

any place to which he has not access in his own right at any hour of the day or night. He shall keep in his possession all the keys for the locks which are used, and he shall spare no effort to insure the safe-keeping of the papers. In case of mishap he will be held responsible to the Department. The envelopes containing the question papers are to be taken to the examination room only as they are needed.

3. The Presiding Officer shall see that all necessary arrangements are made by the School Board in due time for the examination; that a clock is placed in each room; that all diagrams, maps, books and papers, or other articles having reference to the subjects of examination are removed from the room, and he shall also see that the necessary number of invigilators has been appointed.

4. Presiding officers and invigilators shall exercise necessary oversight at all times when the candidates are engaged in writing and they shall not give their attention to any work other than that which pertains to their duties. They shall take all necessary steps to render it impossible for the instructions to candidates to be violated. They shall see that no person except themselves and the Head Teacher is present with the candidates in the room during the examination and shall take care that no conversation or noise which might disturb the candidates is carried on in the vicinity of the examination room.