



# बिरला प्रौद्योगिकी संस्थान BIRLA INSTITUTE OF TECHNOLOGY

(वि० अनु० आ० अधिनियम १९५६ की धारा ३ के तहत मानित विश्वविद्यालय || A Deemed to be University u/s 3 of UGC Act, 1956)  
मेसरा, रांची ८३५२१५ (भारत) || MESRA, RANCHI 835 215 (INDIA)

## EXAMINATION DEPARTMENT | परीक्षा विभाग

### GUIDELINES FOR INVIGILATORS

The Room Invigilators are requested to ensure strict compliance of these guidelines, irrespective of how experienced and efficient they are in the examination work.

#### DUTIES AND RESPONSIBILITIES OF INVIGILATORS:

1.	All Invigilators must report to the Examination Department at the reporting time sharp and must reach the respective examination hall 20 minutes before the examination schedule time.
2.	Question papers, answer booklets, attendance reports will be made available in the Examination Department before the examination
3.	As soon as the room Invigilators arrive in the examination room, it must be ensured that anything written on the blackboard, walls of the class or candidate's seating chair should be completely wiped out before the commencement of the examination.
4.	Invigilators must check the seating arrangement and ensure that the candidates have occupied their respective seats.
5.	Distribute the answer booklets to the candidates before 05 minutes of the examination and instruct them to fill all details in the answer booklets correctly. Inform the candidates about the instructions given in the cover page of the answer booklets.
6.	Invigilators are requested to verify all the entries to be made by the students at the main page of answer booklet, especially the roll number and paper code, and put signature at the designated place on the main page.
7.	Verify the Registration cum Admit card and I-Card of candidates while taking the attendance and maintain the absentee report. If any discrepancy in Roll No. is detected, the COE/Officer of Examination Department should be informed.
8.	The room invigilators will not in any case redress any misprint or error in the question papers. If there is any misprint or error in the question papers, immediately inform the Examination Department. The necessary action will be taken by the Examination Department.

9.	<p>The following announcements must be made in the examination room by the room Invigilators before the commencement of examination in each examination day shift.</p> <ol style="list-style-type: none"> <li>a. <i>Candidates should check and ensure that there is nothing with him or around him which may fall within the ambit of unfair means.</i></li> <li>b. <i>Candidates should write his roll number at the designated place on the answer booklets and should not write his roll number etc. in any other place other than that.</i></li> <li>c. <i>Candidates must write his roll number at the proper place on the front page of the question paper.</i></li> <li>d. <i>Candidates should write answers to questions on both sides of the pages of the answer booklets and cut off whatever rough work or calculation they have done.</i></li> <li>e. <i>Candidates should not write anything on the question paper in any case.</i></li> <li>f. <i>Candidates should not write anything behind the cover and back page in the answer booklet and write the answer in English on both sides of the page in the answer booklet.</i></li> </ol>
10.	<p>In special circumstances, the writer is allowed, but the room invigilators will not allow the writer to enter the examination room without the written permission from Controller of Examination.</p>
11.	<p>Candidates must be advised to keep bags/mobiles/electronic gadgets (except regular scientific calculator) etc. outside the examination hall. Carrying or using of mobile phone/ any smart electronic gadgets (except regular scientific calculator) are strictly prohibited inside the examination hall as it comes under the category of UFM. Any type of material used in UFM will be seized and submitted to Examination Department. It is compulsory for the invigilator to record the statement (both invigilator and candidate) in UFM form for any type of UFM cases.</p>
12.	<p>Invigilators are prohibited to use their mobile phone inside the examination hall/room during the examination period. Invigilators are not allowed to do any reading or writing not connected to invigilation duty.</p>
13.	<p>The room invigilators are required to roam in the examination room regularly during the examination period and be alert so that no candidate uses unfair means The following instructions may be observed regarding the timing:</p> <ol style="list-style-type: none"> <li>a. No candidate should be allowed to enter the examination hall/ room later than 20 minutes after the commencement of examination.</li> <li>b. Temporary absence: Candidates are not allowed to go out of the examination hall/room during Mid-Semester Examination.</li> <li>c. Candidates are not allowed to go out of the examination hall/room during first two hours and last 10 minutes of End-Semester Examination. In case a candidate has to necessarily go to the toilet, he/she should be thoroughly checked before going and while coming back. Candidates are not allowed to take the question papers or answer booklets outside.</li> <li>d. Close the door 10 minutes before the end of examination time.</li> <li>e. Candidates must tie their supplementary sheets (i.e graph paper, drawing sheet etc.) 05 minutes before the end of the examination time.</li> </ol>

14.	Distribute the supplementary sheets (i.e graph paper, drawing sheet, log table, data books etc.) to the candidates on request. No supplementary answer booklets will be provided to the candidate under any circumstances.
15.	Once examination is completed, collect the answer booklets and ensure that the received papers are in accordance with attendance sheet. If everything is found correct, open the door and allow the candidate to leave the examination hall/room.
16.	<p>Submit the collected answer booklets and return all materials (unused answer booklets, question paper) to the Examination Department. Kindly submit the UFM form and their respective answer booklets separately.</p> <p><b><i>Procedure to Deal a Case pertaining to the Use of Unfair Means/Misconduct during the examination</i></b></p> <p>If a student is caught using unfair means during the course of his/ her examination by the invigilator or any other member of faculty on examination duty, the following sequence of steps must be taken:</p> <p>a. The answer booklet and the material used for unfair means are to be confiscated by the invigilator and a statement to the effect must be recorded from the student who possessed the material and was taking help from the same. In case the student refuses to record such a statement, then the invigilator may record that the student had refused to record such a statement.</p> <p>b. At the end of the examination, the invigilator will submit the case in the prescribed form along with both the answer booklet and the confiscated material to the Examination Department, after recording his own statement regarding the use of unfair means by the student. However, if the material used for Unfair Means is like the desk or some part (s) of the human body or is some oral conversation between peer examinees and can't be attached with the answer booklet of the student, then the invigilator may call the Controller of Examinations to make him witness the case.</p>
17.	Invigilators should be active and vigil enough to ensure that no impersonation takes place in their room. Invigilators are individually and collectively responsible for smooth and fair conduct of examination.



**Controller of Examinations**