**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** |
| 0930 - 1130 | Before 0910 | By 0915 | At 0920 |
| 1200 - 1400 | Before 1140 | By 1145 | At 1150 |
| 1430 - 1630 | Before 1410 | By 1415 | At 1420 |

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

**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 hour after 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 20 minutes after the start of the exam before doors will be opened and students let in.

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| **Exam Slot** | **Doors Close** |
| 0930 - 1130 | At 0920 |
| 1200 - 1400 | At 1150 |
| 1430 - 1630 | At 1420 |