CONFIDENTIAL

MEGHALAYA BOARD OF SCHOOL EDUCATION: TURA

REGULATION FOR CONDUCT OF SECONDARY SCHOOL LEAVING CERTIFICATE EXAMINATIONS 2026-27

No.MBOSE/SSLC/Exam-143/93/CON/***2025/41209-41383*** Dated Tura, the 30th October, 2026.

From : Shri T. R. Laloo,
Director Accreditation & Controller of Examinations,
Meghalaya Board of School Education,
Tura.

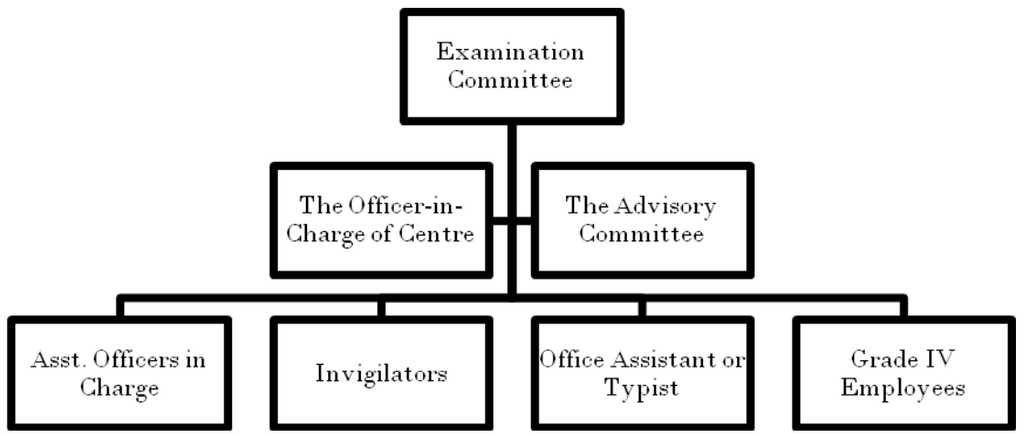
To : All the Officers-in-Charge,
Secondary School Leaving Certificate (SSLC) Examination, 2026-27.

Sub : Regulations and Instructions for the Officers-in-Charge for the conduct of the S.S.L.C. Examination, 2026-27.

Sir/Madam,

I have the honour to draw your attention to the following important instructions for the conduct of the S.S.L.C. Examination, 2026-27 under the Meghalaya Board of School Education which will commence from 4th December, 2026. The following instructions should be stringently observed for the smooth functioning of the Examination by all Board functionaries. The given organogram should also be referred to for better understanding of the roles of different functionaries.

THE ORGANOGRAM FOR BOARD FUNCTIONARIES (for reference and ease of functioning)



A. THE EXAMINATION COMMITTEE

At each Examination Centre, the Officer-in-Charge in consultation with the Advisory Committee shall constitute an Examination Committee that shall be responsible for making all preparatory arrangements for the efficient and cost-effective conduct of the S.S.L.C. Examinations. ***The Committee should maintain strict confidentiality at all times with matters related to the Examinations.***

B. ADVISORY COMMITTEE/BODY

An Advisory Committee consisting of the following members shall be constituted **at least one week before** the commencement of the SSLC examination, to aid and assist the Officers-in-Charge in maintaining discipline during and while preparing for the SSLC Examination. It will consist of:

i) Chairman
ii) Secretary (Officer-in-Charge of the Centre)
iii) A minimum of three other members from amongst community stakeholders like MLA/MDC/Headman/ Prominent Citizens/Members of the Managing Committee, etc.

Functions of the Advisory Body: It shall be the duty of the advisory body to:

i) Evaluate risk and devise precautionary measures for maintaining discipline and law and order during the SSLC Examinations.
ii) Aid and advice the Officers-in-Charge in the likelihood of any law-and-order problems that may inadvertently arise.
iii) Aid and advice the Officer-in-Charge in arrangement of Examination Hall, procuring of furniture like benches, tables, etc., hostel accommodation for outstation candidates (if any), etc.
iv) Give suggestions for improvement to MBOSE relating to the conduct of examination at their Centres.
v) Send a confidential evaluative report to MBOSE at the close of the Examination
vi) **The Advisory body shall stand dissolved at the end of the examination.**

C. THE OFFICER-IN-CHARGE

The Officer-in-Charge is the chief coordinating officer who oversees the smooth conduct of examination process. He/she is required to constantly communicate with MBOSE for any exam related matters.

D. THE ASST. OFFICER-IN-CHARGE

Asst. Officer-in-Charge will be appointed at a Centre to assist the Officer-in-Charge to act on behalf of the Board. They are answerable only to the Officer-in-Charge and they will act on behalf of the Board in the appointment of the Invigilators. They are to collect and compile all Examination proceedings and report to the Officer-in-Charge at all times.

E. SUPERVISING OFFICER:

The Supervising Officer(s) are appointed by the Board externally to supervise the conduct of the Board Examinations at different Centres and help with the enforcement of the Examination Rules. **They are important functionaries of the Board**. After the completion of the entire Examination, they will submit a detailed confidential report to the Controller of Examinations about their observations during the period of Examination relating to conduct of Officers-in-Charge, the Invigilators, the Deposit Centres, Custodians and the process of Examinations as well. They will suggest measures for improvement (if any) in connection with the conduct of Examination for consideration of the Board.

F. THE INVIGILATORS

a. **Appointment:** The invigilators are appointed from amongst the teachers of the schools that are clubbed with the concerned Examination Centre. **Invigilators that have been blacklisted for their breach of conduct in the previous Examinations are not to be re-appointed**. Once appointed their list is to be forwarded to the Board a month before the commencement of the Examination. ***All invigilators are required to wear ID Cards bearing their names/school names prominently throughout the examination period.***

b. Duties:

i) They are answerable to the Officer-in-Charge at all times and must attend all briefings and meetings related to the Examinations as and when notified.
ii) All formalities related to their appointment must come through their Officers-in-Charge and absence from duty is entertained only with a prior written permission.

Dereliction of duty will be dealt with seriously and can have implications on the services of the concerned teacher.

iii) They are to familiarize themselves with the rules and regulations for conduct of examinations and their roles and responsibilities

iv) They must be thorough with ***ANNEXURE I (attached): Roles and Responsibilities of the Invigilator***

v) **No invigilator should be allowed to enter the strong room or the Exam Committee room where the confidential papers are being arranged without the permission of the Officer-in-Charge.**

G. CATEGORY OF CANDIDATES FOR SSLC 2026-27

The SSLC 2026-27 Examination will comprise of the following Category of Candidates:

1. Regular – I
2. Regular – II
3. Non-Regular
4. Private-I
5. Private-II
6. Compartmental
7. Improvement

For further understanding of these categories refer to 'Guidelines for Filling and Submission of Examination Forms and Fees 2026-27'.

