

Programme & Examination Procedure

Official Examination Procedure Manual

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1 INTRODUCTION

The **Gurukulam Talent Search Examination (GTSE)** is an academic talent assessment programme conducted by **Gurukulam Vidya Mandir (GVM)** with the objective of identifying, assessing and recognizing students based on their academic aptitude, knowledge and performance.

The examination is designed to provide participating students with an opportunity to evaluate their academic preparedness through a structured and standardized examination process.

GTSE may be conducted through participating schools, educational institutions, authorized coordinators and designated examination centres, subject to the programme requirements and operational guidelines issued by Gurukulam Vidya Mandir.

2 OBJECTIVES OF GTSE

- Identify students demonstrating strong academic aptitude and potential.
- Provide students with an opportunity to assess their academic performance.
- Encourage academic interest, competitive learning and self-assessment.
- Recognize meritorious performance through applicable awards, certificates or programme benefits.
- Maintain a systematic examination, evaluation and record-verification process.

3 SCOPE OF THIS PROCEDURE

This document establishes the general procedures and operational guidelines applicable to the **GTSE programme**, including the following stages:

Registration	Candidate Verification	Examination	Evaluation	Result	Recognition / Benefits	Record Verification
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All participating personnel, coordinators and examination staff are expected to follow the applicable procedures and instructions issued by Gurukulam Vidya Mandir.

4 IMPORTANT PROGRAMME CLARIFICATION

! **GTSE is an examination/talent assessment programme of Gurukulam Vidya Mandir.** Unless specifically stated in an official written communication issued by the competent authority, GTSE should **not be represented as a Government examination, Government scholarship scheme, or Government-sponsored programme.**

Any scholarship, award, concession or other benefit associated with the programme shall be subject to the applicable eligibility criteria, verification and official terms of the programme.

GTSE — REGISTRATION & CANDIDATE PROCESS

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1 REGISTRATION FRAMEWORK

Registration is the first formal stage of the GTSE process. Candidate information must be entered accurately and submitted through the designated registration channel prescribed by GVM. Each registration remains subject to basic data verification before examination participation.

Stage	Process	Operational Requirement
01	Registration Submission	Candidate/school submits the prescribed registration details and required information.
02	Data Verification	Submitted information is checked for completeness, consistency and duplicate entries.
03	Registration Confirmation	A registration reference/ID may be issued after successful submission and verification.
04	Examination Allocation	Eligible candidates are assigned to the applicable examination schedule/centre.
05	Admit Card / Candidate Slip	Where applicable, the candidate receives the examination identification document or instructions.

2 CANDIDATE ELIGIBILITY & BASIC REQUIREMENTS

- The candidate must satisfy the class, age or other eligibility criteria specified for the relevant GTSE examination cycle.
- Candidate name, date of birth, class, school/institution and contact information should be entered correctly.
- Where supporting documents are requested, they must be genuine, legible and submitted within the prescribed timeline.
- A candidate may be required to produce the registration/admit-card information and valid identification at the examination centre.
- Submission of registration details does not by itself guarantee a particular award, rank, scholarship, concession or other benefit.

3 SCHOOL / INSTITUTION PARTICIPATION

Responsibility	Procedure
Candidate Collection	Collect and submit candidate details in the prescribed format.
Verification	Cross-check candidate information before forwarding the registration record.
Communication	Communicate official examination instructions, schedule and centre information to candidates.
Record Maintenance	Maintain copies/records of submitted registration details and examination-related communications.

4 CANDIDATE VERIFICATION

Before commencement of the examination, the examination centre may verify the candidate against the available registration record. Any discrepancy should be reported to the designated coordinator or GVM support channel before the examination wherever reasonably possible.

Verification Points

Candidate name
Registration / candidate ID
Class / category
School / institution
Admit card / examination details

Important

Minor data corrections may be subject to record verification. Material discrepancies, duplicate registrations or suspected misuse of registration details may require additional verification before participation or result processing.

