**[MORNING] Cli**ck clock Anthem

|  |  |
| --- | --- |
| **Time**  |  **Activities**  |
| **9:30**  | **Assembly in control room.** |
| **9:45** | **T.T & invt ready for reference .** |
| **proclamation [4hrs/2hrs/drpaper.** |
| **Plastic case [q.p carrying] ready**  |
|  **Seating chart to C.O.I and A.C.O.i.** |
| **10:00** | **allocating block to invigilators.** |
| **receiving question paper bundles.** |
|  **write time and date on q.p bundle.** |
| **File 7b format in file .** |
| **students/invigilators/s.o/c.o.i sign.** |
| **10:10** | **allocating q.p in respective blocks w.r.t to seating chart.** |
| **10:20** | **Bell [10 minutes to start].** |
| **Logistics of Q.P plastic case to block.** |
| **10:30** | **Start of exam .** |
| **10:45** | **Breakfast .** |
| **11:00** | **Collection attendance data sheet.** |
| **Counting remaining q.p .** |
| **11:30** | **Bell for one hour completion .** |
| **Account on q.p bundle.** |
| **12:00** | **Making of answer bundle receipt**  |
| **Making seating chart of tomorrow.** |
| **12:30** | **Bell for 2 hours completion .** |
| **1:20** | **Bell 10 minutes to end.** |
| **1:30** | **Paper ending bell.** |
| **1: 30** | **Collection /separatise/masking/counting** |

 **[afternoon ] Cli**ck clock Anthem

|  |  |
| --- | --- |
| **Time**  |  **Activities**  |
| **1:45** | **T.T & invt ready for reference .** |
| **proclamation [4hrs/2hrs/drpaper.** |
| **Plastic case [q.p carrying] ready .** |
|  **Seating chart to C.O.I and A.C.O.i.** |
| **2:00** | **allocating block to invigilators.** |
| **receiving question paper bundles.** |
|  **write time and date on q.p bundle.** |
| **File 7b format in file .** |
| **students/invigilators/s.o/c.o.i sign.** |
| **2:10** | **allocating q.p in respective blocks w.r.t to seating chart.** |
| **2:20** | **Bell [10 minutes to start].** |
| **Logistics of Q.P plastic case to block.** |
| **2:30** | **Start of exam .** |
| **Lunch.** |
| **3:00** | **Collection attendance data sheet.** |
| **Counting remaining q.p .** |
| **3:30** | **Bell for one hour completion .** |
| **Account on q.p bundle.** |
|  **4:00** | **Making of answer bundle receipt**  |
| **Making seating chart of tomorrow** |
|  **4:30** | **Bell for 2 hours completion .** |
|  **5:20** | **Bell 10 minutes to end.** |
|  **5:30**  | **Paper ending bell.** |
| **Collection /separatise/masking/counting**  |