H. IDENTIFICATION OF CANDIDATES

a. Candidates should be identified according to their Category, Roll No. and the information on their Admission Card issued by MBOSE.

b. The Officer-in-Charge and Examination Committee should make it mandatory for all candidates to be seated according to their categorization and Roll numbers. The Officer-in-Charge should direct its **invigilators to identify the candidates from the photos and the signature given in the Attendance Sheet supplied by the Board at the start of every examination and tally the same with information on Admission Card (in original)**. Signatures in the Admission Card and the Attendance Sheet should tally. In case of discrepancies, it may be notified to the Board Officials present at the Examination Centre or the Supervising Officers immediately.

c. For ease of identification and acquiring the signatures ***the Attendance Sheet provided by the Board should be arranged room wise, and Roll No. wise prior to the commencement of the Examinations. Attendance should only be obtained by an Invigilator assigned for the job in each room*** in order to avoid unnecessary interference from office staff. Many times, it is seen that in sensitive centres people have impersonated as staff or invigilator to aid in unfair means. Such acts caught hereafter will be dealt with stringently.

d. **It is mandatory for all Regular I & II Candidates to wear their school uniforms at all times during the Examination**

e. **ALL CANDIDATES WITHOUT ORIGINAL ADMISSION CARD WILL NOT BE ALLOWED TO SIT FOR THE EXAM. The decision of the Board in this regard is final. Any protest by a student or relative in this regard OR engaging a third party to cause disturbance will result in the Board filing a FIR.**

I. DRESS CODE FOR CANDIDATES

The dress code is being introduced in order ***to create a respectful and comfortable decorum in the examination halls***. It has been observed many a times that tight dresses, trousers, low neckline and chunky jewellery cause inconveniences and discomfort to the candidate. Clinging sounds of the jewellery also distracts fellow candidates. Shawls that are elaborate and trousers with many pockets also give way for indiscipline candidates to indulge in unfair means. Therefore:

a. Male Candidates are to wear simple trousers with a collar t-shirt or shirts. Trousers with six or seven pockets are to be avoided at all cost. **Regular I & II Candidates are to come with their uniforms only**. Smart watches are not allowed. If wearing a wrist watch it should be simple and decent. No chunky jewellery allowed. A simple cardigan, sweater or jacket is allowed as per the weather conditions.

b. **<u>Regular I & II Female Candidates are to come with their uniforms only</u>**. Non-Regular/Compartmental/Improvement/Private female candidates are to come with kurta pyjama or simple trousers and blouse. No tight jeans and body-hugging t-shirts are to be worn. The salwar as well as the blouse should not have very low neckline, which could cause inconvenience for the student while writing their exams. Due to religious implications if a hajib is to be worn, it should be simple and not over-accessorised or heavy so as to create discomfort for the student. **<u>Avoid jewellery at all cost</u>**.

c. **<u>The Board does not wish to use the method of body frisking unless absolutely necessary</u>.**

J. THE ATTENDANCE SHEET

a. The attendance sheet prepared and supplied by MBOSE is handed over to the Centre-in-Charges by Board Officials on the day of transporting the confidential packets, khattas and Admission Cards to their respective Deposit Centres.

b. **<u>It is the duty of the Officer-in-Charge and his/her team to inspect the Attendance Sheet and inform of any discrepancies detected prior to the commencement of the final Examination.</u>** Lackadaisical attitude of the Examination Committee in this regard will not be tolerated.

c. On each day of the Examination, Invigilators are required to obtain the signatures of the candidates from their respective **halls only on the Attendance Sheets supplied by the Board.**

d. While taking the Attendance the Invigilators should also see whether the Roll No., Registration No., Subject combination and the Name of a candidate printed on the Attendance Booklet tally with those mentioned on his/her Admission Card.

e. ***If Sl. No. b (above) and No. H (c)(above) is adhered to diligently, then no problem should arise during the main Examination*** while obtaining the signatures and taking the Attendance.

f. ***The Invigilators shall start marking the Attendance <u>15 minutes after the commencement of the Examination</u>,*** in order to allow time for students to settle down and the decorum of the Examination maintained. This may also be done in order to allow candidates, who may have arrived 15 (fifteen) minutes late into the Examination, due to unavoidable circumstances, to settle down.

g. <u>IF A CANDIDATE IS ABSENT FOR THE EXAMINATION THE ATTENDANCE SHOULD BE MARKED IN **RED as 'A'** AGAINST HIS/HER NAME IN THE SPACE PROVIDED.</u>

h. If a candidate fails to submit their answer script, which is a serious offence, the invigilator in the concerned hall should mark the same against the candidate's details in the attendance sheet. Such candidates are categorised as those using unfair means and an undertaking form should be filled once the absconding candidate is caught. {Refer: ANNEXURE VI (A) & (B)}

i. If inadvertently technical glitches happen while printing the Attendance Sheet and the subjects opted by the candidate, may reflect differently or the picture of the candidate may not tally with that on the Admission Card, this should be notified to the Officer-in-Charge and the Board Official (if present at the venue) or the Supervising Officer immediately who will in turn contact the ITES Branch of the Board for clarification, before taking action or making undue changes. Once rectified, the Officer-in-Charge will do the corrections on the Attendance Sheet.

j. **<u>It is mandatory for the Officer-in-Charge of every Centre to make I (one) photocopy of the Attendance Sheet after the end of the Examination in all the subjects,</u>** for future reference if any problem arises. The Original Attendance Sheets should be sent to the Board

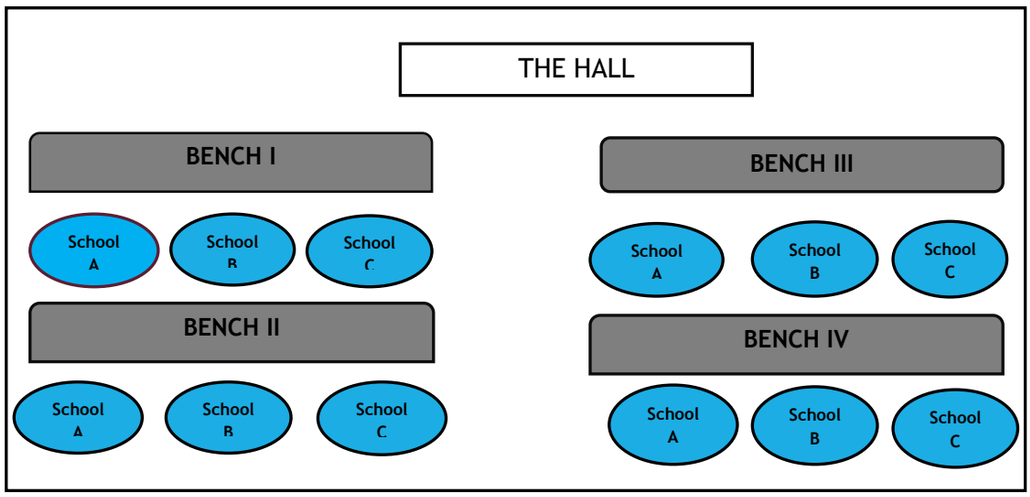
along with all other documents immediately at the end of SSLC Examinations. **The Attendance Sheet is an important document for reference at the time of evaluation/tabulation.**

K. SEAT ARRANGEMENT IN THE EXAMINATION HALL

It is the duty of the Officer-in-Charge to co-ordinate with all the Heads of Institutions clubbed under their respective Centres and make necessary seating arrangements prior to the commencement of the Examination. A **"SEAT PLAN"** is to be prepared and notified at least one day before the commencement of the Examination. **The same should be pasted outside each Hall for the Candidates to identify their seats and for the Board Officials to inspect.** A copy of the seat plan must be forwarded to the Controller of Examinations, MBOSE after the Examination is over. The following guidelines regarding the seat plan is to be strictly followed:

a. **Preferably, two candidates and not more than three**, should be seated on a standard-sized bench. There should be enough space for the candidates to move their arms freely while writing. If elbows knock each other, it is not a good seating arrangement.

