

## KAMP ASSESSMENT CONDUCT MANUAL

- KAMP-NASTA is an important assessment at school level & is being conducted PAN India and in order to complete the assessment in the prescribed manner, there is a need for vigilance, self-discipline and time-keeping at every level to successfully complete it safely, smoothly, fairly and faithfully.
- Assessment Date & Timings
  1. NASTA – RIGEL Paper 1 : 27<sup>th</sup> Jan 2020 9:30 am onwards
  2. NASTA – RIGEL Paper 2 : 28<sup>th</sup> Jan 2020 9:30 am onwards
  3. NASTA - NOVA Paper 1 : 28<sup>th</sup> Jan 2020 9:30 am onwards

### **NOTE: NASTA-NOVA WILL BE CONDUCTED FOR RAJASTHAN BOARD & U.P. BOARD ONLY**

- Assessment Pattern
  - For Class 5<sup>th</sup> – 10<sup>th</sup> : Offline Mode for both papers
  - For 11<sup>th</sup>& 12<sup>th</sup> : Paper 1 Offline , Paper 2 : Online
- The said Assessment will be held at school level across India. Registered schools are the assessment centers for KAMP-NASTA.
- The KAMP Nodal Officer of School acts as an Assessment In-charge.
- KAMP Operations & Coordination Office will send all the Assessment material through Indian Postal Department or through reliable Courier Service to the address given by school in the name of KAMP Nodal Officer.
- Details of Material Dispatched
  1. Box / Packet contains
- **NASTA - RIGEL**
  - 2 Packets of Question Paper ( **Blue Color- Paper-1, Magenta Color Paper-2**)
  - 2 Packets of OMR Sheets (**Blue Color- Paper-1, Magenta Color Paper-2**)
  - 2 Blank Poly bag to Return Material (**Blue Color- Paper-1, Magenta Color Paper-2**)
- **NASTA – NOVA**
  - 1 Packet of Question Book, 1 packet of OMR and 1 empty envelope to return material.
- 2. Schools with higher number of student registrations will receive an empty box to the return material
- Assessment Material dispatch number will be shared with KAMP Nodal Officers to track the material.
- Nodal Officer shall ensure that the material should be kept in storage with adequate security.
- **PLEASE ENSURE THAT QUESTION PAPER BOX WILL NOT BE OPENED BEFORE THE SAID ASSESSMENT DATE.**
- One day before the Assessment date, KAMP Nodal Officer must ensure that Assessment center premises are clean and ready with electricity backup facility.
- Nodal Officer will also ensure that all employees of school/security personnel working on the assessment day should not carry mobile phone, if this is found then strict action will be taken.

- All the necessary material related to the Assessment should be arranged one day before the Assessment date.
- 2 invigilators per class shall be appointed for assessment vigilance.
- The items brought by the students and staff such as copies, books, notes, polythene bags, bags should not be allowed.
- At least 1 hour before the commencement of the Assessment, it is necessary for the Nodal Officer and the staff associated to reach the Assessment centre. Students will be allowed to enter 30 minutes before the commencement of the assessment and will not be allowed to enter assessment hall 10 minutes after the scheduled start time.
- One day before Assessment date, KAMP Nodal Officer will ensure that all Assessment related arrangements such as seating plan and pasting of roll no's on the desks must be done.