5 REGISTRATION & RECORD CONTROL

Registration records form part of the official examination record. Coordinators and participating institutions should ensure that candidate information is handled carefully and that submitted records remain available for subsequent examination, evaluation and payment/administrative verification where applicable.

1 PRE-EXAMINATION ARRANGEMENTS

Before the examination, the designated examination coordinator/centre staff shall ensure that the venue, candidate list, examination materials and required instructions are ready. The final arrangements shall follow the examination schedule and instructions communicated by GVM.

Area	Required Action
Examination Centre	Confirm venue, seating capacity, cleanliness, lighting, ventilation and basic examination arrangements.
Candidate List	Keep the approved/available candidate list and relevant registration details ready for verification.
Seating Plan	Arrange candidates in accordance with the centre instructions and available seating plan.
Materials	Receive/prepare question papers, answer booklets/sheets, attendance records and other approved materials.
Staff Briefing	Brief invigilators and supporting personnel on timing, candidate verification, discipline and submission procedures.

2 CANDIDATE REPORTING & VERIFICATION

- Candidates should report at the examination centre within the reporting time communicated for the examination.
- The candidate may be required to present the admit card, registration details or other prescribed identification/document.
- The centre staff shall verify the candidate against the available registration/attendance record.
- Any material discrepancy should be referred to the designated coordinator before allowing participation wherever practicable.
- Late entry, absence or special circumstances shall be handled according to the instructions applicable to the particular examination cycle.

3 QUESTION PAPER & ANSWER BOOKLET CONTROL

Distribution Question papers and answer materials shall be distributed only after candidates are seated and the authorized examination start instructions are given.	Confidentiality Examination materials must not be opened, photographed, copied, circulated or disclosed before the authorized time.	Collection At the end of the examination, answer materials shall be collected, counted and reconciled with the attendance/issue record.
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4 CONDUCT OF EXAMINATION

Stage	Standard Procedure
Before Start	Confirm attendance, seating and candidate readiness; provide necessary instructions.
Commencement	Announce the authorized start time and distribute examination materials as instructed.
During Exam	Invigilators supervise the room, maintain discipline and respond to procedural issues without assisting candidates with answers.
Time Management	Communicate permitted time reminders where applicable and ensure the examination closes at the prescribed time.
End of Exam	Stop writing at the scheduled end, collect all answer materials and verify the count before candidates are released.

5 EXAMINATION DISCIPLINE & MALPRACTICE

- Candidates shall follow the instructions of the invigilator and maintain examination-room discipline.
- Unauthorized communication, use of prohibited materials/devices, copying, impersonation, tampering with answer materials or any other unfair practice may be treated as malpractice.
- Where malpractice is suspected, the incident should be documented and referred to the designated authority for review and appropriate action.
- Candidates should not disturb other candidates or remove examination materials without authorization.

6 POST-EXAMINATION HANDOVER

After completion, the centre staff shall secure the collected answer materials and relevant examination records. The coordinator shall ensure proper counting, packing/sealing where prescribed, and submission/forwarding of the records through the designated process for evaluation and subsequent verification.

RECORD INTEGRITY NOTICE

Attendance, answer materials and examination records should be preserved accurately. Any shortage, discrepancy, damage or unusual incident should be reported to the designated coordinator and recorded for verification.

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1 ANSWER-SHEET RECEIPT & RECORD CONTROL

After the examination, answer sheets/booklets and related examination records shall be collected and reconciled with the available attendance and issue records. The centre/coordinator should ensure that materials are protected from unauthorized access, alteration or loss until they are formally handed over for evaluation.

Stage	Procedure	Record / Control
Collection	Collect all submitted answer materials immediately after the scheduled examination time.	Candidate count and collected-material count should be reconciled.
Sorting	Arrange materials according to the applicable centre, batch, subject or examination instructions.	Maintain clear identification of each batch.
Handover	Forward/hand over materials through the designated GVM process.	Record date, receiving person/authority and relevant reference where applicable.
Storage	Until handover, keep examination materials secure and access-controlled.	Prevent unauthorized opening, alteration or removal.