b. **Students from the same school are not allowed to occupy the same bench**. Students from the same school are to be seated alternately or in different benches and vertically facing each other's back in a row. See following illustration for better understanding:



c. **Non-Regular, Private-1 & II, Compartmental and Improvement Candidates are to be seated separately.**

d. If a candidate is suffering from any contagious or infectious disease or where his/her presence is otherwise likely to cause discomfort to the general body of Examinees, the Officer-in-Charge will make arrangement for such candidate to sit in a separate room. In such cases, he shall also take steps to have the answer papers or other materials handled by the candidate properly fumigated or rendered innocuous, before the dispatch of the same. Separate invigilator for that room occupied by the candidate should be arranged. **However, before such arrangements are made a medical report of the candidate's health status for verification should be obtained from a registered medical practitioner prior to the Examination** and discussed by the Examination Committee. **An Official Order signed by the Officer-in-Charge and Member of the Advisory Committee, verifying the health status of the candidate with permission to appear from a separate room, should be produced by the Centre and a copy of the same should be given to MBOSE**

e. Under no circumstance shall a candidate be allowed to appear their examination from their house. However, ***provisions are in place for under trial prisoners in custody and juveniles in observation homes to appear from District Jails owing to security concerns.***

f. A candidate having a valid UDID No. and Certificate vide ***Government of India Gazette notification SO 1736(E) dated 05.05.2021*** making it mandatory for all States/UTs to grant certificate of disability through UDID Portal, and categorized under RPWD Act 2016 is

permitted to use the Board's provisions for candidates with benchmark disabilities, He/ She shall be allowed to appear as a candidate with benchmark disabilities ***if the concerned student has received prior permission and a "No Objection" from the Board and the copy of the same has been forwarded to the Officer in Charge prior to the Examination. The "No Objection" will also detail the provisions allowed for the candidate with the disability.*** (Refer **ANNEXURE II**: Revised Concessions and Exemptions being extended to Candidates with Benchmark Disabilities**).**

L. RULES TO BE OBSERVED IN THE EXAMINATION HALLS

a. All candidates are to take their seats by 9:30 am

b. **All candidates entering the Examination Hall *must produce their Admission Card (in original)*** issued by the Meghalaya Board of School Education, without which the candidate will not be allowed to enter the Hall.

c. Candidates are to leave their mobile phones, smart watch, bags and other unrelated materials outside the hall. They are to enter only with their examination boards, pencil box and admission cards in hand.

d. Invigilators are to maintain strict discipline and decorum once the Examinees are inside the Halls and check them thoroughly for possession of any unwanted materials.

e. **Rules are to be read out by the invigilators as reminder prior to the distribution of question paper/answer script**

f. **By 9:45 am the question papers** are to be distributed to all the candidates so they can check to determine if they have received the right question paper and clear any doubts regarding the legibility of the questions, numbering, etc.

g. **By 9:50 am the answer script** is to be distributed so the candidates can fill in their details on the front of the answer script

h. **By 10:00 am, the candidates are to start writing their exam.**

i. Candidates who are delayed due to unavoidable circumstances shall be allowed to enter the examination hall till 10:15am **after which no candidate will be entertained to sit for the exam.**

j. ***The attendance shall be taken as per instruction at Sl.No. J (f)***

k. It is mandatory for all candidates to carry their own stationeries, water bottle, instrument box, etc.

l. The Board shall supply all the maps and blank sheets for rough work as and where required.

m. **No mobile phones, Bluetooth devices, smart watches, earphones, smart calculators etc are allowed inside the examination hall. These restrictions are to be mandated by the invigilator concerned and the Officers-in-Charge are to brief the invigilators in this regard.**

n. The Rules to be observed will also be pasted outside the respective hall and the Invigilators are to make sure that the candidates have understood the rules written on the reverse side of their Admission cards.

o. If a candidate requires answering the call of nature, he/she shall do so only after entering their details in the format (Refer: ANNEXURE VIII), kept for the purpose inside the hall.

M. EXPULSION OF CANDIDATES

a. Board functionaries are to be thorough and competent with the **ANNEXURE-V: GUIDELINES FOR IDENTIFICATION AND REPORTING OF CASES OF UNFAIR MEANS BY INVIGILATORS/BOARD FUNCTIONARIES**

b. If a candidate is found to disregard the rules to be observed in the examination hall and defy contents of ANNEXURE –V the Board Functionary along with the Officers in Charge can initiate the process of expulsion as given in the guideline.

c. Expelled candidates are to be barred from appearing in the remaining examination and a notice is to be served to that effect immediately. If such candidate appeal for mercy, express regret or furnish any explanation, the same may be received and sent to the Board's office.

d. **For every case of expulsion, two copies of the expulsion report in the prescribed form and a copy of the detailed report are to be prepared.** Immediately after expulsion, one copy of the expulsion report is to be sent to the Controller of Examinations through the

Board Official at the Centre or delivered personally. After the entire examination is over, the documents of all expulsion cases at the centre are to be sent to the Board in one lot.

e. **BOARD FUNCTIONARIES** i.e. Observers, Flying Squad Officers, Supervising Officers, External Invigilators appointed by the Board are empowered to expel any candidates attempting/adopting any unfair means in the examination hall. **Appropriate actions(s) will be taken against the Invigilator(s) as well, if found directly or indirectly using or promoting or abetting use of unfair means.**

QUESTION PAPERS, ANSWERSCRIPTS AND EXAMINATION RELATED MBOSE DOCUMENTS AND CONCERNS THEREOF

A. ANSWER SCRIPTS AND ADDITIONAL SHEETS:

a. The answer scripts both main and additional will be ruled with margins on both sides. The blank answer scripts and additional sheets issued by the Board must be kept in the custody of the Officer-in-Charge till the Examinations are over. He will be responsible for any loss or theft of the same.

b. Each main answer script contains cover page and 18 pages. Page 1 is meant for **Multiple Choice Questions** only.

c. The Candidates are TO CLEARLY MENTION their Roll No., Registration No., Subject, etc on the cover of the answer script, before starting their answers. This has to be tallied and ascertained by the Invigilators on duty before signing the attendance sheet. Similarly, the additional sheets are also to be checked for details on the front page before commencing to write. Invigilators SHOULD NOT FORGET to sign the answer scripts.

d. The Officer-in-Charge must ascertain every day before and after distribution if any blank answer script or additional sheet is missing.

e. The Officer-in-Charge and his/her team must keep the record of the serial nos. of answer scripts and additional sheets issued to each candidate as recorded in the attendance booklet, in duplicate, along with the invigilators' signature and in the format enclosed at ***ANNEXURE IV–: Record of Additional Sheets Issued to Candidates*** **respectively. One copy of the record is to reach the Board Office immediately at the end of the Examination.**

f. It is the duty of the Officers-in -Charge to maintain a detailed record of the used and unused Answer Scripts based on the total no. of students and subjects/papers appeared on the day of the Examination, and send the report together with the unused Answer Scripts, Graphs, Maps, Additional Sheets, Admission Cards etc. to the Board Office immediately after the end of the Examinations.

g. Records of extra answer scripts used as replacement for defective/torn scripts are **also to be recorded and kept for reference.**

h. **Blank answer scripts and additional sheets shall not be utilized for any purpose except for issuing them to candidates for writing the examination.** The previous year's blank answer scripts (if available) should not be used for the current SSLC Examination.

i. Immediately, by 10:00 am, after distribution of question papers and answer scripts to the candidates are over and the Examination commences, the OFFICER-IN-CHARGE MUST COLLECT THE SURPLUS QUESTION PAPERS ALONG WITH THE ANSWER SCRIPTS from each room and ascertain if the number of copies distributed tally exactly with the number of candidates present on that day for that subject.

