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Marathwada Institute of Technology, Bulandshahr (U.P.)

DEPARTMENT OF EXAMINATIONS

**First Sessional Examinations, Session: 2011-2012
Odd Semester**

Rules and Guidelines on Invigilation in Examinations

2.1 Notes for Invigilators on the Conduct of Examinations

2.1.1 Invigilators are requested to check carefully the time, place and class assigned for their invigilation and should be present in the examination venue on time.

2.1.2 Any error in an examination paper which is identified during or just before the examination must be reported to the Departmental Examination Officer and Course Leader; Candidates should be informed of the amendments to be made.

2.1.3 No explanation of any kind should be given about the question papers if a candidate asks a question about an examination question paper.

2.1.4 Invigilation is the responsibility of the staff member assigned with the duty.

2.1.5 Invigilators shall remain in the examination room/hall, and exclusively devote their attention to the conduct of the examination.

2.1.6 No invigilator shall arrange any substitute without knowledge/prior approval of the Departmental Examination Officer. An Invigilator should not leave the examination venue unattended.

2.1.7 Allotted time for the examination is according to credit of particular paper. Allotted time will be mentioned on Exam Paper on top side.

2.1.8 No any student can leave the exam room / exam hall before the allotted time

2.2 Before Commencement of the Examination

2.2.1 Study the Examination Regulations carefully in order to facilitate the smooth running of the examination.

2.2.2 Study the document on the “Examinations and In-course Assessments – Definition of Cheating” and study the “Guidelines on Penalties Imposed for Different Situations of Irregularities Relating to Electronic / Communication Devices during Examination”.

2.2.3 Prepare and post up a seating plan at the examination venue well before examination commences.

2.2.4 Collect the examination question papers and all other examination materials at least 20 minutes prior to the examination. On receiving the packet of examination question papers, check that the seal is intact.

2.2.5 Arrive / Report at the examination room/hall at least 15 minutes before the examination is due to begin.

2.2.6 Distribute examination answer books not more than 10 minutes before the start of the examination. In the case of a hall with a large number of candidates, answer books may be distributed about 15 minutes before the candidates are admitted to the examination venue.

2.2.7 Indicate to candidates when they may enter the examination room/hall. Candidates shall be seated at least 5 minutes before the commencement of an examination.

2.2.8 Check that candidates are correctly seated according to the seating plan.

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2.2.9 Check that candidates use only authorized materials e.g. mathematical tables or electronic calculators of approved models during an examination. An approved list of electronic calculators will be provided/posted up in the examination room/hall by departments. Unless there are contrary instructions, all electronic calculators must be hand-held, self-powered, silent in operation and with neither printout nor graphic/word display facilities.

Candidates are strongly advised not to bring mobile phones to the examination venue. If they have electronic/communication devices (e.g. PDA, mobile phones, MP3 players, electronic dictionaries, databank watches, etc.) with them, instruct the candidates to turn them off (including the alarm functions) and put them including all their personal belongings in small bags that can be properly closed with a zip/buckle. They are also advised to take out the battery from the mobile phone to ensure that no sound will be emitted because of the alarm function. The bags, books including electronic/communication devices and all unauthorized materials must be placed under the chair in a position clearly visible to the invigilators. Any candidate found to be in possession of such unauthorized materials will be considered to be cheating. If there is not sufficient time to completely check the details of such materials before the commencement of the examination, the invigilator should continue the checking immediately after the commencement of the examination.

2.2.10 Read aloud the statement in **Rule sheet** to remind candidates of the Examination Regulations governing the conduct of examinations, and that appropriate disciplinary action will be taken in case of violation of any of these regulations.

2.2.11 Remind candidates that they should put down their signs and student/Roll numbers on the answer books.

2.3 During the Examination

2.3.1 To clarify with the Module Invigilator to answer students enquiries, if any, on possible error and queries in examination papers.

2.3.2 The invigilator should keep a vigilant eye over the students throughout the examination and should pay full attention to them to cater for their needs.

2.3.3 Announce the start of the examination to candidates at the appointed time. If for any reason the examination starts late, ensure that the full allotted time is allowed.

2.3.4 Allow candidates to enter the examination room/hall up to 15 minutes after the start of the examination. No candidate shall normally be admitted to an examination room/hall 15 minutes or more after the start of the examination. A record of candidates arriving late should be kept. Candidates arriving late must complete the examination by the designated time.