2 EVALUATION PROCESS

- Evaluation shall be undertaken using the applicable answer key, marking scheme and examination instructions approved for the relevant GTSE cycle.
- Answer materials shall be evaluated only after the examination records have been received and processed through the designated procedure.
- Where applicable, objective responses may be checked against the approved answer key and marks recorded in the official result record.
- Any discrepancy, damaged material, missing answer sheet or irregularity identified during evaluation should be documented and referred for verification.
- Evaluation records should be maintained in a manner that permits reasonable administrative review and result verification.

3 RESULT PREPARATION & VERIFICATION

Control Point	Procedure
Candidate Matching	Marks must be associated with the correct registration/candidate record.
Data Entry	Marks/results should be entered or processed carefully and checked for obvious data-entry errors.
Review	Where required, results may undergo an administrative or quality-control review before publication.
Finalization	Only results finalized through the designated GVM process should be treated as official programme results.

4 MERIT, RANKING & RECOGNITION

Where the GTSE programme provides merit positions, rankings, certificates, awards, scholarships, concessions or other recognition, these shall be determined strictly according to the applicable criteria and official terms for that examination cycle. Eligibility may require successful verification of candidate records and compliance with programme conditions.

- Merit/rank lists, where applicable, are prepared from the finalized examination data.
- Recognition is subject to the published eligibility criteria and available programme provisions.
- Any benefit described as a scholarship, award or concession shall not be assumed to be automatic solely because a candidate participated in the examination.
- Benefits may be withheld or revised where material discrepancies, ineligibility or record irregularities are identified.

5 CERTIFICATE / RESULT DOCUMENT

Candidate Result Where applicable, a candidate may receive a result statement, merit certificate, participation certificate or other authorized document.	Verification Certificates and result documents should be issued only against the verified candidate record and applicable programme status.	Correction Any correction request should be submitted through the designated support/verification channel with relevant proof.
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6 POST-RESULT RECORD VERIFICATION

The examination cycle shall be considered administratively complete only after the relevant records have been reconciled and verified. Where payment, coordinator claims or examination-related expenses are connected with the examination work, the applicable records may be reviewed after completion of the examination and before final administrative settlement.

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1 COORDINATOR APPOINTMENT & AUTHORITY

A person may be designated as a GTSE coordinator or examination staff member through an official communication/appointment issued by GVM. The scope of authority is limited to the duties and responsibilities assigned for the relevant examination cycle. A coordinator shall not independently alter examination rules, promise benefits, represent unauthorized affiliations, or make commitments on behalf of GVM beyond the authority granted.

2 PRE-EXAMINATION RESPONSIBILITIES

Responsibility	Expected Action
Candidate Coordination	Coordinate registration records, candidate communication and examination instructions.
Centre Preparation	Assist with venue readiness, seating arrangements, staff coordination and required logistics.
Material Coordination	Receive, safeguard and distribute approved examination materials according to instructions.
Staff Allocation	Coordinate assigned invigilators/support staff and communicate examination-day responsibilities.
Reporting	Maintain relevant pre-examination records and report material issues to the designated GVM authority.

3 EXAMINATION-DAY RESPONSIBILITIES

- Ensure that the examination centre follows the approved schedule and operational instructions.
- Confirm candidate attendance and support the verification of candidate records.
- Coordinate invigilators and ensure that examination materials are handled securely.
- Report incidents such as malpractice, shortage/damage of materials, candidate disputes or other irregularities through the designated channel.
- Ensure collected answer materials and examination records are properly counted, secured and handed over after the examination.

4 POST-EXAMINATION RESPONSIBILITIES

Record	Requirement
Attendance	Submit/maintain the final attendance record and note relevant absences or discrepancies.
Answer Materials	Confirm collection and secure handover/dispatch of answer sheets or booklets.
Incident Report	Document any material irregularity or examination incident requiring review.
Completion Report	Provide the prescribed examination completion/work report where requested.
Supporting Records	Retain or submit relevant documents needed for administrative and financial verification.

5 PAYMENT & CLAIM VERIFICATION PROCEDURE

Any payment payable to a coordinator, invigilator, field worker or other authorized examination personnel shall be processed according to the applicable appointment/engagement terms and verified work records. Payment is not treated as confirmed merely on the basis of an informal claim.

