheet after being satisfied that proper personalized OMR answer sheet has been used by particular candidate.
- iii) No candidates will be allowed to leave the examination Hall/ Room until and unless the count of used OMR answer sheets tally with the no. of candidates present in the Hall/ Room.
- iv) The invigilator has to arrange the used OMR answer sheets in accordance with serial no. of Registration no. of candidates and will hand over the Head of the Institution.
- v) The bundle of unused personalized OMR answer sheets against the absent candidate has to be handed over to the Head of the Institution with proper count.

C) Instruction for Candidates

- i) The Candidate has to ascertain first, that the OMR belongs to him/ her only, before starting use of the same.
- ii) Since it is the personalized OMR, the candidates have to darken the circles for answering only.
- iii) The following instruction must be scrupulously followed while answering in OMR sheet.
 1. Use BLUE/BLACK INK BALL POINT PEN only to shade the appropriate circle completely.
 2. Darken ONLY ONE CIRCLE for answering each question to evaluate
 3. Darken the circle as shown in example below:



Wrong method

Correct method

4. Answer one darkened is final. No change is permitted
5. Do not do any rough work on the OMR Sheet
6. Do not fold, tear wrinkle
7. Answer darkened in more than one circle for a particular question shall not be evaluated.

Secretary

Assam State School Education Board, Div-II

Guwahati-781021