B. THE QUESTION PAPERS: The Board will deposit the confidentially packed and sealed question papers for the SSLC Examination prior to the date of the Examination. The same is to be received by the Officer – in – Charge and his officials at the concerned deposit Centre on the date intimated by the Board.

a. **The Question Papers are packed Centre-wise, subject wise, as per the requirement (taken from the filling up of examination form) by the Examination Centres.** They are packed confidentially inside gunny bags and carton(s) and deposited ahead of the examination in the designated Deposit Centres like Police Stations/State Bank/any other Bank for safe custody, **in the presence of a Magistrate, deputed by respective**

D.C(s)/SDO(Civil) for the purpose, the Officer-in-Charge of the PS, the Accountant or Branch Manager of the Bank and MBOSE Officials. In accordance to the above scenario:

b. **A packing note indicating the number of question papers** per packet, subject wise, will be handed over to the Officer-in-Charge by the Board Officials. The Officers-in-Charge are advised to bring the **Question Paper Requirement list**) of their respective Centres to tally/verify receipt of confidential packets deposited in the Police Station/State Bank/other Banks. Four copies of the packing note are usually supplied by the Board for information of the The Magistrate (if present), Deposit Centre (Custodian), the Examination Centre Official and the Board Copy. **They are all tallied together to demand accountability of all members present in case unforeseen problems arise.**

c. All Officials present at the Deposit Centre are to ensure that the number of question papers ***mentioned on the labels of the packets*** tally with the number shown in the packing note of question papers supplied to the Centre. **Verifications are to be done only from the labels indicating the number contained in the packets**. In case the Officers-in-Charge detect any shortage in any subject or oversight of any subject, kindly bring it to the notice of the Board Officers entrusted for the delivery of question papers or the Controller of Examinations immediately.

d. **Immediately after verification the packing notes are to be signed by all members present.** The sealed packets designated for a Centre shall be immediately arranged and kept inside the designated trunk/almirah of the Centre under lock and key and thereafter sealed securely with sealing wax covering the lock. The Officer-in-Charge and the Asstt. Officer-in-Charge of the Examination Centre shall keep the keys under their custody.

e. **The sealed boxes/almirahs are now the priority and responsibility of the Officers-in-Charge and the Custodian of the Deposit Centre. Henceforth if problems arise, they are answerable to the Board and the District Administration.**

f. **UNDER NO CIRCUMSTANCE SHALL THE TRUNKS/ALMIRAHS AND THE SEALED PACKETS CONTAINING THE QUESTION PAPERS BE OPENED EXCEPT ON THE DAYS OF THE EXAMINATION OF THE SUBJECT CONCERNED.**

g. ***Only the Officer-in-Charge or his authorized official are permitted to take out the confidential packet(s) of a concerned subject on the day of its Examination,*** from the Deposit Centre, **two hours before the commencement** of Examination of a particular subject.

h. The Officer-in-Charge must count the question papers before distribution and ascertain if the numbers tally, with that shown on the sealed packet. This must be done in the presence of two Invigilators, one member of the Advisory Committee and one member of the Examination Committee/ Asst. Officer-in-Charge, who will have to endorse on the packet of the question paper **'Opened in our presence and the seals were found intact'.**

i. The Officer-in-Charge must make sure he/she distributes the exact number of question papers to each room only as per the number of candidates present in that room.

j. **Immediately, by 10:00 am, after distribution of question papers to the candidates is over and the Examination commences, the Officer-in-charge must collect the surplus question papers from each room and ascertain if the number of copies distributed tally exactly with the number of candidates present** on that day for that subject. If any discrepancy is detected he must make an immediate enquiry and report the fact immediately to the Controller of Examinations or the Board Officials at the Centre with his remarks. **THE OFFICER-IN-CHARGE MUST TAKE CHARGE OF THE SURPLUS QUESTION PAPERS AND KEEP THEM IN SAFE CUSTODY TILL THE EXAMINATION IN THE PARTICULAR SUBJECT IS OVER.** Not a single copy of the surplus question paper should be kept in any Examination Hall or with any Invigilator. Proper record of the used and unused question papers should be maintained in the enclosed **format (Refer: ANNEXURE - III)** and the records should be submitted along with the unused question papers to the Board after Examination is over and handed over to the Board Official present or deposited in the Deposit Centre inside a separate trunk at the time of depositing the Answer Scripts.

C. PACKING, SEALING AND DISPATCH OF ANSWER SCRIPTS:

a. It is the duty of the Officers-in-Charge IN THE PRESENCE OF Board officials (if assigned) to monitor the process of packing, sealing and dispatch of the answer scripts immediately after the examination is over.

b. **The answer scripts are to be arranged serially, ROLL NO.-WISE, SUBJECT-WISE, AND CATEGORY-WISE (REGULAR, NON-REGULAR, ETC.).**

c. The answer scripts are to be arranged into **200 scripts per packet. EXAMPLE**: If there are 725 no. of scripts in a subject, then they will be divided into 4 (four) packets i.e., 1st, 2nd and 3rd packets containing 200 scripts each and the 4th (last packet) containing the remaining 125 scripts. It may be noted that in case the remaining scripts for the last packet are less than equal to 50, then these may be merged and packed with the last packet containing 200 scripts. If the number exceeds 50 scripts, arrangement should be made to pack these as separate bundles as noted above.

d. **In case of Indian Languages (IL), the papers are to be arranged Language-wise and serially as instructed in No. (b) above,** up to a maximum of 200 scripts per packet.

e. **The answer scripts of the Regular I & II candidates are to be packed together and Non-Regular & Private-I candidates are also to be packed together as instructed in No.(b) and (c) above.**

f. Answers scripts of Private-II, Compartmental and Improvement Candidates should be packed separately.

g. **THREE COPIES OF TOP SHEETS** are to be prepared for each packet of Answer Scripts. One copy is to be enclosed inside the packet, one copy is to be retained in the Centre and one copy is to be sent to the Board. Top Sheet copies meant for the Board should be sent in 1 (one) lot for all the subjects. This is done for the convenience of Board records and Spot Evaluators. **KINDLY NOTE THAT INITIAL/SIGNATURE, OFFICIAL SEAL OF THE OFFICER-IN-CHARGE OR NAME OF THE CENTRE SHOULD NOT BE REFLECTED ON THE TOP SHEET. ONLY THE CENTRE CODE SHOULD BE CLEARLY INDICATED.**

h. **The Answer Scripts should be properly packed and sealed with a sealing agent before depositing it with the custodian or dispatching to the Board's strong room.**

i. **THE ANSWER SCRIPTS OF A SUBJECT ARE TO BE DISPATCHED AND DEPOSITED, ON THE SAME DAY OF THE EXAMINATION TO THE BOARD'S STRONG ROOM**. However, if Board Officials are not present on that day at a designated Centre to collect the answer script packets OR the Centre is situated in a far-flung area, the same may be deposited at the Deposit Centre under the care of the Custodian. The Answer Script packages should reach the Deposit Centre on the same day of the completion of the Examination.

j. **On every packet of Answer Scripts, the following should be legibly mentioned and addressed to:**

THE CONTROLLER OF EXAMINATIONS,
MEGHALAYA BOARD OF SCHOOL EDUCATION, TURA,
WEST GARO HILLS, MEGHALAYA – 794101.

