COMMON MISTAKES DONE WHILE FILLING OMR SHEET/SCANNABLE ATTENDANCE LIST
MISTAKES IN OMR SHEET

1. ENCODING BOOKLET SERIES BY CANDIDATE (Series ‘A’ served to candidate)

ERROR: Candidate encoded ‘C’ instead of ‘A’
MISTAKES IN OMR SHEET
(1) ENCODING BOOKLET SERIES BY CANDIDATE contd. (Series ‘A’ served to candidate)

ERROR : Encoding not done by candidate
MISTAKES IN OMR SHEET
(2) ENCODING SUBJECT CODE AND ROLL NUMBER

ERROR : Wrong encoding of Subject Code and Roll Number.
MISTAKES IN OMR SHEET
(3) MARKING ON AREAS

Error: Markings/Writings on prohibited area
MISTAKES IN OMR SHEET
(4) ENCODING OF RESPONSES/ANSWERS

Candidate should encode bubbles completely while marking response.

Error: Incomplete bubbling
### Scannable Attendance List

<table>
<thead>
<tr>
<th>Name</th>
<th>Father's Name</th>
<th>Mother's Name</th>
<th>Candidate's Signature</th>
<th>Father's Signature</th>
<th>Mother's Signature</th>
<th>Candidate's DOB</th>
<th>Gender</th>
<th>Admit Card No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>Smith</td>
<td>Doe</td>
<td></td>
<td></td>
<td></td>
<td>1990-01-01</td>
<td>Male</td>
<td>1234567890</td>
</tr>
<tr>
<td>Jane</td>
<td>Brown</td>
<td>Watson</td>
<td></td>
<td></td>
<td></td>
<td>1991-02-02</td>
<td>Female</td>
<td>9876543210</td>
</tr>
</tbody>
</table>

*For absent candidates, the invigilator should mark 'Absent' using Black Ball Pen.*
MISTAKES IN SCANNABLE ATTENDANCE LIST (SAL)
(1) WRONG MARKING OF PRESENCE

Error: Details filled at the wrong place

- Illustration 1 - Correct place designated for entry of details of candidate
- Illustration 2 - Entry made at wrong place

Candidate should fill details at the right place only
MISTAKES IN SCANNABLE ATTENDANCE LIST (SAL)

(1) WRONG MARKING OF PRESENCE contd..

Illustration 1

Error: Details filled at multiple places

- Illustration 1 - Correct place designated for entry of details of candidate.
- Illustration 2 - Entry made at wrong place

Candidate should fill details at the right place only