

## MIDDLE/MATRICULATION EXAMINATION, 200

### ATTENDANCE REPORT CHART

Centre.....

No. ....

Shift. ....

#### IMPORTANT INSTRUCTIONS

1. **This chart should be sent to Superintendent (Examination) in separate cover within seven days of Examination of the last written paper in a last Superintendent's packets.**
2. This chart should be filled in correctly in all details and signed by the Superintendent.
3. If for any object offered by a candidate relevant column is not printed in this chart, other subject columns not required may be deleted and used.
4. The Roll Nos. of candidates (present or absent) as mentioned in this chart should be compared with the Roll Nos. on the answer books and also with the list of candidates supplied by this Office. If during this comparison any answer book with a wrong Roll No., is discovered, it must be sent to the Deputy Secretary, Board of School Education, Dharamshala, Himachal Pradesh under a separate cover with a forwarding letter giving the correct Roll No. of the erring candidate.
5. Before despatch, it should be ensured that the number of answer-books despatched tallies with the number of Roll Nos. of the candidates shown as present in this chart.
6. If the examination in a particular subject or paper is shifted to another centre under any special arrangement the Superintendent of the centre, where the candidates concerned were to appear originally, should invariably mention the fact against such subject in this chart.
7. FOR INSTRUCTIONS REGARDING PARACTICALS See PAGE 7 OF THIS CHART.
8. THE CENTRE SUPERINTENDENT SHOULD SEE THAT SEPARATE ABSENTEE MEMOS AND SIGNATURE CHARTS ARE USED FOR DIFFERENT EXAMINATIONS i.e. MIDDLE, MATRICULATION/SENIOR SECONDARY.

*N.B.*— An automatic deduction can be made from the remuneration of Superintendent for contravening any instructions, however, insignificant these may be.

In the case of candidate who has used unfair means or has been expelled or whose answer-books have been sent separately to the Board for special reasons, the Superintendent should supply the following details :—

Roll No.	Subject and Paper	Reasons in brief	Disposal of answer books
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

In the case of a candidate who has written wrong Roll No. on his/her answer-book, the Superintendent should supply the following information :—

Correct Roll No. of the candidate	Subject and paper	Wrong Roll No. as written on the answer-books	Disposal of the answer-book
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

#### DECLARATION

I hereby declare that the examination at my centre has been conducted strictly according to the instructions laid in the Superintendent's Manual or hand-book instructions supplied to me by the Secretary.

I also certify that this chart has been filled up correctly and in complete details.

*Superintendent*

..... Centre

Permanent address  
for correspondence

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.....

.....

Date.....

**Middle/Matriculation Examination, 200**

Attendance Chart of ..... Centre

No. ....

Subject	Actual number of answer-books	Date of Exam.	Roll Nos. of Candidates present in this paper	Roll Nos. of absentees (All Roll Nos. of absent candidates must be shown serially)	Remarks
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

I certify that all the above entries have been correctly made.

Date.....

.....

*Signature of Superintendent.*

**Middle/Matriculation Examination, 200**

Attendance Chart of ..... Centre

No. ....

Subject	Actual number of answer-books	Date of Exam.	Roll Nos. of Candidates present in this paper	Roll Nos. of absentees (All Roll Nos. of absent candidates must be shown serially)	Remarks
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					

I certify that all the above entries have been correctly made.

Date.....

.....

*Signature of Superintendent.*

## Middle/Matriculation Examination, 200

Attendance Chart of ..... Centre

No. ....

Subject	Actual number of answer-books	Date of Examination	Roll Nos. of Candidates present in this paper	Roll Nos. of absentees (All Roll Nos. of absent candidates must be shown serially)	Remarks
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					

I certify that all the above entries have been correctly made.

Date. ....

.....  
Signature of Superintendent.

**Middle/Matriculation Examination, 200**

Chart showing the Distribution (Morning and Evening Session) of candidates and Examiners in Practicals of Science Subject at ..... Centre.

- CAUTIONS**—1. This chart must be filled up in full details. In the case of candidates in the particular subject going for their principals to a mofussil centre, the Superintendents of such mofussil Centres must be supplied with the Roll Nos. of the out going candidates by the Superintendent of the Centre where such candidates appeared for their Written papers.
2. In the case of the centres where candidates in Science Subject take their examination both in Written and Practical Papers, the Superintendent of the centre concerned must provide to examiner or examiners individually with a list of the Roll Nos. allotted to each.

*Name of the Examiner*

*Roll Nos. of candidates allotted to the examiners.*

**SCIENCE**

1.	.....	}	.....
	.....	}	.....
	.....	}	.....
	.....	}	.....
	.....	}	.....
	.....	}	.....
	.....	}	.....
	.....	}	.....

**MUSIC PRACTICAL**

1.	.....
----	-------

**HOME SCIENCE**

1.	.....	}	.....
	.....	}	.....
	.....	}	.....

**AGRICULTURE, ANIMAL HUSBANDRY**

1.	.....
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**DOMESTIC ECONOMY**

1.	.....
----	-------

The candidate of my centre will appear at :—

- For Science Practical at ..... Centre.
- For Home Science at ..... Centre.
- For Agriculture Practical at ..... Centre.
- For Animal Husbandry Practical at ..... Centre.
- For Domestic Economy (i) Cookery and Housewifery Practical at ..... Centre.
- (ii) Laundry Practical at ..... Centre.
- (iii) First Aid and Home Nursing Practical at ..... Centre.

Date .....

.....  
*Signature of Superintendent.*

The Superintendent, Deputy Superintendent and the Supervisors should everyday sign below in token of the fact that the candidates were warned before the commencement of the examination to dispossess themselves of all books etc. and that this warning was given to the late comers also and in the side rooms and that warning was audible to that group of candidates incharge of the Supervisors concerned.

Date	Morning or afternoon	Signature of Superintendent, Deputy Superintendent or Supervisors

**Note :—** Please write in this column Morning or Afternoon, as the case may be.