

## VENUE FOR THE NuMATS EXAMINATION 2016

SL.NO	Name of District	VENUE
1	THIRUVANANTHAPURAM	GOVT.MODEL GIRLS HSS PATTOM
2	KOLLAM	KOLLAM MODEL BHS THEVALLY
3	PATHANAMTHITTA	M.G.M.H.S.S THIRUVALLA
4	KOTTAYAM	M T SEMINARY HSS KOTTAYAM
5	ALAPPUZHA	GOVT.GIRLS H.S.S ALAPPUZHA
6	IDUKKI	GVHSS THODUPUZHA
7	ERNAKULAM	GOVT.GIRLS HSS ALUVA
8	THRISSUR	GGHSS CHALAKKUDY
9	PALAKKAD	GOVT.HIGH SCHOOL BIG BAZAR,PALAKKAD
10	MALAPPURAM	GBHSS MALAPPURAM
11	KOZHIKODE	GOVT.MODEL H.S.S KOZHIKODE
12	WAYANAD	MEENANGADI GOVT.HSS
13	KANNUR	GVHSS SPORTS SCHOOL KANNUR
14	KASARAGOD	GHSS KASARGOD

sd/-  
Director

# INSTRUCTIONS TO THE CHIEF SUPERINTENDENTS OF THE EXAMINATION CENTRES

NURTURING MATHEMATICAL TALENTS IN SCHOOLS (NuMATS)

State Level Aptitude Test – 2016(16.1.2016)

## (1) PROVIDING PHYSICAL FACILITIES

- 1.1 Seating and numbering arrangements are to be made at the rate of 20 candidates per room.
- 1.2 There is no separate seating arrangement for boys and girls. Necessary arrangements may be made for physically challenged students so that they can write the examination conveniently on the ground floor.
- 1.3 Class rooms having proper lighting and ventilation are to be selected for conducting the examination.

## (2) QUESTION BOOKLETS TO THE CENTRES

- 2.1 Packets containing question booklets (bundles of 20/10/5 in one packet, all in sealed packets) are arranged to be delivered at the Examination Centres by special conveyance.

## (3) BRIEFING THE INVIGILATORS

- 3.1 A conference of the invigilators is to be conducted by the Chief Superintendent at 9.30 am on 16.1.2016 prior to the commencement of the Examination. The procedure to be followed should be informed well in time.
- 3.2 The question Booklets 20 in numbers in one packet and a cover are provided. A packet containing 20 question booklets is intended for one room incharge of an invigilator.

## (4) TIMING OF THE EXAMINATION

The Examination is conducted from 10.30 am to 11.30 am.

First Bell : **At 10.00 am**

1. Invigilators give instructions to candidates how to write the answers.
2. Verify the Hall ticket and tear out the lower half of the hall tickets.

Second Bell : **At 10.15 am**

1. Invigilators distribute the test booklet to the candidates.
2. Candidates enter the details on the first page of the booklet.
3. Invigilators scrutinise the details written on the booklet and put their dated signature below the details entered.
4. Get the signature of the candidates in the attendance register.

Third Bell : **At 10.30 am** - Candidates start writing answers in their booklet.

Fourth Bell : **At 11.25 am** - Warning Bell

Fifth Bell : **At 11.30 am** – Examination ends. Invigilator collects the test booklet.

Extension of Time - 10 minutes extra time to physically challenged candidates.

**(5) COLLECTION OF TEST BOOKLETS**

After the Examination , the invigilator collects the test booklets. The main part of the admission cards must be returned to the candidates.

The following details may be given on the cover meant for each room.

Numats Examination	
Room No	
No of Answer sheets inside the cover	
No of Absentees	

Collect all the lower halves of the admission cards, serially arrange them and send them to SCERT.

**(6) PACKING OF TEST BOOKLETS**

Test booklets from one centre shall be packed room wise. (Twenty answer sheets in one cover). All the room wise test booklets in a centre are to be packed in one bundle. The unused booklets and cancelled booklets are to be packed in a separate cover.

Sealed bundles of used and unused test booklets in separate bundles are to be sent to the Director, SCERT by registered post on 16.1.2016.

Instruction to be given to Invigilators

- Invigilators may be instructed to report at the venue at 9.30 am.
- Invigilators are expected to be present at the Exam Hall/ Room sharp at 10.00 am.

- The candidates are using the test booklet for the first time. So proper instructions should be given to the candidates.
- Distribute the test booklet at 10.15 am.
- Candidate should write their Name, School, District and Roll number in the booklet.
- Candidate must sign in the attendance register before 11.00 am.
- The invigilators should put their dated signature below the details entered by the candidates in the front page of the booklet.
- After the examination collect the question booklets from the candidates and put them in the given cover.
- For convenience the roll no is allotted as 7 digits this year. Only 5 boxes are there in the question booklet. Make two additional boxes to fill the roll no.

**(7) PROPER CONDUCT OF THE EXAMINATION**

1. The Chief Superintendent has to be very vigilant.
2. The test booklets should be distributed in the examination Room/Hall only.
3. A separate absentee statement should also be prepared and packed along with the answer sheets.
4. Children of Visual Impairment may be allowed scribes (a student of Standard – V) for writing Numats Examination.

**(8) CHECK LIST FOR RETURNING TEST BOOKLETS**

The following materials should be sent to the Director, SCER, Poojappura, Thiruvananthapuram – 695 012 on 16.1.2016 itself.

- a. Used test booklets bundle with absentee statement ( in sealed cover).
- b. Admission cards of the candidates.
- c. Unused test booklets in sealed cover.
- d. Attendance of the candidates and absentees statement.

Adherence to the above instructions is earnestly requested for the smooth conduct of the NuMATS (State level) Examination 2016.

Thiruvananthapuram

11.1.16

(sd/-)

**Director**