



Guidelines for Superintendents and Invigilators

1. Invigilators are requested to do invigilation centre punctually half an hour before the time of commencement of examination, for receiving the question papers and examination answerbooks and other papers from the respective Superintendents.
2. Invigilators should reach the examination centre punctually half an hour before the time of commencement of examination, for receiving the question papers and examination answerbooks and other papers from the respective Superintendents.
3. Superintendents and Invigilators kept on the Reserve List are requested to come and report to the Chief Superintendent half an hour before the commencement of examination.
4. No Invigilator will absent himself/herself from duty without the prior approval of the Director/Dean/Principal taken in writing ordinarily a day in advance of the leave applied for.
5. Superintendents and Invigilators are required to sign on each day their names in full and in clear handwriting on the printed form supplied to Superintendents.
6. Superintendents and invigilators are requested to read carefully the following guidelines and adhere to the same.
7. No candidate shall be allowed to enter the examination hall later than thirty minutes after the beginning of the examination.
8. Candidates shall not be allowed to bring into the examination hall any paper or book or leaflet or any other place of writing excepting their admission cards.
9. Before the distribution of question papers, Invigilators in a room shall announce to the candidates that any notes, loose-sheets or papers that they may have in their possession be left outside the examination hall.
10. Candidates are required to keep their admit cards with them throughout the period of their examination, so that they can be examined at any time. The Superintendent shall by himself/herself or through the Invigilators, inspect the admit cards on each day.
11. Superintendents and Invigilators shall distribute answer-books, original or supplementary, personally and not through the peons.
12. Superintendents shall see that no question paper after distribution goes out of the examination hall. All spare copies of the question papers shall be returned to the Superintendent by the Invigilators, immediately after the distribution is over.



13. Candidates shall not be allowed to leave the examination hall once they have been admitted there to, until the expiry of 45 minutes from the commencement of the examination.
14. Subject to the foregoing rule, a candidate may be allowed to leave the examination hall at any time before it is 10 minutes to last bell if he/she delivers up to the Superintendent or the Invigilator his/her answerbooks; such a candidate shall not be re-admitted during the pendency of the examination in that paper; provided that, without prejudice to rule 8 and before it is 10 minutes to the last bell, a candidate may, under urgent necessity, be permitted by the Superintendent to leave the hall, for a few minutes under proper and approved escort.
15. None but the candidates under the foregoing rule and the Invigilators concerned, shall enter the examination hall except with the previous permission of the Superintendent.

Letters, telegrams and other communication shall not be allowed to be delivered to or received by the candidates in the examination hall.

16. Candidates shall not, during the examination, be permitted to talk to one another nor shall anyone be allowed to communicate with them, on any subject whatsoever, provided nothing in this rule shall be deemed to prevent a Superintendent from making by himself/herself or through his/her Invigilator, an announcement which he/she thinks proper or necessary.
17. Invigilators shall remain within the Examination Hall throughout the period of examination and shall remain moving about in the Hall. The Superintendent shall give frequent visits to the examination room under his/her charge and see that this rule is strictly followed by the Invigilators. The Invigilators shall not go out of the Hall except with the permission of the Superintendent concerned. The Superintendents shall not allow, at one time, more than one Invigilator to leave the examination hall for a few minutes for urgent necessity. Cases of neglect of Invigilators shall be reported by the Superintendent to the controller of Examinations.
18. When an Invigilator finds a candidate guilty of using unfair means in the examination, he/she shall report the matter immediately, in writing to the Superintendent concerned. The Superintendent shall withdraw the answerbook so far written by the candidate and the material in support of the finding and provide a separate answerbook to the student immediately to write the answers to the remaining questions. After the day's examination is over, the candidates shall be asked to give a written explanation which may be scrutinised by the Invigilators and the Superintendent. Their reply to the points raised by the candidate along with their opinion be submitted in writing to the Controller of Examinations on the same day on the printed form supplied for the purpose along with such material in support which might have been recovered from the candidate.



19. Candidates shall not be allowed to take away any leaf from the answerbooks or to take away any unused answerbooks (original or supplementary); if any leaf is found to be loose by the candidates, he/she should bring it to the notice of the Invigilator immediately.
20. Candidates shall not be allowed to write anything on the question paper or on their person or on their clothing or on any instruments that they are allowed to carry with them.
21. Candidates who have finished answering their question paper at any time before 10 minutes to the last bell, shall remain standing in their seats till the answerbooks have been collected from them by the Superintendent or the Invigilator. No candidates shall be allowed to leave his/her seat thereafter until the last bell.
22. Candidates wishing to communicate with the Superintendent or Invigilator shall not be allowed to leave their seat but shall stand in their places and should be attended to by the Invigilators immediately.
23. As soon as the last bell has been rung, candidates shall stop writing and remain in their seats; any answer or portion of answer written thereafter may be crossed by the Superintendent of Invigilator who shall make an entry to that effect and sign and date the same.
24. The answerbooks shall be printed in two forms (a) original and (b) supplementary. An original answerbook shall be supplied but once. When more answerbooks are required by a candidate supplementary books only shall be supplied.
25. On each day of the examination sufficiently in time before the commencement of the examination, the Controller of Examinations shall have the required number of original answerbooks counted and issued to the Superintendent concerned and so also a sufficient number of supplementary answerbooks, under receipt.
26. The Superintendent shall, at the end of each day's examination, return to the Controller of Examinations/Centre Superintendent the unused original and supplementary answerbooks (both original and supplementary) while he/she files with the Controller of Examinations the list of the candidates, present and absent.
27. On each day of the examination, the Superintendent shall, with the assistnace of the Invigilators, see that each candidate has entered the required details on the cover page of his/her answerbooks; he/she or the Invigilator deputed by him/her shall sign and date each answerbooks on the cover page.
28. Before complying with the request of any examinee for issue of supplementary answerbooks, the Superintendent/Invigilator should satisfy himself that issue of Supplementary answerbooks is actually necessary.



29. At the time of issue of supplementary answerbook, the Invigilator shall ensure that the required entries on the cover page of supplementary answerbooks are made by the examinee concerned. The Invigilator also shall sign and date each supplementary answer book against the column provide for the purpose on the cover page.
30. In case where examinees have used supplementary answerbooks, the Invigilators shall ensure that an entry to that effect is duly made against the column provided for the purpose on the cover page of original answerbook and the Invigilator should put his signature with the date below said entry.
31. Soon after the commencement of Examinations, the Superintendents/Invigilators shall take the signature of examinees on the Roster provided for the purpose. Examinees have to sign an Roster at each sitting of the Examinations, which should agree with the signature on the Admit Card/List. It is the responsibility of both the Superintendent and the Examinee concerned to see that the signature is taken on the roster. In the event of the examinee refusing to sign or the signature not tallying with the one on the Admit Card/ List , the answerbook of the candidate concerned will not be sent to the examiner for evaluation, but kept in the Controller's custody to be destroyed later as waste paper. Before taking such an action, the Controller shall give a reasonable opportunity to the examinee concerned, to explain the position.
32. The Superintendent shall file with the Controller of Examinations/Centre Superintendent each day at the end of the examination, a statement of candidates, present and absent, in the printed form provided for the purpose.

Controller of Examinations