### ACTIVITIES RELATED TO CONDUCT OF ASSESSMENT

- KAMP will send Assessment material i.e. **Question paper, OMR answer sheets, Return Material packets etc.**
- All the school will download their class-wise Attendance Sheet from their School Portal.
- Seating Arrangement will be as per Class Wise Roll Number. All Roll numbers are available in the Attendance Sheet.
- Nodal Officer will ensure safe custody of Assessment material till the Assessment is over. As soon as the material is received by them the center in-charge will ensure that the count of Question paper is matching with the count of registered Students and must be stored in a secured room. He/she will ensure that no unauthorized person should be allowed to enter the room.
- School principal will ensure proper frisking of the Students before the Assessment and seating plan would also be pasted outside the entry gate of the school. He/she will also ensure that every student is properly seated on their seats 10 min prior to commencement of Assessment.
- On Assessment day, Nodal Officer will monitor all the Assessment related activities from control room. Question paper packet will be opened in control room before 30 min from the Assessment start time. **A small video clip will be made by Nodal Officer mobile capturing the safe opening of Q.P packets.**
- Q.P will be handed over to the invigilators of each class and intern they will distribute the same to the students appearing for the Assessment. Invigilators will also ensure that there is no cheating/copying in the classes.
- **Kindly take back the Question Papers from students and same will be given to them only after 30 Jan 2020.**

### ACTIVITIES RELATED TO REPACKING OF ASSESSMENT MATERIAL

- Once the Assessment is completed, invigilators will collect all the used OMR answer sheet.
- Used OMR count and attendance count should be equal and it will be ensured by invigilator.
- **Do not fold, tie or staple used OMR Sheet, it will be packed in a single envelope which is envelope No.1.**
- **Do not fold, tie or staple Attendance sheet, it will be pack in a single envelope which is envelope No. 2.**
- All counting, verification and packaging of OMR sheet and Attendance sheet will done by invigilators in presence of Nodal Officer.
- Assessment Wise OMR Sheets & Attendance Sheet will be packed in Return Packet envelope only.
- Mention details on envelope (**like, OMR Answer Sheet, School Name, School Code, No of OMR Sheet (Paper Wise)**) on package which are packet No.1 and 2.
- Place these 2 packet in the return envelope and later put them in return box which has been given along with the question paper box and courier this box to KAMP Operations & Coordination Office.
- **Do not return unused material(QB / OMR)**
- **Question Papers will be given to students after 30 Jan 2020 Only.**

## INSTRUCTIONS FOR THE STUDENTS



- Each student has to bring his/her school ID proof so that invigilators can verify the authenticity of the student.
- If any student is found with the cheating material or found cheating then the student will be debarred from the particular Assessment and the upcoming Assessment of KAMP.
- OMR is mandatory to be filled with **BLACK BALL POINT PEN ONLY**. Never use any other ink pen.
- **No marks will be deducted for wrong answer. All questions will be attempted by students.**
- Student will not carry any type of mobile phone, pen drive, hard disk, data card, calculator, any kind of hand clock. ATM card, any electrical material or wire, any material which is made of metal, any kind of machine in the ear, tables made on paper, graph sheets, maps, slide rule will not be allowed inside the Assessment centre. The student should ensure this before coming to the Assessment centre.
- Students will only bring their admit card, school identity card, and black point ball pen. Apart from this, no other things will be allowed.
- Student should not be allowed to leave the Assessment hall in the last 15 minutes. Students are only allowed to leave hall after the end time of Assessment. After collecting the OMR sheets by invigilator students will be allowed to leave the school.
- Before answering the questions, Students should read the instructions printed on the question paper and then fill the OMR sheet. All the necessary information required to fill in OMR answer sheet must be filled carefully.
- **Students are not allowed to use whitener, blade and rubber on OMR sheet. These things are prohibited on OMR sheet.**
- **Rough work space is given on the last page of the question paper.**
- Students, using only black point pen for all entries of the OMR Answer sheets and need to be fill all column and circle on OMR sheet by black point pen only. **OMR answer sheet will be under the question paper booklet itself. Question paper serial number and OMR sheet serial number must same.**
- Students will be distributed the question paper along with OMR answer sheets 10 minutes before the scheduled time of commencement of the Assessment, so that the Students will be able to follow the instructions mentioned on the cover page of the question paper manual and OMR answer sheet. The letter will be marked with black hair point pen at the designated place on the OMR sheet and fill the circle with black point ball pen.
- If any question in booklet is missing, second booklet will be given. The record of this second question-book will be kept.
- OMR Sheets specific for particular student is printed with Student Name, Enrollment No & Roll No.
- OMR answer sheets are very important and not changeable, students are not allowed to fold or torn it and make sure to bubble their answers on the given space only.
- **Student will sign the attendance sheet paper wise. There are two columns to place the signatures.**