No candidates shall be permitted to leave the examination room/hall during the first 30 minutes and the final 15 minutes of the examination.

2.3.5 Check the attendance against the Attendance Register after the examination has been in progress for half an hour. Verify candidates' Student Identity Cards.

2.3.6 Check that the 'Examination Regulations' are observed. Report on all cases of suspected cheating including irregularities relating to electronic/communication devices (e.g. PDA, mobile phones, MP3 players, electronic dictionary, data bank watches, etc.) found during examination.

2.3.7 Announce the time remaining at 30 minutes, 15 minutes and 5 minutes before the end of the examination.

2.3.10 Collect the answer books and other stationery from unoccupied desks.

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2.4 End of Examination

2.4.1 Read aloud the statement about the time & the collection of the answer sheet.

2.4.2 Collect answer books and count them to ensure that the number of answer scripts tallies with the number of candidates. Put the answer books in sealed envelope(s) provided and return the answer books according to the guidelines issued by Exam Cell.

2.4.3 Dismiss candidates.

(i) After collecting all the answer books, the invigilator should instruct the candidates to leave the examination room/hall quietly as soon as possible after packing all their belongings.

(ii) Before leaving the examination room/hall, the invigilator should ensure that the examination room/hall has been cleared.

2.4.4 Fill in an "Invigilation Report" per examination venue given.

3. Action to be taken if a candidate forgets to bring along his/her

Student ID card

3.1 If a candidate forgets to bring along his/her Student ID Card, the invigilator should verify the candidate's identity by checking the candidate's Attendance Record.

Invigilator/lecturer/instructor who knows the candidate should help identify the candidate. If verification is done, the invigilator should inform the candidate of his/her student number as printed in the attendance sheet, and make sure that this number is put down correctly on the answer book.

3.2 The candidate is allowed to take the examination as normal.

3.3 The incidence should be recorded.

4. Proper way of handling suspected cheating cases in examinations

4.1 Please refer to "Examinations and In-course Assessments -

Definition of Cheating" and "Guidelines on Penalties Imposed for Different Situations of Irregularities Relating to Electronic / Communication Devices During Examination/Test".

4.2 If a candidate is suspected of cheating, he/she should be informed by the invigilator that a formal report will be submitted to the relevant Coordinators (Ph. No are already distributed Head of Department/Controller of the Examination/flying squad team members/Disciplinary Committee members for further investigation and that he/she may be required to attend a Disciplinary Hearing.

4.3 The front cover of the candidate's answer book should then be signed by the invigilator to indicate that the suspected cheating occurred. This answer book should be removed from the candidate.

4.4 Any documentary evidence of cheating and/or unauthorized materials will be removed from the candidate and submitted to Coordinators (Ph. No are already distributed) Head of Department/Controller of the Examination/flying squad team members/Disciplinary Committee members) together with the report.

4.5 The candidate concerned will be given a new answer book and be allowed to continue the examination in the normal manner.

4.6 A report of the incidence will be lodged with the relevant Coordinators (Ph. No. are already distributed Head of Department/Controller of the Examination/flying squad team members/Disciplinary Committee members

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Appendix A

Check List for Examination Invigilators

10 minutes prior to the examination

- _ Distribution of examination question papers and answer books.
- _ Write on board the subject, the courses and classes concerned.
- _ Instruct all candidates where to deposit their bags/belongings.

Start of examination

- _ Read the 'Statement to be Read Aloud in Each Venue before the Start of Examination'.

_ Remind candidates that they are not allowed leaving the room during the first 30 minutes and the final 15 minutes of the exam (for drinking water/toilet)

_ Announce the start of examination, write on the board the starting and ending time of examination.

_ Remind students/trainees that appropriate disciplinary action will be taken in case of violation of examination regulations.

_ Inform candidates that they must sign the form for in and out the classroom/hall before going to lavatory.

30 minutes after start of examination

- _ Attendance check.
- _ Student ID Card verification.
- _ Check calculator against the Approved List.
- _ Collect question papers, answer books and other stationery from unoccupied desks.

30 minutes before the end of examination

- _ Announce the time to candidates.
- _ Remind candidates that they are not allowed to leave the room during the final 15 minutes.

15 minutes before the end of examination

- _ Announce the time to candidates.
- _ Remind candidates to enter all particulars asked for in the space provided on the front cover of the answer books.
- _ Remind candidates to write their names and the question number on the top of each supplementary answer sheet.(If provided)
- _ Remind candidates to fasten all supplementary sheets securely to the answer books.(If provided)

5 minutes before the end of examination

- _ Announce the time to candidates.

