

**INSTRUCTIONS AND GUIDELINES FOR RESIDENT INSPECTOR/HEAD OF INSTITUTION**

**The following Instructions and guidelines for Resident Inspector/Head of Institution are given below.**

1. **Head of Institution will be requested to organize the test process in his/her Institution.**
2. **Head of Institution will perform the duty of Resident Inspector or his/her deputed person.**
3. **Resident Inspector will inform to testing authority Date, Day and Time for the test.**
4. **He/she will sign the both test copy before or during test to ensure transparency.**
5. **He/she will facilitate to Research Assistant/Psychologist and will ensure proper room/hall with water, chairs, electricity, control unnecessary interruption and noise from outside.**
6. **HE/SHE WILL BE GIVEN 10% HONORARIA OF EACH STUDENT OF TOTAL FEE.**
7. **Both IQ and aptitude test total test FEE RS. 1000 each student will be charged.**
8. **After 7 days from the date of test, RESULT ANALYSIS REPORTS will be given to the Head of Institution. Result analysis Reports will be psychologically reliable and valid.**
9. **Follow up session on Result Analysis Report with teachers of the students will be held on the same day. In the light of Result Analysis Report, students’ performance will be discussed.**
10. **Half fee will be charged before test and half remaining after test or collectively before test.**
11. **Payment will be made on Receipt slip or on Bank Account.**
12. **It takes 30 to 40 minutes to analysis each student’s test (Both Aptitude & IQ Test).**
13. **REGISTRATION FORM will be provided to fill the student’s information.**
14. **CHALLAN FORM will be provided or you can deposit fee on HBL online account No.**

 **0008177900115403**

 ***TESTING TEAM***