

Office of the Controller of Examination

END SEMESTER EXAMINATION August 2013

Guidelines to Invigilators

1. Please confirm the date of invigilation duty and session from the duty allotment given to you

2. You are requested to report to the office of examination according to the timings given below

REPORTING TIME:

Morning Session: 8.30 AM

Afternoon Session: 1.00 PM

Examination Timings:

09.00 AM to 12.00 Noon

01.30 PM to 04.30 PM

3. During the exam days if you are unable to do Duty in case of leave or any other official assignment make sure that suitable alternate arrangement is made by you. Send the copy of the leave letter/permission letter with alternate arrangement duly signed by the dean to the COE at least one day before the duty date. Do not take leave without making alternate arrangement. This absence will be viewed very seriously

4. After reporting for the invigilation duty, collect the bundles and invigilation diary from the office of examination.

5. Please be in the Examination Hall at least 10 minutes before the commencement of Examination.

6. Instruct candidates to keep manuals, note books, guides, cell phones, Programmable calculator and text books in the corner of the examination hall.

7. Issue the Main Answer Sheets to the candidates after they are seated. Before distributing the question paper instruct the candidates to read the instructions printed on the Main answer sheet without fail.

8. Please check the ID cards of the students and permit only the candidates who have ID card. Instruct others to meet the HOD/Class teacher and obtain an identification letter duly signed by HOD/class teacher.

9. After 10 minutes do not allow anyone to enter the examination hall

10. Go to individual student and Get the signature of the student in the Invigilators diary. Also ask the students to stick the bar code on the answer sheet in the prescribed space in your presence. Mark “**ABSENT**” for candidates who are absent.

11 Check if the date, session, course, semester, subject, subject code are written correctly by the student. Only then sign in the space for the Invigilator provided in the first page of the main answer sheet.

12. Be Vigilant and constantly move around the invigilation hall to avoid any malpractices by the students

13. No Cell Phones, Programmable calculators and I pods are allowed in the Examination Hall. If any student has these gadgets please take it and hand over to the squad

14. Candidates are not permitted to leave the Examination hall during the examination time for any purpose.

15. In case of any doubt call the deputy chiefs through the attenders. Do not leave the hall under any circumstance without making alternate arrangements

16. Announce the last 10 minutes at the stroke of the bell

17 Allow the students to leave the examination hall only after the final bell and handing over the scripts personally to the invigilator. No student shall be allowed to leave the hall until you count and tally the answer scripts with the invigilators diary.

18 Check before leaving the Examination Hall, so that no written answer sheets are left in the hall even by mistake.

19. Hand over the answer sheet to the deputy chiefs at the office of examination. Make sure he/she counts the answer scripts and tally with the expected number in the diary

Thank you. Your kind cooperation in this regard is highly solicited.

Controller of Examinations

Christ University