From: THE CENTRE-CODE: _____

NAME OF THE SUBJECT: _____

NO. of PACKET(S): _____

CATEGORY OF CANDIDATES (Kindly Tick in the box indicated below):

TOTAL No. of SCRIPTS

REGULAR-I & REGULAR-2 (Packed together)	☐	_____
NON-REGULAR & PRIVATE-I (Packed together)	☐	_____
PRIVATE-II (Packed separately)	☐	_____
COMPARTMENTAL (Packed separately)	☐	_____
IMPROVEMENT (Packed separately)	☐	_____

On the line indicating 'No. of PACKET(S).' the following procedure is to be followed where: If the total no. of packets in a subject is 5, then the first packet should be written 1/5, the second 2/5, the third 3/5, the fourth 4/5 and the last 5/5. If a subject has only one packet, then it should be written as 1/1.

The **CENTRE CODE** and the **CATEGORY OF CANDIDATE** should be properly marked and tallied before entering the total number of scripts against the category mentioned.

k. After having completed all the above formalities, the packets should be immediately delivered to the Deposit Centre and deposited for safe keeping under the Custodian **IF** it is not feasible to deposit the same at the MBOSE Office on the same day and your Centre lies beyond the 20km radius of MBOSE Offices. This may be collected by MBOSE officials or designated Board functionaries the following day for dispatch to the MBOSE Office Tura or Shillong respectively. HOWEVER, if the Examination Centre ***falls within the 20km radius of the MBOSE Office Tura or Shillong the answer script packets should be immediately delivered personally to the following destinations based on whether your Centre falls within Khasi Hills Region or Garo Hills Region***.

   i. ***Centres belonging to West Garo Hills, East Garo Hills, South Garo Hills, South-West Garo Hills and North Garo Hills Districts, should send and deposit their packets at Meghalaya Board of School Education, Tura, West Garo Hills, Meghalaya – 794101.***

   ii. ***Centres belonging to East Khasi Hills, West Khasi Hills, Eastern-West Khasi Hills, South West Khasi Hills, Ri-Bhoi Districts, East Jaintia Hills and West Jaintia Hills Districts should send and deposit their packets at Meghalaya Board of School Education, Shillong Regional Office, Shillong, East Khasi Hills, Meghalaya-793001.***

D. VARIOUS ATTACHMENTS/ANNEXURES

a. **ANNEXURE-I:** ROLES AND RESPONSIBILITIES OF THE INVIGILATORS
b. **ANNEXURE II:** REVISED CONCESSIONS AND EXEMPTIONS BEING EXTENDED TO DIFFERENTLY ABLED CANDIDATES
c. **ANNEXURE III:** RECORD OF USED AND UNUSED QUESTION PAPERS
d. **ANNEXURE IV**: RECORD OF ADDITIONAL SHEETS ISSUED TO CANDIDATES
e. **ANNEXURE V:** GUIDELINES FOR IDENTIFICATION AND REPORTING OF CASES OF UNFAIR MEANS BY INVIGILATORS/BOARD FUNCTIONARIES

f. **ANNEXURE VI (A):** CANDIDATE'S UNDERTAKING FOR ADOPTING UNFAIR MEANS

g. **ANNEXURE VI (B):** UNDERTAKING OF BOARD FUNCTIONARIES

h. **ANNEXURE VII:** SEIZURE LIST

i. **ANNEXURE VIII:** NATURE CALL

j. LIST OF ABSENTEES FORM

k. LIST OF EXPELLED CANDIDATES FORMAT

l. TOP SHEET

E. DOCUMENTS TO BE RETURNED TO THE BOARD'S OFFICE

Immediately after the conclusion of the entire Examination, the following documents are to be sent to the MBOSE Office in one packet through a designated Officer from the Centre.

a. Surplus question papers

b. Original Attendance Sheets

c. List of absentees in the prescribed Form - 2 copies

d. Top Sheets duly filled in 1 copy on each subject in one lot.

e. List of Expelled Candidates (if any) together with the Answer scripts and all incriminating documents/devices seized (IF NOT COLLECTED PREVIOUSLY BY THE BOARD OFFICIALS OR SUPERVISING OFFICERS)

f. Unused Answer Scripts along with Additional Sheets (WITH RECORDS)

g. Record of used and unused Question papers (ANNEXURE - III).

h. Record of Additional Sheets issued to each candidate in the prescribed format (ANNEXURE - IV)

APPOINTMENT OF ASSISTANT OFFICER-IN-CHARGE, INVIGILATORS, OFFICE ASSISTANT, TYPIST, GRADE IV EMPLOYEES

A	**Assistant Officer-in-Charge* (Centre) for assisting Officer in Charge in overseeing confidential work and Examination work at the Centre**	Only 1(one) in the Central Office of a center where candidates do not exceed 1000 and appoint 2 (two) nos. where the number of candidates exceed 1000.
B.	**Invigilator**	They will be appointed by the Officer-in-Charge for the smooth and effective conduct of the Examination. However, it may be noted that the usual norm is 1(one) Invigilator for every 25 (twenty-five) candidates and can be increased as per the candidate profile of the Centre
C	**Office Assistantcum/and Typist for Central Office**	For Centers with 1 to 500 candidates 1 (One)Office Asst. cum Typist For 501 to 1500 candidates 1 (One)Office Assistance ***and***1 (One) typist For Centers with 1501 and above candidates 1 (One) Office Asst. ***and*** 2 (Two) typists is to be appointed.
D	**Grade IV Employee**	One grade IV employee for every 50 candidates plus one additional for every 100

*The Assistant Officer-in-Charge shall not be below the rank of Vice Principal/Asst. Head Teacher. He/she will help the Officer-in-Charge and supervise the work of the invigilator and all other works relating to conduct of the Examination.In the absence of the Officer-in-Charge, the Asst. Officer-in-Charge shall perform all the duties and functions of the concern Officer.

EXAMINATION EXPENDITURE BY THE CENTERS:

a) The Officer-in-Charge shall meet the Centre Expenditure **from the Centre Fees collected** at the time of collection of the Examination Fee. Remuneration for the Officer-in-Charge, Asst. Officer-in-Charge(s), Invigilators, Office Asst.(s) cum typist and IV Grade employee(s) etc. shall be borne from the Centre fees collected. The ***rate of remuneration will be fixed by the Officer-in-Charge*** taking into consideration the amount of Centre fees collected. ***However, the rate of minimum remuneration for the Invigilators has been fixed by the Board at Rs.200.***

b) The Officer-in-Charge will share the Centre expenditure accordingly along with institutions whose infrastructure is being used as additional building to the main Examination Centre to accommodate candidates.

c) At the close of the Examination, the Officer-in-Charge is to send a report, regarding the conduct of the Examination at the Centre to the Controller of Examinations of the Board, Tura along with the Report of Cost Incurred.

d) In the event of any contingencies that may arise which call for modification of the rules, the Officer-in-Charge will act at his discretion and report the action taken at once for the information and necessary perusal of the Controller of Examinations of the Board.

SUSPENSION OF CLASSES:

The Officer-in-Charge may contact the District School Education Officer (DSEO) concerned **to issue necessary orders for suspension of classes (if required) during the period of** examination.

