

Approve SOP for Conduct of Test and Administration

■ SOPs for Test Administration

1. All tests of the ETC shall be held at such dates and places as it may decide from time to time. The schedule for the receipt of application forms for a test shall be notified through different means to be decided by the CEO ETC.
2. The fees of admission to a test shall be determined by the Board of Governors of ETC from time to time.
3. Applicants shall submit their application for any test on the prescribed date and manner decided by ETC along with prescribed fee. Applications received after the due date shall not be entertained.
4. It shall be the responsibility of candidates to find out and know the correct date, time, and venue of test center(s).
5. A candidate who ignores the instructions prescribed by the ETC shall be responsible for any mistake or eventual mishap, which may occur to him/her in a test.
6. Mode and medium of test administration shall be pre-decided by the ETC. All the candidates shall be required to attempt the test(s)/answer the questions in the approved language(s) only.
7. Test fee once paid shall not be refunded or transferred to a subsequent test even if the candidate fails to present him or herself for the test. However, extra or erroneously paid fees shall be refunded on written request.
8. Selection of venue for the establishment of a test center and appointment of supervisory staff is the sole discretion of ETC.
9. CEO ETC has the discretion to change/abolish any test center at any time without assigning any reason.
10. A candidate who has already appeared in any category of test conducted by ETC can reappear in subsequent test(s) to improve the score/marks except where chances are limited if any.
11. The CEO shall have the power to exclude any candidate from any test at any stage if satisfied that a candidate is not eligible to appear in it.
12. Action taken by the CEO towards regulating the tests and ensuring that the tests are conducted and concluded satisfactorily shall not be called into question in any executive, administrative or

judicial proceedings except the Controlling Authority i.e. Board of Governors of ETC which may review the same and give such instructions as it may decide.

Conduct of Test:

1. The Director Test Administration or the person designated by CEO ETC shall, as soon as the number of the candidates appearing at a particular examination is known, prepare a list of places/ institutions to be constituted as Test Centers for approval of the CEO ETC. After the approval, list of Test Centers shall be notified for information of all concerned.
2. Adequate supervisory staff shall be appointed at a Test Centre to conduct the examination according to laid down requirements. The Director Test Administration or the person designated by CEO ETC shall collect well ahead of the commencement of a test the names of honest, experienced and efficient persons to be appointed as supervisory staff. The list shall be scrutinized by the committee constituted to make recommendations in this regard. A panel of Superintendents/ Dy. Superintendents so agreed will be made available to the CEO ETC for his formal approval.
3. Where necessary, the Director Test Administration or the designated person shall arrange for the appointment of one or more persons to assist the Centre Superintendent and such other additional staff, over and above the normally approved strength which may in his opinion, be necessary, for the proper conduct of the examination.
4. The Director Test Administration or the designated person shall approve the appointment of Invigilators at the Test Centre from amongst eligible persons or the teachers of the institution whose students are not appearing at that Centre.
5. The Supervisory staff appointed to conduct test(s) on behalf of the ETC will act as its agents and will follow specified instructions of the ETC only.
6. Immediately after appointment, the Superintendent/Deputy Superintendent shall inform the appointing office about acceptance of the offer or otherwise on a prescribed proforma. He should not accept the offer in case any of his relative(s) is appearing at that center.
7. Supervisory and Supporting Staff shall work under the directions and control of the Centre Superintendent.
8. Superintendent shall ensure that no person other than authorized by the ETC shall enter a test center.