Stage	Verification / Action
1. Work Completion	Examination-related assigned duties must be completed and the examination cycle must reach the applicable completion stage.
2. Record Collection	Attendance, candidate strength, centre records, work reports and other relevant documents are collected.
3. Claim Submission	Where required, the concerned person submits the prescribed payment/claim form with supporting documents.
4. Record Verification	GVM reviews the available examination records, assigned work and supporting documents for consistency.
5. Administrative Approval	Eligible claims are processed after verification and approval under the applicable payment terms.
6. Payment Processing	Approved payment is processed through the designated payment procedure and recorded for audit/administrative purposes.

PAYMENT VERIFICATION NOTE

For examination-related claims, complete records may be reviewed after completion of the examination process. Final payment eligibility and amount remain subject to verification of the assigned work, applicable terms and supporting records.

- All coordinators and staff shall communicate with candidates, schools and fellow workers respectfully and professionally.
- Official programme information must be communicated accurately and must not be presented as a Government programme or benefit without written authorization.
- Disputes or payment concerns should be directed through the designated GVM communication/support channel.
- Personal disagreements shall not interfere with examination operations, candidate services or official record handling.

1 OFFICIAL PROGRAMME STATUS

The Gurukulam Talent Search Examination (GTSE) is an examination/talent assessment programme organized by Gurukulam Vidya Mandir (GVM). Programme activities, examination arrangements, evaluation and recognition shall be governed by the instructions and terms applicable to the relevant GTSE examination cycle.

2 GOVERNMENT / SCHOLARSHIP REPRESENTATION**OFFICIAL CLARIFICATION**

GTSE must not be represented to students, schools, teachers, parents, coordinators or other persons as a Government examination, Government scholarship scheme, Government-sponsored programme or statutory Government benefit unless a specific written authorization or official document establishes such status.

3 COMMUNICATION & AUTHORIZATION

- Only authorized programme information should be circulated to candidates, schools and participating personnel.
- Coordinators and staff shall use the official programme name, approved descriptions and applicable examination instructions.
- No person shall independently modify examination fees, eligibility, examination dates, benefits, payment commitments or programme terms without appropriate authorization.
- Where any information is unclear, the matter should be referred to the designated GVM authority/support channel before making a commitment.

4 COMPLAINT & GRIEVANCE PROCEDURE

Step	Procedure
1. Submission	The concerned candidate, parent, school or staff member may submit a written complaint/clarification request through the designated official communication channel.
2. Acknowledgement	The matter may be acknowledged and directed to the relevant coordinator/department for preliminary review.
3. Record Review	Relevant registration, attendance, examination, communication or payment records may be reviewed as applicable.
4. Clarification	The concerned parties may be contacted where additional information or verification is required.
5. Resolution	Appropriate administrative action/clarification shall be issued based on the verified records and applicable programme terms.

5 DOCUMENT & RECORD VERIFICATION

- Official examination records may include registration data, attendance sheets, answer materials, result records, centre reports and authorized supporting documents.
- Where a payment or expense claim is connected with examination work, supporting records may include attendance/work records, approved assignment details, receipts or other documents required under the applicable claim procedure.
- Records may be reviewed for completeness, authenticity, consistency and eligibility before a final administrative decision is made.
- Where discrepancies are identified, additional clarification or supporting documentation may be requested.

6 DATA, CONFIDENTIALITY & RESPONSIBLE HANDLING

Candidate and examination information should be handled responsibly and used only for legitimate programme, examination, evaluation, communication and administrative purposes. Examination materials, candidate records and internal documents should not be shared publicly or with unauthorized persons.

7 FINAL AUTHORITY & VERSION CONTROL

This procedure provides the general operational framework for GTSE. Examination-cycle-specific notices, instructions, eligibility conditions, schedules and approved terms may supplement or supersede general procedures where expressly issued by the competent authority of GVM. In case of an operational discrepancy, the latest duly authorized written instruction shall prevail.