ALL DOCUMENTS IN CONNECTION TO THE EXAMINATIONS ARE TO BE CONFIDENTIALLY RECORDED AND DOCUMENTED CAREFULLY.

CONFIDENTIALITY IS OF UTMOST PRIORITY.

(T. R. Laloo)
Director Accreditation & Controller of Examinations,
Meghalaya Board of School Education,
Tura.

No.MBOSE/SSLC/Exam-143/93//CON/2025/***41384-42670*** Dated Tura, the 30th October, 2026.

Copy to:

1. The Commissioner Secretary to the Govt. of Meghalaya, Department of Education, Shillong.
2. The Executive Chairman, Meghalaya Board of School Education, Tura.
3. The Director, School Education & Literacy, Meghalaya, Shillong.
4. The Director, Meghalaya Board of School Education, Shillong Office, Shillong.
5. The Jt. Director, ITES, Meghalaya Board of School Education, Tura for necessary action
6. All the District School Education Officers in Meghalaya.
7. The Supervising Officers, SSLC Examination, 2026-27.
8. The PRO's Meghalaya Board of School Education, Tura/Shillong
9. All the Principals/Headmasters/Headmistresses of the Higher Secondary/Secondary Schools in Meghalaya.

Director Accreditation & Controller of Examinations,
Meghalaya Board of School Education,
Tura.

ANNEXURE I: ROLES AND RESPONSIBILITIES OF THE INVIGILATORS

1. Invigilators are to reach on time to the Examination Centre.
2. It is the duty of the invigilators to check that the candidates occupy their respective seats in the room/hall under their supervision and to verify the same against their Admission Cards.
3. Students are not to carry any books, notes, chits of paper, mobile phones, smart watch or any electronic devices, except the **ORIGINAL ADMISSION CARD** into the Examination Hall.**NO PHOTOCOPIED PAGE OF THE ADMISSION CARD IS ALLOWED.** An announcement to this effect should be made at the beginning of each shift and if required body frisking should be done.
4. They should verify the identity of the candidates from the photographs printed on the Admission Cards.
5. They should see that every candidate writes his/her correct Roll Number, Registration numbers and other details on the space(s) provided on the front of the Answer Scripts correctly. The candidates must be instructed not to write his/her name, name of school or any other distinguishable signs or marks anywhere in or outside the Answer Script.
6. The Invigilators should put their signature on the space provided on the Answer Script after having verified that all details have been written correctly by the candidates under his/her duty.
7. No candidate should be allowed to leave the Examination Hall during the first hour of the examination time.
8. It is the duty of the Invigilator to see that the candidates get the correct question paper.
9. **All excess blank Answer Scripts and question papers should be returned to the Officer-in-Charge immediately after distribution and no late comer be allowed to enter the Examination Hall without the permission of the Officer-in-Charge.**
10. **Invigilators must ensure that** no clandestine communication takes place between the Examinees and any outsiders/invigilators/other office staff of the Centre.
11. In case a candidate needs to answer the call of nature, the invigilator must make sure that the candidate *signs the record as given for the purpose of answering the call of nature*. A candidate should not be allowed to go to places other than those designated to be used by them.
12. Invigilators must ensure that no two or more candidates meet outside the Examination Hall
13. **USE OF CALCULATORS, MOBILE PHONES AND OTHER ELECTRONIC DEVICES, SMART WATCHES/DEVICES ARE NOT PERMITTED IN THE EXAMINATION HALL. THE SAME RULE ALSO APPLIES TO THE INVIGILATORS.**
14. As far as feasible, teachers should not be allowed to invigilate in a room where the candidates from their own school are appearing in the examinations.
15. Invigilators should move about in the examination hall taking particular care not to disturb the candidates in any way.
16. While on duty, they must not engage themselves in any activity likely to diminish the effectiveness of the supervision like smoking, spitting from a window, eating pan/tobacco, answering phone calls, reading newspapers, magazines, chatting etc.
17. Invigilators are prohibited from talking or explaining anything to a candidate. If asked to do so, due to illegibility of the question paper or genuine mistakes in the question paper, should be done only under the authorization of the Officer-in-Charge.

18. The invigilators must ensure that all the answer scripts are collected at the end of the examination and no answer paper/scripts are left behind by any candidate on his/her desk. They are also to make sure that the Answer scripts are not missing.

19. **IF AN ANWER SCRIPT IS FOUND MISSING FROM THE HALL THE INVIGILATOR WILL BE HELD ACCOUNTABLE**

20. **Invigilators are requested to pay special attention to instructions of Annexure – V** while attending to cases of malpractice on the part of candidates. It shall be the duty of the Invigilators to report any case of infraction or attempted infraction of such regulations forthwith to the Officer-in-Charge for his orders.

21. **The Invigilators must be thorough and confident with their functions and duties as Board Functionaries**. The Invigilator shall perform preparatory and closing works of the Examination and any such work assigned to him/her by the Officer-in-Charge.

22. **AN INVIGILATOR WHO MISUSES HIS POSITION OR WHO ENGAGES HIMSELF DIRECTLY OR INDIRECTLY IN USING OR PROMOTING OR ABETTING THE USE OF UNFAIR MEANS DETRIMENTAL TO THE SMOOTH AND FAIR CONDUCT OF THE EXAMINATION, SHALL FACE SUCH DISCIPLINARY ACTIONS AS MAY BE DECIDED BY THE EDUCATION DEPARTMENT OR LEGAL ACTIONS BY THE BOARD IN PUBLIC INTEREST.**

23. *The Invigilators are to wear their IDs at all times on duty. They are also to carry with them their Official/Work Id Cards for reference and to be produced when need arises*.

ANNEXURE II: REVISED CONCESSIONS AND EXEMPTIONS BEING EXTENDED TO DIFFERENTLY ABLED CANDIDATES

The proposal for revised instructions/exemptions/concessions was approved by the Board at its 137th Board Meeting dated 10th May, 2019 at MBOSE Regional Office, Shillong. These concessions are prepared according to Office Memorandum No. F.No. 34-02/2015-DD-III by Government of India, Ministry of Social Justice and Empowerment, Department of Empowerment of Persons with Disability (Divyangjan) Dated 29th August 2018 regarding "Guidelines for conducting written Examinations for persons with Benchmark Disabilities".

The Board, however, was extending several exemptions/concessions to candidates with various disabilities as defined in PERSONS WITH DISABILITIES ACT 1995 under the Ministry of Social Justice and Empowerment, Govt. of India. Subsequent to notification of THE RIGHTS OF PERSONS WITH DISABILITIES ACT 2016 on 28th Dec, 2016 there is need to extend the facilities to candidates with specified 21 disabilities as listed in the schedule of the said notification. Some of the exemptions and general concessions as mentioned below are already in place. ***Specific Concessions are under deliberation by the Board. Till then the below mentioned concessions remain and applies to all categories of disabilities in general***.

GENERAL CONCESSIONS: These concessions are applicable to all areas of disabilities as mentioned in RPWD Act 2016.

