

## EXAMINATION GUIDELINES

Students are expected to follow the following guidelines during examinations:

- Students are expected to collect the hall ticket on the allotted date. If any student is late in doing so a fine of rupees one hundred will be levied (avoid collecting the hall ticket on the date of the exam to avoid payment of rupees hundred).
- Go through **Thermal Scanning** at the entrance of the exam center.
- Reach the examination center (Montfort College) **latest by 10 am**.
- Enter the hall **15 minutes prior (10:15 am)** to the examination and occupy the correct seat.
- Bags and other **belongings to be kept in the library**.
- **Water bottle, sanitizers and stationary** items only are permitted inside the exam hall.
- **Maintain silence** inside the examination hall. Students are not allowed to talk to each other.
- Maintain **physical distancing** and use of **face covers/masks**.
- **Check the hall number** and seating plan every day both on the Display Board and inside the examination hall.
- Students are **not allowed to enter the exam hall 30 minutes** after the commencement of the examination.
- Report to the examination center in case of any **symptoms of COVID-19**.
- Follow **formal dress code**. (The following apparels are not allowed - Jacket, Jeans, scarves, caps, socks, shawls)

- **Carry hard copies** of Hall Ticket and Student Identity card. Failure to do so will result in not being permitted to attend the exam.
- **Read all the instructions** on the Hall ticket and answer booklets.
- **Possession** of mobile phone, smart watches, Bluetooth devices or any electronic gadgets, notes, either written/ printed matter will be considered as an act of malpractice.
- **Check the answer book** if it is damaged /contains all the pages. No additional sheets will be issued.
- **Only Blue or Black ball point pen** to be used to write the exam. In case of change of pen, the invigilator should be notified and obtain his/her approval. **Use of whitener is prohibited.**
- **Record the Register Number, Subject code/ Name and Date** etc. of the exams correctly in the answer booklet.
- On receipt of question paper, **use the first 5 minutes to verify the Subject code / Title of the paper.**
- **Ensure that the** correct question paper is received. Nothing should be written or marked on the question paper (including the tick marks) as it will be considered as malpractice.
- Students are **prohibited from writing** or leaving any distinguishing marks so as to identify their paper.
- **Students should not detach any sheets** from the answer booklet and the answer booklet should not be taken out of the hall.
- Students should **not exchange** any materials with other candidates inside the hall.
- **Ensure if you have signed in the attendance sheet** before leaving the exam hall.
- Students who resort to **malpractice of any nature will be dealt with seriously** and necessary disciplinary action will be taken. Consequences could include cancellation of all the exams written by them during the semester.
- Students to **report any missing data/figure or discrepancy in the question paper** to the Invigilator inside the Hall.

- Use of **washrooms only in case of emergency** due to illness with the prior permission from the respective invigilator and with the assistance of supporting staff.
- Students **are permitted to leave the exam hall only one hour after** the commencement of the exam