**Exam Commencement**

* Only the faculty to collect exams from NBS Exam Branch.
* Faculty and staff to be inside the exam hall 15 minutes prior to the exam commencement.

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| **Exam Slot** | **Exam Collection Time** | **Inside Exam Hall** | **Doors Close** |
| 1000 - 1200 | Before 0940 | By 0945 | At 0950 |
| 1300 - 1500 | Before 1240  | By 1245 | At 1250 |

* The main entrance door leading into CRs to be closed 10 minutes prior to the start of the exam. Remaining students to be allowed after 10 minutes of start of the exam.
* Faculty to ensure that the name-wise seating plan is being followed.
* Standard instructions for students to be displayed on the multimedia projector for the first 30 minutes in each class. Please inform the Superintendent Exams / Deputy Superintendent in case the instructions are not displayed.

**During the Exam**

* No faculty / staff to leave the exam hall during the exam without a replacement (faculty against faculty, staff against staff)
* Separate but standardized treatment for every offence

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| Any activity raising suspicion like repeated instances of talking, movement even after being verbally warned by the invigilator | Invigilator to mention offence and recommend marks deduction on front right side of answer sheet duly encircled and written with a marker. |
| Cheating (if proof available) | Inform the exam superintendent. Statements of invigilator and student will be made only in the DCE’s office. |

* Course faculty to visit the exam hall only within the first 30 minutes. No other person (faculty or staff except those designated) to visit the exam hall
* The invigilating faculty will warn the students about the consequences of any violation of the Exam rules daily before the start of paper.
* It will be ensured that the exam starts on the time specified in the date sheet without delay.
* Following information will be written on the white boards provided in the Exam Hall:-
1. Date
2. Course / Session
3. Paper
4. No of Candidates
5. Faculty / Staff on duty
* 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.
* 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) 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.

(3) Report the matter to the Superintendent and the DCE immediately

* Faculty on duty must ensure that every student has deposited their question paper along with answer sheet before leaving the Examination Hall.
* Respective course faculty must ensure that the answer sheets along with question papers are complete as per attendance sheet.
* They must sign on the receipt of answer scripts and hand it over to the Exam Branch personally.

**Please Remember**

* In case any swap is to be made with the mutual consent of another faculty, please email the exam superintendent with a cc to DCE and your HoD.
* Students who are late are allowed inside the exam hall only within the first half an hour of the exam commencement.
* Students are not allowed to leave the exam hall unless they have submitted their exam paper not to be returned later.
* Students cannot leave the exam halls even after completing their exam unless half the time is over.

**Instructions for Students**

* Please leave your belongings in a bag to be placed outside the exam room. No items are to be placed in the exam hall / on the faculty desk.
* You must be seated as per the seating plan pasted outside the exam room.
* Your student ID card must be placed on the top right corner of your table / desk. You will not be allowed to take the exam without your card which is your identification.
* During the exam, you must not be in possession of anything that might aid you in the exam including but not limited to cell phones and other electronic devices.
* Unless special permission has been given, no reference materials of any kind shall be brought into an examination room.
* You must not exchange anything (stationary items, etc.) with other students during the exam.
* Students should raise their hands if they wish to communicate with an invigilator.
* Cheating in the exam will result in immediate cancellation of your paper and is grounds for further disciplinary action.
* 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.
* All students must be inside the exam hall as per the timings mentioned below.
* If a student is late in arriving in the exam hall, he/she will have to wait for 10 minutes after the start of the exam before doors will be opened and students let in.

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| **Exam Slot** | **Doors Close** |
| 1000 - 1200 | At 0950 |
| 1300 - 1500 | At 1250 |