



GOVERNMENT OF HARYANA / हरियाणा सरकार

# Directorate School Education

## विद्यालय शिक्षा निदेशालय

शिक्षा, संस्कृति एवं विकास  
Education, Culture and Developmentतमसो मा ज्योतिर्गमय  
Lead me from Darkness to Light

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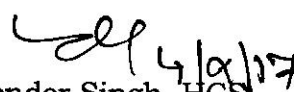
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### CURBING COPYING (Responsibility of Head of School)

Monthly assessment tests or annual tests, for that matter, are the important tools with which we assess the level of competencies acquired by a student. Unless the assessment is truthful and fair, we cannot hope to provide the real academic opportunities to the students for his career planning. For some time now, reports have been coming to the Headquarter whereby it has been complained of that the monthly assessment test have become a farce due to rampant cheating/copying practiced by students in view of the liberal or conducive environment for copying given by the Head of School/Principal/Head Master, and invigilators/teachers. Though, the department had already issued Government Order whereby it has been laid down that the answer-sheets of the monthly assessment tests shall be preserved for being test-checked in presence of the students by the inspecting officer or academic authorities, yet the copying has made strong in roads in the examination system of the schools.

To curb this menace, the following instructions are issued for compliance by one and all:

1. The marks given by a subject teacher *and* the actual performance of a student before an inspecting officer in respect of same questions can be different only upto 20 percent lower.
2. If a student fails to give 80 percent correct answers to such questions before the inspecting officer then the subject teacher shall be held responsible for *fake marking*.
3. During examination/monthly assessment test, the Head of School/Principal/Head Master shall, invariably, remain present. Provided that in case of *rarest of rare exigencies* the second incharge may be deployed as substitute.
4. The Head of School shall be personally responsible for making plan of the test to get it conducted in a fair and square manner.
5. If during the surprise checking any copying is found to be taking place then only a Head of School shall be responsible for damaging the examination process. This is because complete resources of school are under the command of a Head of School.
6. If an invigilator allows copying and the Head of School asks him to stop copying and the invigilator does not cooperate, then the Head of School shall report this fact to the Headquarter for disciplinary action against such invigilator. But, in any case, on the date of exam, if actual copying is found to be taking place by any *surprise inspection* then only and only Head of School shall be responsible. This is because a school leader has to lead from the front.
7. Head of School, while being saddled with the **sole responsibility** of stopping the copying, will have **sole authority** to utilise the invigilation resources for effective conduction of the exam and seek compliance from the invigilators.
8. Any complicity/liberty on the part of the Head of School which paves way for copying to score false result for the school for personal benefits of the Head of School shall not be tolerated henceforth.

  
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