Sl. No.	SUBJECTS	EXEMPTIONS AND CONCESSIONS
1.	Issuing Authority of Medical Certificate	The medical certificate issued by the following government approved agencies/organizations will be considered for granting concessions to Disabled candidates: i) Disability Certificate(s) issued by Government hospitals controlled by either the Central or State Governments from the Chief Medical Officer/Civil Surgeon /Medical Superintendent. ii) Disability Certificate(s) issued by Recognized institutes of national level viz National Association for the Blind, Spastic Society of India etc; and iii) Disability Certificate(s) issued by Nongovernmental Organizations/practitioners registered with Rehabilitation Council of India/Central Government/State Government of the Respective State iv) Unique Disability Identity (UDID) Card and Certificate issued by Department of Empowerment of Persons with Disabilities, under Ministry of Social Justice and Empowerment, Govt. Of India through District Disability Resource Centres (DDRCs) State UDID Project.
2.	Facility of Scribe and Compensatory Time	i) Candidates with disabilities as defined in The Rights of Persons with Disabilities Act 2016 are permitted to use a Scribe or allowed Compensatory time as given below or both: For paper of 3 hours duration 60 minutes For paper of 2½ hours duration 50 minutes For paper of 2 hours duration 40 minutes For paper of 1½ hours duration 30 minutes

		ii) For Categories of disabilities for which scribe/reader/writer/adult prompter is permissible please submit APPENDIX I: Certificate regarding Physical Limitation in an Examinee to Write
3.	**Appointment of Scribe and related instructions**	**i) The candidate shall have the discretion of opting for his own scribe/reader or request the examination centre for the same. (Refer: APPENDIX II)** **ii) In case Scribe/Reader is provided by Examination Centre, the qualification of Scribe should not be more than the minimum Qualification criteria of the examination, however, the qualification should always be matriculation or above** **iii) In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The person with benchmark disabilities opting for own Scribe/Reader should submit the detail of the own scribe/Reader as per proforma given. Candidate shall also have the option of meeting the scribe two days before the examination.** **iv) Candidates will be allowed to change Scribe/Reader in case of emergency. The candidate shall also be allowed to take more than one scribe/reader for writing different papers especially for languages. However, there can be only one scribe per subject.** **v) Officer in Charge of the examination centre concerned shall forward to the concerned Officer of the Board, a report giving full particulars of the candidate and of the scribe.** **vi) Suitable room shall be arranged for the candidate for whom a scribe is allowed and a separate Assistant Officer in Charge shall be appointed by the Centre Officer in Charge to supervise his/her examination.** **vii) Services of Scribe shall be provided free of cost**
4.	**Fee**	**Examination fee for classes IX, X, XI, XII will not be charged from this category of candidates**

APPENDIX- I

Certificate regarding physical limitation in an examinee to write

This is to certify that; I have examined Mr/Ms/Mrs ..... (Name of the candidate with disability), a person with ..... (nature and percentage of disability as mentioned in the certificate of disability), S/o, D/o _____ a resident of ..... (Village/ District/State and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/ Civil Surgeon/ Medical Superintendent

of a Government health care institution

Name & Designation:

Name of Government Hospital/ Health Care Centre with Seal

Place: Date:

Note: Certificate should be given by a specialist of the relevant stream/ disability (eg, Visual impairment - Ophthalmologist, Locomotor disability - Orthopaedic specialist/ PMR).

APPENDIX- II

Letter of Undertaking for Using Own Scribe

I ..... a candidate with..... (name of the disability) appearing for the ---------- (name of examination), bearing Roll No. ..... at..... (name of the centre) in the District ..... (name of the State). My qualification is .....

I do hereby state that ..... (name of the scribe) will provide the service of scribe reader/ lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is..... In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:

ANNEXURE III: RECORD OF USED AND UNUSED QUESTION PAPERS

SECONDARY SCHOOL LEAVING CERTIFICATE EXAMINATION-2026-27

CENTRE CODE:_____

SUBJECT:_____

DATE: _____

Sl. No.	HALL NO.	TOTAL NO. OF STUDENTS PRESENT	TOTAL NO. OF QUESTION PAPERS RECEIVED (IN CASE OF INDIAN LANGUAGES MENTION SEPERATELY)	TOTAL NO. OF QUESTION PAPERS DISTRIBUTED	REMAINING NO. OF QUESTION PAPERS	SIGNATURE AND NAME OF INVIGILATORS ON DUTY

NOTE: This record is to be maintained in duplicate.

VERIFIED BY:

1. Signature of the Officer-in-Charge: _____

2. Signature of the Asst. Officer in Charge: _____

Date: _____

ANNEXURE IV: RECORD OF ADDITIONAL SHEETS ISSUED TO CANDIDATES

SECONDARY SCHOOL LEAVING CERTIFICATE EXAMINATION-2026-27

CENTRE CODE: _____

SUBJECT: _____

DATE: _____ HALL NO: _____

Sl. No.	CANDIDATE'S ROLL NO.	SERIAL NUMBER OF MAIN ANSWER SHEET	SERIAL NUMBER OF THE ADDITIONAL SHEETS	SIGNATURE AND NAME OF INVIGILATORS ON DUTY	REMARKS

NOTE: This record is to be maintained in duplicate.

VERIFIED BY:

1. **Signature of the Officer-in-Charge: _____**
2. **Signature of the Asst. Officer in Charge: _____**

Date: _____

ANNEXURE IV: GUIDELINES FOR IDENTIFICATION AND REPORTING OF CASES OF UNFAIR MEANS BY INVIGILATORS/BOARD FUNCTIONARIES

IDENTIFICATION:

During the course of the examination, a candidate or invigilator or Centre staff, found indulging in any of the following behaviours shall be deemed to have used unfair means:

1. **Possession of books, papers**, notes or any other material or information relevant to the concerned subject and paper of examination. These papers/notes may be found in the possession of the candidate inside his/her clothing, pencil box, in between the answer scripts or question papers OR deliberately transferred from outside.
2. **Possession of electronic devices** such as mobile phones, tablets, Mp3 players, smart watches, ear phones, Bluetooth devices, etc.
3. **Giving or receiving** directly or indirectly any kind of assistance from outside or within the Examination Centre premises, teachers or Invigilators.
4. **Impersonation** of candidature or Board Functionary
5. **Writing/Marking or Scribbling** question or answers on any material other than the answer scripts provided by the Board at the Centre.
6. **Copying from, attempting to copy or allowing fellow candidates to copy** the answer from the answer script or from any other source
7. **Tearing** away of any portion of the main Answer Scripts or Additional Sheet.
8. **Contacting or communicating** verbally or non-verbally with any candidate within the examination hall, unnecessarily, so as to cause inconvenience to fellow candidates while ignoring warnings of Board functionaries or Invigilators.
9. **Failure to submit/produce the answer scripts**and carrying it out of the examination hall/room or making off with it.
10. **Discreetly removing/transporting a question paper or its part,** in and out of the Examination Hall or Centre by the candidate with the aid of staff within the premises or strangers. **This also applies to Answer Script or Additional Sheet.**
11. **Threatening, insulting or challenging any officials** connected with the conduct of the Examination or other examinees or displaying any form of objectionable graffiti or behaviour within the premises of Examination Centre.
12. **Using abusive language or making/writing derogatory remarks** in the answer script, question papers or benches
13. **Using the restroom more than required and found collecting chits and books inside the restrooms,** so as to indulge in unfair practices.
14. Engaging in or **attempting to engage in any other undesirable method** with the ulterior motive of cheating or sabotaging the examination process.

