

# Instructions to Examinees

## A. General Instructions:

1. The examinee is expected to be present at the examination block **10 minutes** before the commencement of examination.
2. No examinee shall be admitted to the examination hall after **30 minutes** of commencement of the examination.
3. The examinee shall have the proper **hall ticket duly signed by Principal / Head of Institute. The valid institutional identity card for producing when demanded, without which he/she shall not be eligible to appear for the examination.**
4. Examinees are not permitted to leave examination hall in the initial 30 minutes and last 10 minutes of the paper duration.
5. A bell will be sounded 10 minutes before the commencement of the examination after which the examinees are allowed to enter the examination hall/s.
6. Next ringing of the bell shall announce the commencement of the examination.
7. A warning bell will be sounded 10 minutes before the close of the examination Examinees shall tie the supplements and enclosures to the main answer book and be ready to hand over it to the invigilator at the ringing of the final bell announcing the end of the examination.
8. **Exchange of answer books, supplements, calculators and drawing instruments etc. among the examinees is strictly prohibited.**

9. Possession of any arms, weapons, etc. in the examination hall or at the examination center by the examinee is strictly prohibited

## **B. Instructions regarding writing answer books:**

1. The examinee shall check the answer book issued to him for loose sheets or improper printing etc. and if found so he shall get it changed before commencing to write the answers.

2. The examinee shall enter the requisite information on the face sheet of the answer book properly before commencing to write the answers.

3. Start each answer on a fresh page and write question number at the beginning of each answer. Do not write anything in the margin of answer book.

4. Use only blue or black ink pen to write answers. If there is change in ink, it shall be got attested by the supervisor/invigilator.

5. Do not leave blank page/s between the answers. If a page is left blank inadvertently, write "Please Turn Over (PTO)." Answers written beyond a blank page may not be assessed.

6. The examinee shall use separate answer book for each section, where there are sections in question paper.

7. **Do not write your name or examination seat no. or any objectionable matter anywhere inside the answer book. If any answer requires name or signature, write "XYZ".**

8. **Do not tear off any page from the answer book.**

9. Before submitting, tie securely additional answer book (supplements) and other enclosures, if any to main answer book. Write total no. of enclosures (main answer book + graph sheet + drawing sheet + supplement if any) attached in the column provided on the cover page of the answer book.

### **Special instructions:**

1. The examinee is prohibited from keeping in his possession in the examination hall

- i. Notes, Scribbles, Chits, Book/s (Print or non-print) relevant with any subject.
- ii. Programmable Calculator.
- iii. Electronic communication device, e-gadgets (Smart watch, mobile phone etc.)
- iv. Smoking, consumption of alcoholic beverages or any narcotic drugs is prohibited.
- v. Arms and ammunition.
- vi. Possession of any item likely to cause disturbance in peaceful and orderly conduct of examination.

The violation of this instruction shall attract suitable punitive action.

2. The examinee shall behave properly before, during or after the examination to maintain the conducive environment at the examination center.

3. The examinee found guilty of misbehaviour or using or attempting to use unfair means shall be liable for suitable punitive action.

**4. Discloser of identity on the part of examinee by way of communicating name/seat number/signature or any request to the examiner in the answer book is a punishable offence.**

**5. Examinees shall not write anything on the question paper of the examination except for his/her seat number. Take note that such writings on question paper or scribbling amount to malpractice and is liable for punishment.**

**6. The examinee is prohibited from taking away the answer book/s or any enclosure/s issued to him out of examination hall. Violation shall attract punitive action under the extant rules.**

**8. If the “examinee wishes to cancel the performance of the current examination after writing the answers in the answer book, the same can be done by scratching all the written answers and writing the remark “I have scratched all my answers and wish that the answers in this answer book shall not be assessed” at the end of the cancelled answers. The supervisor of the block has to attest the answer sheet by putting the remark “the scratching of answers and the examinee’s remark are seen by me.” In case this instruction is not adhere to then the scratched answers shall be assessed at the regional examination centre.**