- The Nodal Officer shall be responsible for the collection of attendance List and will prepare a proper account of them. Invigilators/Nodal officer signatures will also be marked in the attendance.
- **No separate sheet will be given to the student for rough work. Space has been given at the end of the booklet.** Students will not submit their OMR answer sheet before completion of the stipulated period of the Assessment. Though in case of any medical emergencies, student will be allowed to submit it immediately. But once leaving the Assessment hall, the student will not allowed to attempt the assessment again.
- An announcement will be made by the invigilator in his/her own assessment room stating “Half time is over” and students will again be informed “5 minutes before the end of the assessment”.
- During the Assessment, if a student is found using copy, books, notes or any kind of prohibited material or recovered from him or misbehaving with the invigilator, flee with answer sheet / question paper, on destroying or tearing it, damaging the property of the assessment centre or indulge in any other criminal act, a first information report will be lodged against student and the matter would be forwarded to the Nodal Officer and action may be taken against the student as per the nature of the matter. If caught using improper means, the details will be signed by the student in the prescribed format and the invigilator and superintendent will make their signature by making the desired entries. Inappropriate material received from the student will be sent in a sealed envelope by the Nodal Officer to KAMP office.

**SAMPLE OMR SHEET**

**KNOWLEDGE & AWARENESS MAPPING PLATFORM**  
**OMR ANSWER SHEET - NASTA 2019**

Use HB PENCIL / BALL POINT PEN (BLUE / BLACK) to write and darken the circles.

CORRECT METHOD / सही तरीका  WRONG METHODS / गलत तरीके 

SCHOOL  
**KULDEEP INTERNATIONAL**

PARTICIPANT'S NAME

**AMIT**

CLASS SCHOOL CODE Roll No. ENROLLMENT NO.  
**5 10672 - Paper-1 19100001 1910015947**

100001



**MARK YOUR ANSWERS WITH HB PENCIL / BALL POINT PEN (BLUE / BLACK)**

Qno.	A	B	C	D	Qno.	A	B	C	D	Qno.	A	B	C	D	Qno.	A	B	C	D
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	16	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	31	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	46	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	17	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	32	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	47	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	18	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	33	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	48	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	19	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	34	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	49	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	20	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	35	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	50	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	21	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	36	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	51	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	22	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	37	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	52	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	23	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	38	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	53	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	24	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	39	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	54	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	25	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	40	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	55	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	26	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	41	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	56	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	27	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	42	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	57	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	28	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	43	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	58	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	29	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	44	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	59	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	30	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	45	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	60	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**FILL UP THE CONTACT DETAILS BELOW**

MOTHER'S / FATHER'S NAME

EMAIL ID

MOBILE NO. + 9 1

DATE OF EXAMINATION

D D M M Y Y Y Y

SIGN OF THE PARTICIPANT  
TO BE SIGNED BY STUDENT ONLY

SIGNATURE OF THE INVIGILATOR



CamScanner

## SAMPLE ATTENDANCE SHEET



### Attendance Sheet

EXAM SCHOOL: NASTA RIGEL - JANUARY-2020

SCHOOL CODE: 830123

SCHOOL Name & Address: SJR PUBLIC SCHOOL & BANGALORE RURAL

CLASS: 9

Sr.No	Roll No.	Enrollment No.	Name	Signature	
				Paper 1	Paper-2
1	19119280	1910037484	MUKESH P		
2	19119278	1910037473	ADITI SREEKUMAR		
3	19119281	1910037468	R MOHAMMED ARMAN KHAN		
4	19119282	1910036922	RAKSHITH		
5	19119279	1910036598	AVANEESH KARTHIK S		

\*\*\*End\*\*\*