

EXAM BRANCH SEECS - CONDUCT OF EXAMS

INSTRUCTIONS FOR SUPDT/DY SUPDT

EXAM SUPDT / DY SUPDT. While on duty, following will be ensured: -

1. Check exam hall arrangements (seating plan, clocks & other material) made by the Exam Branch/ Adm Branch
2. Receive sealed question paper from Exam Branch at least 15 minutes before start of exam and will supervise/ arrange opening by concerned faculty member or in case of absence of concerned faculty member by himself or available standby faculty member.
3. Answer books are issued to invigilators 5-10 minutes before the commencement of exam and retrieved at the end of the examination.
4. Availability of all invigilators in exam halls at least 5 minutes prior to start of each paper.
5. Exam discipline, ie, start time, finish time and using unfair means not allowed.
6. Students are seated in the examination hall 5 mins before start of exam according to the seating plan/regn numbers prepared by Exams Branch.
7. Handle all disciplinary cases relating to violation of exam rules. In case of cheating all the cheating material, evidence, along with signed statement of offender and relevant invigilating staff will be handed over to Exam Branch for further action.
8. Assist invigilators in performing their duties well.