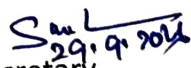


BOARD OF SECONDARY EDUCATION, ODISHA, KATAKA

D.EL.ED. EXAMINATION, 2026

DUTY AND RESPONSIBILITY OF OBSERVER

1. The primary function of the observers is to supervise the exam centre during conduct of the examination so that viral of the question papers is totally avoided.
2. Observers have to perform the following duties in course of their supervision.
 - a) Reach the centre one hour before commencement of examination or before receipt of the question paper packets by the centres whichever is earlier.
 - b) Ensure that gate checking for candidates is carried out strictly.
 - c) The persons engaged in examination work are not allowed to bring cell phone with them into the premises of examination centre. It should be kept outside of the examination centre. Only centre superintendent can use the cell phone for the purpose of official communication in his/her chamber only.
 - d) Ensure that timings of various incidents relating to examination is strictly followed.
 - e) He/ She has to roam around halls/rooms throughout the exam period so that malpractice in any form do not occur.
 - f) Shall keep vigil on the activities going on outside the rooms/ halls also and see that rovers and police personnel are doing their assigned duties perfectly in order to avoid any kind of outside interference.
 - g) Be a part of internal Squad for physical checking of candidates after 30 minutes from commencement of the examination.
 - h) In case it is felt that further checking is required, the same may be carried out wherever necessary.
 - i) See that other instructions for examination is strictly followed.
 - j) Ensure that the used Subjective Question-cum Answer Booklets are timely collected from the rooms/ halls and handed over at the strong room without any mis happenings.
 - k) The used Subjective Question-cum Answer Booklets shall be packed in presence of Observer and kept in the almirah with proper seal.
 - l) Shall send a report directly to Controller of Examinations, B.S.E., Odisha, Cuttack in the form designed for the purpose.


Secretary,
B.S.E., Odisha, Kataka

**Additional Instructions to the Centre Superintendents and Observers
regarding Use of Body Camera - D.El.Ed. Examination, 2026**

1. Receipt of Body Camera: The Centre Superintendents shall receive the Body Camera packet from the despatch team member of the Board in intact and sealed condition and acknowledge receipt.
2. Handing Over and Collection of Camera: The Centre Superintendent shall hand over the Body Camera to the Observer each day before commencement of examination and collect the same after completion of packing of confidential materials each day. Entry to be made in Log Book.
3. Use of Body Camera: The Observer shall carry and use the Body Camera throughout the examination process, except during personal requirements such as use of toilets.
4. Maximum Switch-Off Period: During the examination, the Body Camera shall not remain switched off for more than 5 minutes at any stretch. Any switch-off beyond 7 minutes must be justified in writing in the Observer Report.
5. Activation of Camera: The Body Camera shall be switched on one hour prior to the commencement of the examination and shall remain operational until completion of packing and sealing of confidential materials each day.
6. Recording of Examination-Related Activities: The Observer shall record the following activities through Body Camera:
 - a) Opening of Question Booklet packets
 - b) Gate frisking of candidates and staff
 - c) Supervision of examination halls
 - d) Any suspicious / sensitive activity
7. Monitoring of Unseen Areas: The Observer shall remain vigilant and ensure that unmonitored areas like veranda, toilet corridor, strong room entrance, staircases are also covered periodically.
8. Movement of Question Paper Packets: The Observer shall record the movement of Question Paper packets from Strong Room to examination halls and return of unused booklets / used Answer Books to Strong Room.
9. Monitoring of Staff Movement: The Observer shall closely monitor and record any unusual or suspicious movement of Centre staff, invigilators or outsiders within the centre premises.
10. Continuous Movement of Observer: The Observer shall not remain stationary at one place for long. He shall move around the entire centre for effective coverage.

ADDITIONAL POINTS ADDED:

11. Charging and Storage: The Centre Superintendent shall ensure full charging of Body Camera every night. Camera shall be stored safely in the Strong Room at night.
12. No Tampering: No one shall tamper, format, delete or edit any recording in the Body Camera. If tampered, it will be treated as serious malpractice.
13. Malfunction Reporting: In case of malfunction / battery failure / non-recording, Observer shall immediately report to Controller of Examinations over phone and note in Observer Report.
14. Return of Body Camera: The Centre Superintendents shall hand over the Body Camera(s) in intact condition to the Special Messengers of the Board at the time of lifting of Answer Books and obtain a proper receipt. In case of loss/damage, cost shall be recovered from Centre Superintendent.
15. Submission of Observer Report: Observer shall submit daily report with Body Camera footage status - total recording hours, switch-off periods, if any.


29/09/2026
Controller of Examinations
BSE, Odisha, Cuttack