Special Instructions for marking response in the OMR answer sheet

How to fill in the Answer Sheet and mark the response to question in the examination

1. You should write with **Black Ball Point Pen** the name of the **Examination, Subject, Examination venue, Roll Number and date of examination in the space provided for the particular item**. **Don't write anything on the answer sheet except on the space provided**.

2. You should blacken the item in the **Answer Sheet** neatly and clearly with **Black Ball Point Pen** which you will be marking as your response corresponding to various item of the Question Booklet/ question paper.

A Specimen copy of the **OMR Answer Sheet is enclosed herewith**. Illustration for marking the answer is given below:

Supposing the following question is asked:-

The capital of Bangladesh is-

A. Chennai B. London C. Dhaka D. Dhubri

You will have four alternatives in the Answer Sheet for your response corresponding to each question of the question Booklet/ paper as below:

In the above illustration, if **your chosen response is alternative C** i.e. Dhaka, then the same should be marked on the Answer Sheet by blackening the relevant circle with a Black Ball Point Pen only as below:-

WHICH IS THE ONLY CORRECT METHOD OF ANSWERING:

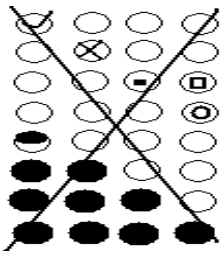
3 Four alternative answer numbered are suggested.

(a) YOU HAVE TO SELECT THE CORRECT ANSWER AND INDICATE IT ON THE ANSWER SHEET BY BLACKENING THE RELEVANT CIRCLE WITH A BLACK BALL POINT PEN ONLY repeat BLACK BALL POINT PEN ONLY.

(b) You should give only **one answer to each question**. In following cases the answer will be treated as invalid.

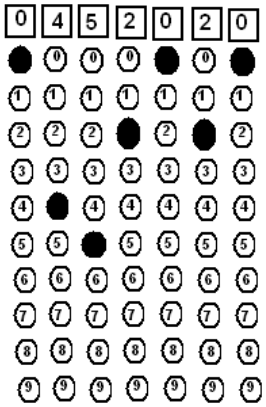
(i) Blacking more than one circle, use of eraser fluid will be treated as invalid.

(ii) Use of other method like tick mark, cross mark, dots mark, outside circle, half filled circle etc. Example:-



4. **The correct method of writing Roll Number:**

(a) Write your Roll Number in the boxes

(b) Then blacken the appropriate circle with Black Ball Point Pen as shown below:

Example: Suppose your Roll Number is 0452020. The method of marking the circle: