



GUIDELINES

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1) FSP COMPETITIONS

1. FSP-Maths Contest
2. FSP- Science Contest
3. FSP- English Linguistics Contest
4. FSP- Magazine Contest
5. FSP- Creative Writing Contest
6. FSP- Art Contest

2) ROLE OF HOSTING INSTITUTE

The head / contest coordinator of the institute will:

1. Receive all correspondence from FSP Contests including registration forms, brochures, posters, participants' list and yearly calendar.
2. Nominate a focal person who will acknowledge the receipt of correspondence from FSP Contests through phone / email.
3. Display posters on the institute's notice board.
4. Make announcements in all classes to inform students that registration to FSP Contests has opened.
5. Communicate parents of students through diaries / notices about FSP Contests deadlines.
6. Motivate students to participate in FSP Contests.
7. Register willing students in participants' list provided by FSP Contests as annexure with registration form. Separate photocopy of the annexure should be used to register students from each class.
8. Receive participation fee Rs. 1200/- per contest from each student.
9. Deposit participation fee in FSP Vibrant Youngsters online account or get issued a bank draft / pay order in favor of "FSP Vibrant Youngsters".
10. Fill up the registration form.
11. Attach pay order / bank draft issued in favor of FSP Vibrant Youngsters with the registration form.
12. Send the registration form duly filled and signed along-with all annexures through reliable courier services with tracking facility to:

Program Coordinator,
FSP Vibrant Youngsters
A project of
Famous Stationery and Paper Products
12 Kabir Street Urdu Bazar, Lahore.

13. Inform Program Coordinator, FSP Contests, if any amendment is required, when registration conformation list is displayed at FSP Contests website (www.fsp.org.pk).

14. Receive question papers for the contests.

15. Conduct test within campus as per given schedule following FSP Contests' guidelines.

16. Send solved papers through reliable courier services with tracking facility to Program Coordinator, FSP Vibrant Youngsters.

17. Receive results, awards & prizes and distribute to the concerned students.

3) CATEGORIES OF THE CONTESTS:

The six categories of the contests are as under:

1. Vibrant Youngsters (Classes 1 – 2)
2. Vibrant Youngsters (Classes 3 – 4)
3. Vibrant Youngsters (Classes 5 – 6)
4. Vibrant Youngsters (Classes 7 – 8)
5. Vibrant Youngsters (Classes 9 – 10 / O-Levels)

4) LEVELS OF THE CONTESTS:

The levels of the contests are as under:

1. School Level Contests
2. Province Level Contests
3. Country Level Contests

5) RULES FOR THE CONDUCT OF CONTEST

1. FSP Contests will be held in the participants' own institute. Head of the institute will act as Chief Examiner. Chief Examiner / Coordinator should ensure that FSP GUIDELINES along-with a copy of the contest and invigilation schedule is made available to invigilator(s) at least two days before the contest date. It is also responsibility of the Chief Examiner / Coordinator to ensure that all invigilator fully understand their responsibilities as per FSP GUIDELINES.

2. Chief Examiner / Coordinator would be responsible for appointing invigilator for FSP Vibrant Youngsters from teaching faculty members of participating institute who must ensure that the contest is administered according to the FSP GUIDELINES. There must be one invigilator appointed for every 30 participants and there must be at least one invigilator in each room.

3. Chief Examiner / Coordinator should be very careful that candidates are issued with the correct question paper.

4. Invigilator' conduct must not unduly disturb students during the contest. They must take the greatest care to prevent candidates from copying each other's work or engaging in any unfair practice.

5. No person will be allowed in the room during contest except the candidates concerned and those supervising the contest.

6. Only Chief Examiner / Coordinator has authority to assign seats to candidates.

Students not registered for a contest should not be allowed to contest without getting express consent from FSP Contests.

7. If a participant does not understand a word or phrase on the exam paper, neither examiner nor invigilator is permitted to answer. Invigilator should not in any way attempt to aid candidates and they are particularly cautioned against attempting to interpret the meaning of words / sentences on question paper.

8. Should it be suspected at any time that a candidate is attempting to cheat in the contest, inform the Chief Examiner / Coordinator immediately of your suspicions. Invigilator should not approach the student himself. However if no Chief Examiner / Coordinator is available then below mentioned procedures should be followed:

If any candidate is suspected of making use of notes or books during contest, possession of such material should be immediately taken by the invigilator and the case must be reported at the end of the exam to the Chief Examiner / Coordinator. The candidate must be permitted to continue the contest.

The invigilator should make a note on the attendance sheet next to the candidate's name regarding use of unfair means.

6) THE CONTEST MATERIAL

The question papers and other relevant material would be sent to head of the institute at least THREE days before the contest date through courier services. If Chief Examiner does not receive the question papers THREE days before the contest date, he must contact the Program Coordinator, FSP Contests through telephone / email. Envelopes containing the question papers would only be opened by the Chief Examiner / Coordinator on the contest date strictly in accordance with the instructions given thereon. No envelope containing question papers would be opened before the contest commencement time. If Chief Examiner / Coordinator finds broken seal of the question papers' envelope, it must be reported immediately to the Program Coordinator FSP Contests. Chief Examiner / Coordinator should ensure that all the contest related material is stored in lock and key at a safe and secure place. In case of shortage, photocopies of question papers can be made with prior permission of the Chief Examiner / Coordinator. All unused material must be sent back to FSP Contests.

Institutes are not allowed to photocopy the answer sheets. ABSENT must be clearly written on the answer sheets of absent students and these sheets should also be sent to Program Coordinator, FSP Vibrant Youngsters Contests.

7) THE CONTEST SCHEDULE

The contest would start sharp at 10:00 am throughout country on the contest date. No institute is allowed to change the schedule of contest in any case unless the FSP Contests authorizes a rescheduling. In case of any unavoidable circumstances, Program Coordinator FSP Contests must be contacted immediately and advice must be sought.

8) STARTING THE CONTEST

Before the commencement of contest, Chief Examiner will check that the attendance sheet(s) sent by FSP with the contest material is available and correct. The attendance sheet(s) must be completed and returned to FSP Contests with the answer sheets.

Only registered candidates whose names appear on the attendance sheet(s) should be allowed to take part in the competition.

The invigilator must ensure that any helping material that might be useful to candidates has been cleared from the walls/notice board/ white board/ hall. The desks must be positioned at a distance of at least ONE meter from each other and there must be a wall clock visible to all candidates. A board must be displayed at a visible place showing the contest commencement and ending times.

The Chief Examiner will open the question papers' envelope in the Contest Hall in presence of the participants. All relevant material would be distributed to the students very carefully in accordance with the instructions given on the envelopes.

Participants must be given at least five minutes to write their particulars on the answer sheets. During this time they should be allowed to read their question papers but taking notes or writing answers should be strictly prohibited. Invigilator should read out all the instructions given on the question paper in loud voice so that all participants clearly hear and understand them. The candidates should be told as to when they may begin and how much time they have to complete the test.

9) CONCLUDING THE CONTEST:

Students will be noticed when there are five minutes and one minute remaining in the contest and when time has expired. Immediately upon the announcement that time has expired, all writing must stop and all pens/ pencils must be put down immediately. A student may not review the question paper or make any additions or deletions to the answers after time is called.

The invigilator should collect the answer sheets before candidates leave the contest room. It must be ensured that all requisite information on the front page of answer sheet has been completed in BLOCK LETTERS.

The invigilator must sign the attendance sheet(s) and sort the answer sheets by level. The answer sheets together with attendance sheet(s) must be packed / sealed in the same envelope in which they were received from FSP Contests and sent to FSP Contests through reliable courier service on the same day. Program Coordinator FSP Contests must be informed in case of any delay in sending answer sheets within stipulated time.

10) INSPECTION BY FSP CONTESTS

FSP Contests reserves the right to visit any Center during test without any prior notice. Participating institutes are supposed to cooperate with the FSP Contests representatives. However, these representatives must be asked to prove their identity before entering the Hall. If it is found by FSP Contests representative that arrangements as per international transparency standards have not been made, the contest may be declared void and registration of the institute may be cancelled.

11) INSTRUCTIONS FOR THE PARTICIPANTS

1. Instructions from the invigilator must be carried out promptly.
2. Candidates must appear at the center at least twenty minutes before the commencement of the contest. Candidates arriving more than half an hour after the contest has started shall not be allowed to participate in the contest, or may be admitted only at the discretion of the Chief Examiner (i.e. provided the cause(s) of lateness by the student are reasonable, cogent and sufficiently convincing).
3. Candidates must bring with them to the contest room their own ink, pens and pencils and any materials which may be permitted by these regulations. Only blue / black inks are allowed.
4. Candidates shall not communicate with one another in any manner whatsoever during the contest.
5. Candidates may not leave the contest hall unescorted for any reason, and this includes using the washroom.
6. No materials or electronic devices shall be brought into the room or used at a contest except those authorized by the Chief Examiner / invigilator. Candidates must ensure that there is no writing on any rulers, set-squares, calculators and other such instruments brought into the contest room.
7. A candidate must under no circumstances leave his/her seat unless permitted to do so by the invigilator. A candidate wishing to leave his/her seat should raise his/her hand to attract the invigilator's attention.
8. No candidate shall take out of the contest room any answer book(s) or part of an answer book, whether used or unused or other supplied material.



For further information, please visit www.fspcompetition.org

PROGRAM COORDINATOR

FSP VIBRANT YOUNGSTERS COMPETITIONS

A project of:

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