

## **EXAMINATION GUIDELINES FOR INVIGILATORS**

1. Invigilators must arrive at the examination control room 45 minutes before the commencement of the examination i.e. 9.15 AM for the morning session & 1.15 PM for the evening session.
2. Invigilators have to scan the QR code (available at the control room desk) to mark their attendance with their official email login ID and password.
3. Invigilators should collect the packet of question papers, answer scripts, room report sheet, and student attendance sheets for the room allotted to them by the Control Room Supervisor and ensure that the packet received by them is for the same room (room number is mentioned on the packet).
4. Invigilators should count the number of answer scripts prior to leaving the examination control room to ensure that the number of answer scripts are same as mentioned at the top of the packet.
5. From examination control room, Invigilators should straightaway reach the allotted room and familiarize themselves with its layout, seating capacity, and seating plan. In case of any discrepancy between seating plan and seating capacity, Invigilators must communicate the same to the Control Room Supervisors.
6. Invigilators should ensure that the students occupy seat as per their seating plan displayed on the door. Seating plan listed in the student attendance sheet can also be referred to for the same.
7. Invigilators must check the Identity Cards of the students before the distribution of answer scripts.
8. Once the examination commences (at 10.00 AM or 2.00 PM), Invigilators will ensure discipline in the room and distribute appropriate question papers to the students present in the room. Invigilators must not distribute question papers before the commencement of the examination.
9. After the distribution of question papers, Invigilators must make an announcement to the students of the room to check if they have received the appropriate question paper or not.
10. Prior to the start of the examination and also after the commencement of the examination, Invigilators must announce that no student should be carrying mobile phone even in the switched-off mode. Carrying of mobile phone by a student in an examination room even in switched-off mode is a punishable offence under Unfair Means (UFM) practice.

11. Invigilators must preserve the sanctity of the examination by ensuring the usage of mobile phones only under emergency conditions. The use of laptops, books, newspapers, etc. is completely prohibited during invigilation duty.
12. The Invigilators can engage in frisking of the doubtful student(s) (if required) to maintain the sanctity of the examination. For the frisking of girl student(s), only female faculty members or female staff can carry out the frisking procedure. The Invigilators shall request female faculty members or female staff to check suspected girl student(s).
13. Students whose names are not mentioned in the seating plan/attendance sheet must not be allowed to appear in the examination. Similarly, debarred students must not be allowed to appear in the examination. Under extraordinary circumstances and with due approvals, Control Room Supervisors may allow a few of these students to appear in the examination, and Invigilators should accommodate such students in their rooms.
14. Once the examination has commenced, the Invigilators must announce the following:
  - a) No student should be carrying mobile phones even in the switched-off mode.
  - b) All students must put their Identity Cards (ID Cards) on their desk for verification.
  - c) All students must confirm that they have received the appropriate question paper.
  - d) All students must write their name and roll no. on top of the question paper.
  - e) Apart from the name and roll no., students must not write anything else on their question paper.
  - f) For rough work, students can use the back side of their answer scripts. Once they are done with rough work, they can strike it off to indicate that it is their rough work.
  - g) If any student has a query or needs assistance, please raise your hand, and wait for the Invigilators to reach out to you.
15. No student will be allowed to appear in the examination after 30 minutes of the commencement of the examination.
16. After the passage of the first 30 minutes, the Invigilators must sign answer scripts of the students and get their signatures on the student attendance sheet.
17. While signing the answer scripts of the students, the invigilators must ensure that the answer scripts have been duly filled by the students.
18. No student will be allowed to go out of the examination room before the completion of the initial one hour of the examination. Only in exceptional cases such as a student experiencing menstrual cycle or any medical issue, the Invigilators may decide to allow the student to go out during the initial one hour.
19. If students wish to go out of the examination room to drink water or use the washroom, Invigilators can allow them one at a time, and only after the completion of the initial one hour of the examination. Invigilators must not allow any student to go out during the initial one hour and last 15 minutes of the examination.
20. After the initial one hour, if a student finishes the examination early and wishes to leave, the student must obtain permission from the Invigilator and remain seated. Before allowing the student to leave the examination room, the invigilator must collect answer

scripts from the student and ensure that the student has put his/her signature on the student attendance sheet.

21. Towards the completion of the examination, the invigilators must ensure that all answer scripts are collected in good condition (untampered) and their total numbers are matching with the student attendance sheets, before permitting students to leave the examination room.
22. If a student has used additional answer script(s) along with the main answer script, the Invigilators must ensure that the student ties them together with the tag provided.
23. While providing additional answer script(s) to the students, the invigilators must sign it, mark its entry against the student in the student attendance sheet, and give the tag to the student to tie the answer scripts.
24. Invigilators shall allow the students to keep their bags/ laptops/books on the front side of the examination room.
25. In case of any error in the question paper, Invigilators are required to contact their Control Room Supervisors (CRS) for assistance.
26. Invigilators must ensure that all entries in the Invigilator's Room Report are correctly filled and duly signed before submission in the examination control room along with used and unused answer sheets, and unused question papers.
27. After the completion of the examination, the Invigilators must arrange all answer scripts in sequence as per the roll no. and program, and submit the same personally along with duly filled Room Report, Attendance Sheets, and UFM Report (if any) in the examination control room. In case of any discrepancy while submitting, all invigilators of the concerned room will ensure the resolution before leaving the examination control room.
28. In case of any student requiring medical attention, Dr. S.K. Singh is to be informed at the infirmary at Mobile No. 9560422020 for Bidholi Campus and Dr. Preeti Garg at Mobile No. 09410788802, 09927479585 for Kandoli Campus.

## **GUIDELINES FOR HANDLING UNFAIR MEANS (UFM) CASES**

- The Invigilators can engage in frisking of the doubtful student(s) (if required) to maintain the sanctity of the examination. For the frisking of girl student(s), only female faculty members or female staff can carry out the frisking procedure. The Invigilators shall request female faculty members or female staff to check suspected girl student(s).
- If any objectionable item (mobile phone, written material, etc.) is found with a student during the examination, the answer script of the student needs to be taken back by the invigilator, and a fresh answer sheet is to be provided to the student for continuing his/her examination. The student must be instructed to continue without repeating the answers already written in the answer script taken back by the invigilator. The invigilator must not strike off the answer sheet that has been taken back from the student.
- The invigilators must ensure that all entries are completed in the UFM report sheet. If a student refuses to sign and write his/her statement on the UFM report sheet, the invigilator must write the same in the report sheet.
- Invigilators on duty are required to complete the above formalities politely, ensuring that other examinees are not disturbed.
- In case a student doesn't follow the Invigilator's instructions in completing the formalities of UFM reporting, creates disturbance in the examination room, and becomes difficult to handle, the Invigilators can approach the Control Room Supervisor for support.
- Both the Invigilators on duty must sign the UFM report sheet in the space provided at the bottom and mention their contact numbers.
- At the end of examination, the Invigilators must tag both the answer scripts of the student involved in UFM case along with duly filled UFM report sheet and evidence(s) of UFM and submit the same at the control room. Also, the Invigilators must mark UFM in the attendance sheet against the Roll No /SAP ID of the concerned student while submitting answer scripts of the examination room.
- UFM cases if submitted along with substantial proof will help in resolving the issue in time. Wherever possible, the Invigilators can collect all proof and take pictures of the same for record. These can be produced before the Examination Disciplinary Committee.
- The Invigilators must guide the student to meet the Control Room Supervisor after the examination on the same day for information regarding further proceeding of the UFM case.



**Controller of Examination**