

## **GENERAL INSTRUCTIONS FOR STUDENTS RELATING TO EXAMINATIONS**

**Note: Please read the following instructions carefully and comply with them during the conduct of examinations**

1. During the course of conduct of examinations, the student will be under disciplinary control of the Examination Centre Superintendent and the Invigilator. Therefore, s/he will follow their directions.
2. He/ She should report to the Examination Centre at least 15 minutes before the scheduled time of commencement of the examination and occupy the seat allotted to him/her in the examination hall. In extreme emergency and on merits of each individual case, the Invigilator may permit his/her admission to the examination hall if s/he is late up to a maximum of 30 minutes. No compensation or extra time will be given to him/her for his/her late coming.
3. He/ She should be in possession of University Identity Card and Examination Admit Card. S/he will show his/her Examination Admit Card issued by the University/Institution to the Invigilator or any other authorized Officer of the University. Impersonation or impersonated by somebody in the examination is an offence.
4. He/ She is allowed to carry with him only pen, pencil, eraser, sharpener, foot rule, scale and other instruments (wherever the use of the same is permitted during the Examination) in the examination hall. Exchange of such items, question papers and answer books is strictly forbidden.
5. He/ She will not carry any textual material, printed or written, bits of papers or any other material except the Admit Card/University Identity Card inside the Examination Hall. The Invigilator, Observer, University Representative may conduct search in person, if required.
6. He/ She must ensure that no incriminating material is kept in and around his/her desk in the examination hall.
7. He/ She is not permitted to carry mobile phone/pager/lap/palm top computers or any other electronic device. If found, the item will be confiscated in addition to the disciplinary action. Use of scientific or ordinary calculator as applicable is permitted if recommended in the question paper.
8. He/ She will maintain complete silence and discipline in the examination hall. If s/he wants to have any clarification s/he should not discuss with other students taking examination. Instead, put his/her queries direct to the Invigilator on duty.
9. He/ She will not be allowed to leave the examination hall during first one hour. Thereafter, s/he can be permitted to leave his/her seat (only once) with permission of the Invigilator for not more than five minutes. If s/he keeps himself out of the examination hall for more than five minutes, s/he will not be allowed to write his/her examination further and disciplinary case will be instituted against him/her.
10. Instructions printed on cover page of the Answer Book should be read carefully and made sure that it contains number of pages including title page printed on the answer book. If any discrepancy is noticed, the student should get the answer book replaced before writing on it.
11. He/ She must read the question paper carefully and ensure that s/he has received the relevant question paper. In case s/he finds that the question paper is not related to his/her course, or there is any misprint, s/he should make a request to the Invigilator to replace the question paper
12. He/ She should write the Enrolment/Roll number on the question paper, answer book immediately before responding to question paper. University will not be responsible for any inaccuracy of Enrolment/Roll number.

13. Course Code, Course Title and other details relating to the examination should be clearly written with ink/ballpoint pen only.
14. He /She should ensure that answer book and continuation sheets are duly signed with date by the Invigilator otherwise these will be treated as invalid and disciplinary case will be instituted against him/her as per Regulations of the University.
15. Writing anything in the answer book (except the details given on cover page of the answer book) before distribution of question paper is strictly prohibited. Write on both sides of the answer book only. Writing answers or anything else on the question papers or on the foot-rules, scales, cardboard, desk and other instruments (except where the use of the same is permitted during the examination) is strictly prohibited.
16. He/ She can use last page of the answer book for rough work which should be crossed after completion.
17. He/ She should not forget to mention the number of continuation sheets used in the space provided on the cover page of the answer book.
18. He/ She should not tear out or fold the page(s) of the answer book/continuation sheet or any other response sheet. S/he should not leave any page blank unnecessarily.
19. He/ She should properly tie up his/her answer book, continuation sheet, graph paper, map or any other response sheet at least 15 minutes before concluding the examination and handing it over to the Invigilator.
20. He/ She should not ask for continuation sheet until all the pages in the main answer book are exhausted.
21. He/ She will not be permitted to leave the examination hall before half the time allotted to the question paper is over and without handing over the answer book to the Invigilator.
22. He/ She should not write his/her name or put any identification mark or special marks inside his answer book/continuation sheets. If s/he does so, it will be considered as unfair means.
23. He/ She will not be allowed to take eatables/refreshments into the examination rooms during the examination hours.
24. As soon as the allotted time gets over, s/he should stop writing further and hand over the answer book to the Invigilator.
25. If use of any unfair means, misbehavior or misconduct or an act of disorderly conduct is reported against a student, disciplinary action will be taken against him/her as per University Regulations.



**Controller of Examinations**  
**G D Goenka University**

