



## INSTRUCTIONS TO CANDIDATES DURING EXAMINATIONS

### A. While entering the examination hall

1. Candidates with an identity card and hall ticket will be admitted to the examination Hall. Arrive at least **30 minutes** before the exam is due to start.
2. Make sure your mobile phone, tablet, smart watch or any other electronic communication gadgets is switched off and place it at the front together with any bags, books, coats etc. Then find your seat.
3. Make sure you know the time and locations of your exams. Check whether you should go directly to an exam hall or a waiting room.
4. Do not bring any unauthorized material (e.g. written notes, notes in dictionaries, paper, and sticky tape eraser,). Pencil cases and glasses cases must not be taken to your desks. These will be checked and confiscated.
5. You are allowed to bring tissues and a water bottle into the exam.
6. Normally, you are required to answer questions using blue or black ink. Make sure you bring some spare pens with you.
7. Exchange of any materials, stencils, mathematical instruments etc, is strictly prohibited.
8. Do not write answers in wrong sections as there is a risk of these being not examined.
9. Do not disobey any instruction/s issued to you by the Supervisor.
10. Do not behave in a rude or disobedient manner. Failure to observe the instructions may result in expelling the candidate instantly and





punishing the misconduct of breach of rules by excluding him from any University or College Examination.

11. Place your Admit Card and Student ID card on your desk.
12. Listen carefully to instructions. Students are required to comply with the instructions of Supervisor at all times. For example, if you are asked to sit in a designated place then you must do so and you must not move.

### **B. In Examination Hall.**

1. You are not permitted to share dictionaries, calculators or any other materials during the examination.
2. Write on both sides. Do not write your name on any part of your answer-book or disclose your identity in any other manner. Do not write anything on the question paper.
3. If you suspect that there is some error in the body of the question paper, bring it immediately to the notice of the Senior Supervisor so as to enable him to rectify it after making the necessary enquiries.
4. Do not turn over exam papers, do not start writing exam answers until told to do so
5. You are not allowed to leave the exam rooms in the first hour and last fifteen minutes. Note that in the case of listening exams, you are not allowed to leave the exam room at any time. If you need to leave an Oral Exam you must ask the Assessor if it is possible.
6. Unless specifically indicated in instructions from the module convenor either on the examination paper itself or in a separate note from the module convenor, no extra pages of any sort will be provided for rough work. You should normally be required to do any rough work in the





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exam answer books provided and to draw a line through any such work not considered part of your answer.

7. Everything you write (including any notes and rough work) must be in the answer booklet. Do not write large bold letters, numbers or equivalent marks on the question paper. Do not use sticky tape or any kind of eraser fluid to hide anything you write. You must draw a line with a pen through rough work or other notes not considered part of your answer.
8. If you have any question, raise your hand and a Block Supervisor will come to you. Teachers will not give hints or answers, so please do not ask for them.
9. Keep your eyes on your own paper. Remember, copying is cheating and its punishable.
10. Stop writing immediately when the Block supervisor / invigilator says it is the end of the exam.
11. Leave the exam hall quickly and quietly. Remember to take all your belongings with you. (Remember to collect all your belongings from holding rooms.)
12. Warning bell will be given ten minutes before the close of the examination; at the second bell you must stop writing, and be ready to hand over your answer-books to the supervisor. You must not leave your seat until all your answer-books are collected by the supervisor.



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### **C. While handing over the answer-books**

1. Make sure that you have completely and correctly, written your seat number and other details on the cover page of the answer-book/s and supplement/s.
2. All answer-books and supplements supplied to you must be handed over to the Supervisors intact whether written in or blank.
3. Do not take with you any answer-book or supplement written in or blank while leaving the examination hall.

Tie or Staple your main answer book with all additional supplementary carefully

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