



OFFICE OF CONTROLLER OF EXAMINATIONS

CIRCULAR

Ref. SUA/CoE/2025/025

04-09-2025

Dear Faculty Members and Staffs,

In line with our institutional commitment to uphold the **highest standards of academic integrity and examination discipline**, all invigilators are hereby instructed to strictly follow the mandatory guidelines prescribed for the smooth and credible conduct of examinations.

This being the **first set of instructions**, the intent is to ensure **uniformity, fairness, and transparency** in examination practices across all departments.

As a **growing institution of excellence**, we must collectively set a benchmark in **examination governance and academic discipline**.

All invigilators are therefore directed to acquaint themselves with the guidelines and extend their fullest cooperation in maintaining the sanctity of the examination system.

Mandatory Roles and Responsibilities of Invigilators:

A. Pre-Examination Responsibilities

- 1) **Punctuality is non-negotiable.** All invigilators must report to the **Office of the Controller of Examinations by 10:00 AM (30 Min before the Commencement of examination]** sharp to collect the answer scripts, seating plans, and other materials.
- 2) **Professional Appearance and Conduct:** Invigilators must report for duty in **modest formal attire** with their **faculty ID visibly displayed** at all times. Maintain **professional behavior** inside the examination hall avoid casual conversations, loud interactions, or relaxed body language, as it may distract students and compromise the integrity of the examination process.
- 3) **Report to allotted exam hall 10 minutes early:** After receiving the room allocation at the control room, invigilators must report to their assigned examination hall at least 10 minutes before the commencement of the exam with all relevant materials. They must ensure that the room is free from any incriminating or unauthorized material.
- 4) **Handling Discrepancies and Seating Plan Verification:** Before the exam starts, invigilators must check that all students are seated as per the seating plan and report any mismatch or unauthorized entry. For issues like wrong question papers, extra booklets, or ID mismatches, immediately inform the CoE Office through the official helpline or support staff.
- 5) **Answer Booklet Handling:** Invigilators must **not place answer booklets on student desks in advance**. This creates opportunities for **misuse, misplacement, or unauthorized exchange**.
 - ✓ Booklets should either be **handed over individually to each student**, or
 - ✓ Kept at the **invigilator's desk/front desk**, and students should be instructed to **collect their booklet one by one**.
- 6) **Handling of Additional Booklets and Reference Materials:** Invigilators must ensure that any **additional answer booklets** issued are properly **University-stamped**, signed by the invigilator, and recorded in the student's admit card. Likewise, if **Data Books, IS Codes, or Tables** are permitted, they must be checked for unauthorized markings and issued only after approval. All such materials must be verified, signed (if applicable), and recorded to maintain transparency and accountability.





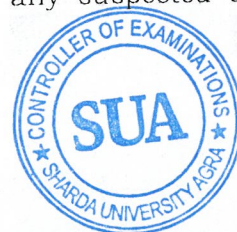
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B. During the Examination

- 7) **30-Minute Entry & Exit Rule with Emergency Exception:** No student is allowed to enter the exam hall after the first 30 minutes.
- 8) **Students will only be permitted to leave the hall within the first 30 minutes**, and that too **only in cases of genuine emergency**, with proper approval and **accompanied by a designated staff/guard**.
- 9) After the completion of 30 minutes, **no student will be allowed to exit the hall under any circumstances**
Exception: In case of a genuine emergency, a student may be permitted to leave only once and must be accompanied by a support staff or guard.
- 10) **Maintain Vigilance and Active Monitoring** Invigilators must maintain **constant vigilance** throughout the exam. Avoid sitting continuously or engaging in non-exam-related discussions. Keep moving around the hall to monitor activities effectively.
Note: Avoid clustering near entrances, exits, or the invigilator desk.
- 11) **Mobile phones must not be used** inside the examination hall during invigilation. Usage for personal communication, calls, or browsing is **strictly prohibited**. This reflects poorly on institutional discipline and distracts from duty.
- 12) **Invigilators are required to sign the admit card** of each student appearing for the examination in their hall, confirming the student's presence and identity verification.
- 13) **Ensure silence and orderliness** in the examination hall. Handle student queries only if they pertain to understanding question paper format not content clarification.
- 14) **Maintain the confidentiality and sanctity** of all examination materials. Any instance of negligence, delay, or misconduct will be taken seriously and reported for necessary action.
- 15) **Submit a Hall Attendance details/ Summary Sheet** and other related documents (used/unused booklets, absentee info) immediately after the examination.
- 16) **No student should be allowed to write after the time is over:** Strictly adhere to start and end times. Late distribution of question papers or collection of answer scripts is not permitted.
- 17) **No writing on question papers:** Students should not be allowed to write anything on the question paper. In case of rough work, it must be done only in the last page of the answer booklet.
- 18) **No exchange of stationery/materials** between students is allowed. Invigilators must carry extra pens, pencils, and essential items, if feasible.
- 19) **Do not leave the hall unattended:** At no point should the examination hall be left unsupervised. If you need to leave temporarily, wait until a relief staff is arranged.
- 20) **Avoid assisting students with interpretation:** Invigilators must not provide hints, clarifications, or rephrasing of questions. Direct the student to attempt as per their understanding.
- 21) **Emergency handling:** In case of medical emergencies or misconduct, do not attempt to handle the issue alone. Report immediately to the Chief Superintendent/Dy.CoE/CoE.

C. Unfair Means Handling

- 22) **Maintain discipline in the exam hall:** Invigilators must ensure that there is no communication among candidates during the exam. Unfair means must not be allowed under any condition. Smoking, chewing tobacco, paan, or any such activity is strictly prohibited in the exam hall.
- 23) **Handling of Unfair Means (Malpractice):** Invigilators must remain alert throughout the examination and are responsible for **immediately reporting** any suspected or





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identified malpractice to the **Chief Superintendent or the CoE Office**. The following actions must be taken in such cases:

- **Prevent unfair means:** Invigilators must carefully observe candidates for any form of malpractice, such as **copying, exchanging materials**, or **using unauthorized devices** (mobile phones, smartwatches, etc.). Any **suspicious activity** must be acted upon without delay.
- **Action during the exam:** If a student is caught copying or found in **possession of unauthorized materials** (e.g., notes, another student's answer booklet, writing on a calculator, geometry box, or scale), the invigilator must **immediately confiscate the answer booklet, question paper, and all such materials**.
 - ✓ An **Unfair Means report** must be completed.
 - ✓ A **signed statement from the student** must be obtained.
 - ✓ If the student refuses to give a statement, the **refusal must be documented** (do not force them to write).
 - ✓ A **new answer booklet** should be issued to continue the exam.
- **Separate handling of materials:** Confiscated answer booklets must be **submitted separately** and **must not be mixed** with regular scripts. Attach the **Unfair Means form** and the **student's statement (if available)**.
- **Tampering is strictly prohibited:** Invigilators must **not alter, modify, or tamper** with any answer booklet for any reason. Ensure the **confidentiality and integrity** of all examination materials.

D. Post-Examination Responsibilities

- 24) **Submission of answer booklets:** Invigilators must arrange the submitted answer booklets in proper order as per subject and programme, and tally them with the attendance sheet before handing over to the designated staff in the control room. They are fully responsible for the safe custody of the booklets until successful handover.


Controller of Examinations



Copy to:

- Honourable Vice Chancellor
- Registrar
- All Deans/Directors/Administrative Heads of respective Department
- All the Faculty and Staffs
- CoE office File