

**OFFICE OF THE CONTROLLER OF EXAMINATIONS**

**INSTRUCTIONS TO CANDIDATES APPEARING FOR EXAMINATIONS**

1. **Admission to the examination hall:** Candidates are advised to take their allotted seats in the examination hall at least **thirty minutes before** the time fixed for the commencement of examination. Candidates shall not remain on the corridor or anywhere near the examination hall after the bell for commencement of examination.
2. **Books/Chits/Mobile Phones etc.:** Candidates should leave all books, notes, papers, mobile phones or any other gadgets, watches, bags etc. outside the hall (at their own risk). They shall make sure that their pockets are empty and shall not wear lab coats, aprons or jackets/sweaters/face covers.
3. **Conduct in the hall:** Candidates shall maintain strict silence in the examination hall and follow the instructions given to them by the examination staff.
4. **Eatables/drinks:** Candidates shall not carry/consume any eatables/drinks in the examination hall.
5. **Infectious diseases:** Candidates who are undoubtedly suffering from serious infectious diseases will not be admitted to the examination hall.
6. **Admit card:** Candidates shall carry their admit card to the examination hall without fail and should be kept ready for verification and signature of the invigilator.
7. **Answer Booklet:** As soon as the answer booklet is given, candidates should read the instructions given and fill in the details in the space provided on the front page only. Register Number should be written correctly and clearly by referring the hall ticket. QP Code should be written referring to the question paper. Candidates are prohibited from writing their Register Number on any other part of the answer booklets. If done so, such answer booklets will not be sent for valuation and action will be taken against those candidates as it amounts to malpractice.
8. **Question Papers:** As soon as the question paper is received, candidates shall write their name and register number thereon. Nothing else should be written on the question paper.
9. **Entry & Exit from the Examination Hall:** No candidate will be allowed to enter the examination hall after expiry of 30 minutes from the commencement of the examination. Candidates are not allowed to leave the examination hall until one hour after commencement of the examination. Once they leave the hall, for any reason they cannot get back to the hall again. As soon as the time prescribed for the examination expires, the candidates shall have to hand over their answer booklets to the invigilator concerned.
10. **Asking Questions:** Candidates are forbidden to ask questions of any kind either to the invigilators or to fellow candidates when examinations are going on. Borrowing of pens, pencils, erasers, instruments, calculators etc. from other candidates is not allowed.
11. **Malpractice:** Candidates indulging in any kind of malpractice in the examination hall will be seriously dealt with. Any of the following will be deemed to be malpractice and appropriate action will be taken against anyone indulging in them.
  - a) Bringing to the examination hall any books, manuscripts, chits, photographs or other materials except authorized ones.
  - b) Copying from the neighbour's answer book or from notes, books and other materials or/and allow others to copy from one's answer books.
  - c) Communicating with any persons outside or inside the examination hall.
  - d) Disobedience of the instructions of the Chief Superintendent/Invigilators or flouting their authority in any other manner/ non-observance of any of these instructions.
  - e) Intimidation, assault, use of abusive language or any kind of misbehavior towards examination functionaries either within or outside the examination premises.
  - f) Taking out of the examination hall the written answer booklets/ additional sheets.
  - g) Any other act which violates the proper conduct of examination.

**Please also read the instructions printed on the answer booklet thoroughly**

## COVID 19 Advisory

### Mandates for Candidates appearing for Examinations

#### DO's

- Report to the examination centre at least one hour before the commencement of the examination.
- Carry your admit card and produce it at the entrance of the examination hall.
- Queue up while maintaining social distancing as you enter and exit the examination hall.
- Undergo thermal scanning and hand sanitization at the entrance.
- Always wear a mouth mask or face shield within and outside the examination hall.
- Use the staircase instead of the elevator. In case needed, restrict to only two persons within the elevator.
- Always carry your own hand sanitizer.
- Bring your own water bottles.
- Follow sneezing and coughing etiquettes.
- Upon completion of the examination, head straight to your house/room

#### DONT's

- Gather in groups of more than three within/outside the examination hall.
- Violate social distancing norms of keeping minimum 6 Ft distance away from others.
- Spit in or around the premises.
- Carry or consume snacks/beverages (except plain water)/chewing gum including tobacco in any form in the campus and the examination hall.

#### GENERAL ADVISORY

- Declare your health status while reporting to the institution in the prescribed format.
- Install **Aarogya Setu** app and ensure that you are SAFE.

**Candidates appearing for examinations are instructed to strictly adhere to the advisory. Any candidate found violating the same will be debarred from taking the examination.**

**Controller of Examinations**