

Instructions to invigilators during examination

- Please implement the code of conduct for students during examination.
- Examination duty is compulsory. In case of emergency, alternative arrangement to be made.
- All invigilators must report within time to Academic Section and must reach to respective examination hall before 15 minutes of the examination schedule time.
- Question papers will be made available by the respective question paper setter / faculty in each examination hall before 10 minutes of the examination time schedule.
- All invigilators must maintain silence in the examination hall.
- Your mobile phone will be silent mode but you should not use in the examination hall.
- Please check the students have occupied their respective seats according to seating plan.
- Distribute the answer books to the students before 10 minutes of the examination and ask them to fill all the details in the answer book.
- Distribute the question paper to the students before 5 minutes of the examination.
- Verify the admit card / I card of the students in the examination hall.
- Take the signature of the students on the attendance sheet and maintain attendance record of the examination hall.
- Invigilators must watch the students continuously and should be vigilant.
- Please move in the examination hall to prevent indiscipline / copying.
- Should not leave examination hall during examination period. In case of urgency, may be allowed for maximum 15 minutes with permission from room-in-charge.
- Other invigilators / faculty are not allowed to enter into other examination halls without consent of concerned Hall/room-in-charge.
- Distribute the supplement answer books / graph sheets to the students when requested by students.
- Request the students to tie their supplement answer books before 5 minutes of the end of the examination time.
- Once examination is completed, Answer books will be collected by concerned faculty member / subject teacher from the examination hall.
- Two copies of question papers will be submitted to concerned HOD after examination of paper is completed by concerned subject teacher / coordinator.
- Evaluated answer books should be shown to the students within 15 days from the date of examination schedule, and further, it should be handed over to the concerned HOD.
- Invigilators must be vigilant, prevent unfairmeans and will report unfairmeans cases if any, without any discrimination.