End of examination

- _ Read the 'Statement to be Read Aloud in Each Venue at the End of Examination'.
- _ Tell candidates to stop writing and ask them to remain seated.
- _ Collect all answer books and ensure that **the number of answer books tallies with the number of candidates.**
- _ Instruct candidates to leave the room quietly as soon as possible after getting back all their belongings.
- _ Ensure the examination room has been cleared.

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_ Return the answer books/examination package to the Examination Deptt. Coordinators in Exam Cell.

_ Get the Marker Package and the answer books of the class(es) you teach from the Examination Deptt. Coordinators for marking.

If in doubt, please check with Examination Supervisors who will from time to time patrol the area.

Appendix B1

Statement to Be Read Aloud In Each Venue before the Start of Examination

1. No communication devices should be brought into the venue but if this is unavoidable, you must turn them off (including the alarm function) and put them under the chair in a position clearly visible to the invigilators. If an electronic/communication device (e.g.

PDA, mobile phones, MP3 players, electronic dictionaries, databank watches, etc.), is found in your pocket / on your body, you will be disqualified for the paper being examined.

If the electronic/communication device placed under the chair is found switched on or sounded during the examination, you may receive mark penalties. Please note that the

Campus cannot be held responsible for the security of these items in the examination venue.

2. You must put all your personal belongings including all electronic/communication devices (e.g. PDA, mobile phones, MP3 players, electronic dictionaries, databank watches, etc) in small bags that can be properly closed with a zip/buckle. All the bags, books including electronic/communication devices and all unauthorized materials must be placed under the chair in a position clearly visible to the invigilator. Check to ensure you do not have in your possession, or on your desk, any material relating to the examination. If you are subsequently found to be in possession of such materials you will be considered to be cheating.

3. If during the examination you are suspected of cheating, the front cover of your answer book will be signed by the Invigilator to indicate that suspected cheating occurred. Any unauthorized material will be taken from you and you will subsequently be required to present yourself to a Disciplinary Hearing.

4. Place your Student ID card or on the top right corner of the desk so that we can check them.

5. Do not turn the page of the question paper until you are told to do so.

6. Write only in the answer book provided or on supplementary or special answer sheets.

7. Write your Roll No. on the top of Question Paper.

Raise your hand if you need more such sheets. You must attach all additional sheets issued to you to the answer book for collection by the Invigilators, including those with your rough workings and calculations. Please put down your name and student number on your answer book and all special or supplementary answer sheets (If provided).

7. You must not communicate with any other student, nor do anything to cause a distraction. Any misconduct will be reported and action taken.

8. Eating, drinking and smoking are not allowed in the venue. If you need to drink water (to accompany medication for example) or have any other urgent needs, raise your hand to attract an Invigilator's attention.

9. You may not leave the venue during the first 30 minutes and during the final 15 minutes of the examination.

10. We will announce the time remaining at the 30 minutes, 15 minutes and 5 minutes before the end of the examination.

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11. If you must leave the venue to go to the toilet, after the first 30 minutes and before the final 15 minutes of the examination, you may do so if supervised by a nominated member of staff. On leaving and re-entering the examination venue you must sign the logbook.

Students/trainees having examination of the same module will not be allowed to leave the examination venue at the same time. During such absence you must not communicate with any other person outside the examination venue as this will be considered as a form of cheating.

12. You are now under examination conditions. Please do not write anything until you are told to do so.

13. The Invigilators have the power to remove from you any items, which are considered illegal in the examination venue.

Appendix B2

Statement to Be Read Aloud In Each Venue at the End of Examination

1. Stop writing.
2. Check that you have written your name and student Roll number clearly on the answer book and all special or supplementary answer sheets (If provided). Make sure that you have written the question numbers in the order you answered them, in the box on the front of the answer book.
3. Make sure that all your supplementary answer sheets, including rough workings and calculations, and any other sheets of paper used have been fastened together with a tag (If provided).
4. Remain seated quietly until all answer books and supplementary answer sheets have been collected and counted.
5. When you leave, you may take the question paper with you. However, if the question paper involves multiple choice questions, it will be collected by the Invigilator(s).
6. No used or un-used answer books or supplementary answer sheets may be removed from the examination venue.
7. Remember to take with you all your belongings when you leave.
8. Any complaint about the conduct of the examination should be made in writing to the Department of Examinations as soon as possible.

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