STANDARD OPERATING PROCEDURE FOR REPORTING AND ACTION TO BE TAKEN

When a **CANDIDATE** is found indulging in behaviours as detailed above, the Invigilators/Board's functionaries shall initially take either of the following actions:

1. **Verbal warning and reminder** of the rules and regulations ***OR,***
2. Warning verbally and marking with the letter **'W' in red ink** on the top left side of the cover page of the Answer Scripts with signature of the Invigilator/Board Functionary, ***if found to continue with the disrespectful behaviour despite the warnings.***
3. **Seizure of answer script and issue of fresh answer script** (disregard of the examination time remaining) in case caught copying, ***AND***
4. **Seizure of the electronic device** (if found cheating from such) and listing the same in Annexure-VII: SEIZURE LIST OF ELECTRONIC DEVICES along with seizure of books, chits, etc.
5. **Taking nos. 3 & 4 into consideration** an **UNDERTAKING** at ANNEXURE – VI (A) in the prescribed format is to be obtained from the CANDIDATE as not to repeat the same behaviour or indulge in unfair means. ANNEXURE – VI (B) is to be obtained from the Board Functionaries as witnesses.

Despite actions taken as above, if the candidate continues to resort to unscrupulous behaviour dishonouring the principles of the Meghalaya Board of School Education, the following steps shall be taken:

1. **Seize the Answer Scripts** along with the incriminating materials.
2. **Report the matter to the Officer-in-Charge**.
3. **Obtain the confessional statement** along with the undertaking from the Candidate and countersigned by the concerned Invigilator in the Expulsion Report.
4. **Expel the candidate** from the SSLC Examination and debar officially from appearing at the examination in the remaining/subsequent papers.
5. **A notice** stating that the candidate has been expelled and debarred from appearing in the subsequent examination shall be issued, circulated and announced in all the halls/rooms.
6. **A copy of this notice shall be issued to the candidate concerned** and also forwarded to the Board along with the seized Answer Scripts and the incriminating documents.
   Expulsion of the Candidates by the Board's functionaries shall be deemed final

IF AN EXAMINEE HAS FAILED TO SUBMIT OR HAS TAKEN AWAY AN ANSWER SCRIPT, THE OFFICER-IN-CHARGE AND THE CONCERNED INVIGILATORS WILL:

1. Take steps to retrieve the Answer Script from the candidate directly or through the Head of the Institution/Guardian concerned.
2. File an FIR at the nearest Police Station in case the Answer Script cannot be retrieved and copy of the report is to be sent to the Board's Office, showing details such as date and time of the incident and how the candidate took away the answer script, including efforts made for recovering the script.
3. In case of serious misconduct like assault, vandalism, etc., the Officer-in-Charge shall obtain statements from the Assistant Officer-in-Charge, Invigilators, the Advisory Committee, etc., as witnesses and report the matter to the Police for further action with intimation to the Board.
4. **Expel the candidate** from the SSLC Examination and debar officially from appearing at the examination in the remaining/subsequent papers.

NOTE: ***Sometimes it is practically impossible to detect misconduct or cases of cheating during examination process on site. Such cases of copying or use of unfair means are sometimes detected during the process of evaluation. Likewise, if an Examiner notices any case of copying, while evaluating the papers among two or more candidates from likely sources, he/she should mark the relevant portion(s) of the answer(s) and report the matter to the Head Examiner. The Head Examiner, after scrutiny, shall send the Answer Scripts to the Controller of Examinations along with his/her own remarks in a sealed cover for necessary action. If proven as unscrupulous conduct, the decision can lead to forfeiture of his/her candidature.***

ANNEXURE VI (A): CANDIDATE'S UNDERTAKING FOR ADOPTING UNFAIR MEANS

I _____ son/daughter of _____(Father) and _____(Mother), resident of _____ appeared in the SSLC Examination _____, conducted by the Meghalaya Board of School Education (MBOSE) from _____ Examination Centre.

My Roll No. is _____ with Registration No._____ of _____ and I belong to _____ (name of Institution)

I do hereby declare:

1. That I was caught copying from a device/ phone/ paper/ book/ fellow student, today the …… (Date) in the Examination Hall No……. on ……. Subject.
2. That the Invigilator(s)/Officer-in-Charge/Supervising officer of the Examinations Centre has warned me by (tick whichever is appropriate):
    a. Verbally warning and reminding me
    b. marking **"W"** on the top left side of the front page of my answer script
    c. changing my answer script and issuing a fresh one
    d. seizing my incriminating documents and devices
3. ***That if,*** I am caught repeating the same act despite the above actions (a, b), I shall be expelled from the Examination and debarred from appearing in the subsequent subjects.
4. That I shall not have any objection on any penalty decided by the Board against me based on my unscrupulous behavior.

I further undertake to do and act as follows:

5. To not accuse any Board Functionaries for any appropriate action taken against me for violation of the Examination Regulations.
6. To not disturb my co-examinees in the Examination Hall when I am asked to leave the Examination Hall on being expelled as per Regulations of the Board
7. To not involve any third party/outsiders in interfering with Board matters.

Dated……. **Signature and Name of the candidate (above)**

Signature of Invigilator (s): 1) …….

2) ……..

NOTE: Willful violation of any of the terms of the above undertaking will result in appropriate action to be initiated by the Board including penal action as per FIR filed based on this undertaking.

ANNEXURE VI (B): UNDERTAKING OF BOARD FUNCTIONARIES

I, ……..… Officer-in-Charge of …….. along with my Asst. Officer in Charge …… and Invigilators of Hall No. …….., namely Shri/Smt./Ms./Dr./Mr.……andShri/Smt./Ms./Dr./Mr.…… ……..from…….……Examination Centre were present in the SSLC Examination …….. conducted by the Meghalaya Board of School Education (MBOSE).

We, as stakeholders of the Education Department and in upholding the integrity of the Meghalaya Board of School Education do hereby declare:

That, Ms./Mr. …… with Roll No. …….. appearing from our Centre, was caught copying from a device/mobile phone/ smart watch/ paper/ book/ fellow student, today the ……(Date) in the Examination Hall No……. on …….... Subject.

That, the Invigilator(s)/Officer-in-Charge/Supervising officer of the Examinations Centre had warned him/her by (tick whichever is appropriate):

a. Verbally warning and reminding

b. marking "W" on the top left side of the front page of the answer script

c. changing the answer script and issuing a fresh one

d. seizing all incriminating documents and devices

That if, he/she was caught repeating the same act despite the above actions (a to b), we shall have no objection to him/her being expelled from the Examination and being debarred from appearing in the subsequent subjects.

That we, shall not have any objection on any penalty decided by the Board against the candidate based on their unscrupulous behavior and if found violating the terms of the undertaking appropriate penal action shall be undertaken by the Board against us.

Date: …….

Signature of Officer-in-Charge: …….
Signature of Asst. Officer – in – Charge: …….
Invigilators: 1. …… 2. ……

ANNEXURE-VII

SSLC, 20_____

SEIZURE LIST OF ELECTRONIC DEVICES

Page _____ of _____

Name of the Centres _____ **Address** _____

Sl. No.	Date	Roll No.	Name of Candidates	School	Subject	Particulars of the Device seized	Whether confessional statement has been obtained (Yes/No)	Whether seized device is retained at the centre or collected by MBOSE Official	Signature of Invigilator	Signature of the Officer-in-Charge/ MBOSE Official.

Signature of the Officer-in-charge

ANNEXURE –VIII

SSLC EXAMINATION-2026-27.

Centre Code No. _____ Room No. _____

Record of the candidates who leave the examination hall for answering the call of nature

Subject _____ Date: _____

Sl. No.	Name of the candidate(s)	Roll No.	Time of leaving	Time of Return	Signature at the time of return

Signature of the Invigilator:

Full Name: _____

Date: _____