

## OFFICE OF THE CONTROLLER OF EXAMINATIONS

### **Guidelines for Squad during Examination**

Inspect the examination halls and verify the seating arrangement. If the seating arrangement is improper, inform the Invigilator and get it amended. See that sufficient space is provided to each examinee.

Ensure that no person other than those deployed for invigilation duty is present in the examination halls and no unauthorized student is appearing for the examination.

Ensure that no Books, Watches, Mobile Phones or any other material is being carried by students into the examination hall/room. Ensure that invigilators have identified a proper place to keep all such type of material and it is not accessible to anyone.

Observe that invigilators are active. Similarly, visit the examination hall frequently and make sure of the proper conduct of examination and strictly ensure no malpractice happens.

Keep vigil of all aspects of the conduct of examination at the examination hall and report the cases of malpractice/ misconduct, if any, to the Invigilator. The COE shall take action in such cases as per the prescribed procedure.

If in your opinion, the action taken by the Invigilator is not proper / insufficient or the Invigilator is non-operative, the issue should be communicated to the Controller of Examinations over the phone and in writing. Such report shall be specific and objective in nature. Care shall be taken to support such reports with facts, figures and proof.

Monitor all aspects of the conduct of examinations and ensure that the examinations are adhered to the duration and timing of the examination, thus enhancing the general credibility of the system and discouraging any tendencies on the part of the examinees or any other person to indulge in malpractice or misbehavior in examinations.

Possession and use of Mobile Phone by the students as well as the Invigilators in the examination hall is strictly prohibited.

**Controller of Examinations**