

EXAMINATION GUIDELINES FOR

THE STUDENTS

1. Students' Belongings

- a. Students are not allowed to bring audio equipment and communication devices, including pagers, mobile phones, radios, and MP3 players etc, into the examination rooms.
- b. Students must place all their belongings outside the examination room.
- c. Students are responsible for the safe keeping of all their personal belongings they bring to the examination venues and are placed outside the examination room. The institute will not be responsible for loss or damage of any such belongings.

2. At Start of the Examination

- a. Students must bring their student ID Cards and identify themselves at the request of the invigilator.
- b. Unless special permission has been given, no reference materials of any kind shall be brought into an examination room.
- c. Students must occupy the designated seat only which would be displayed on the notice board/door of the examination room.
- d. Students should enter the examination room at least 10 minutes before the start time of the paper.
- e. Students should not enter the examination room earlier than 10 minutes before the start and later than 30 minutes after the start of an examination.

3. During the Examination

- a. Students should not receive any unauthorized books, papers, documents, pictures, or other things from any person while in the examination room.
- b. Students are not allowed to communicate with one another. They must bring their own calculators and other materials required for the exam. They will not be allowed to borrow such things during the exam.
- c. Students should raise their hands if they wish to communicate with an invigilator.
- d. Students will not leave their seats or the examination room/hall for any purpose without prior permission of the invigilator.
- e. If any student falls sick during examination and is unable to continue the paper, he/she should immediately inform the invigilator so that medical aid may be arranged for him/her.

4. At the End of Examination

Before leaving the examination room, students must ensure that:-

- (1) They have written their names/ roll numbers/ class/course correctly in the specified space provided on the answer sheet.
- (2) They have properly arranged and stapled their papers.
- (3) They have deposited their answer sheets alongwith the question paper to the invigilator on duty.

EXAMINATION GUIDELINES FOR THE INVIGILATORS

1. Before the Start of Examination

- a. Faculty members detailed for Invigilation duty will be present in the Examination Hall/Room at least 15 minutes before start of the paper.
- b. NG Staff will report to Exam Branch at least 20 minutes before start of the paper for collection of necessary documents.
- c. The invigilating faculty will ensure that the students are not in possession of any audio equipment and communication devices like pagers, mobile phones etc. The students must be directed to put all such equipment / devices outside the examination hall / room.
- d. Faculty and staff on duty must ensure that all students are sitting as per seating plan displayed on the door/notice board.
- e. The invigilating faculty will warn the students about the consequences of any violation of the Exam rules daily before the start of paper.
- f. Answer sheets will be distributed at least 5 minutes before start of the paper so that exam starts right on time.
- g. It will be ensured that the exam starts on the time specified in the date sheet without delay.
- h. Following information will be written on the white boards provided in the Exam Hall/Room:-
 - (1) Date
 - (2) Course /Session
 - (3) Paper
 - (4) No of Candidates
 - (5) Faculty / staff on duty

2. During the Examination

- a. All concerned regular and visiting faculty members will remain present at the examination venue through out the duration of the examination of their respective courses.
- b. For the courses taught by visiting faculty, the permanent faculty member assigned to perform examination duty alongwith the visiting faculty, will remain present throughout the time allocated for the paper.

- c. Invigilating faculty and staff must ensure that the continuation sheets are properly stamped and signed by the faculty or staff on duty before issuing to the students.
- d. If any student is found using unfair means, the concerned faculty must take following actions:-
 - (1) Confiscate the paper / material being used for copying / cheating found in the possession of the student.
 - (2) Take statement of the student involved in copying / cheating and get his / her signatures on the statement in the presence of at least one other faculty / staff on invigilation duty.
 - (3) Above actions must be taken without disturbing other students and the student involved may be taken to a separate room for recording his / her statement.
 - (4) Simultaneously, report the matter to DCE and hand over the above paper / material and statements to DCE.
- e. Faculty on duty must ensure that every student has deposited their question paper alongwith answer sheet before leaving the Examination Hall.

3. **At the End of Examination**

- a. Respective course faculty must ensure that the answer sheets alongwith question papers are complete as per attendance sheet.
- b. They must sign in the receipt of answer scripts and hand it over to the Exam Branch personally or through their assistants.