



Examination Office  
**Birla Institute of Technology, Mesra**  
Ranchi-835215, Jharkhand, India

### *Guidelines for Invigilators*

1. All Invigilators must report at the reporting time sharply to examination section and must reach to respective examination hall before 20 minutes of the examination schedule time.
2. Question papers, answer books, attendance reports will be made available in the examination section before 20 minutes of the examination schedule time.
3. Invigilators must check the seating arrangement and ensure that the candidates have occupied their respective seats.
4. Distribute the answer books to the candidates before 05 minutes of the examination and ask them to fill all details in the answer book correctly. Instruct the candidates about the information's given in the cover page of the answer book.
5. Verify the admit card/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 Section should be informed.
6. 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 section. **However, mobile phone/smart electronic gadgets will be seized in examination hall and return back to the candidates by the invigilators at the end of examination.** It is compulsory for the invigilator to record the statement (both invigilator and candidate) in UFM form for any type of UFM cases.
7. Invigilators are prohibited to use the 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.
8. The following instructions may be observed regarding the timing:
  - (a) No candidate should be allowed to enter the examination hall/ room later than 20 minutes after the commencement of examination.
  - (b) Candidates are not allowed to go out of the examination hall/room during the first 30 minutes and last 10 minutes of the exam. 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 books with them, while going outside.
  - (c) Close the door 10 minutes before the end of examination time.
  - (d) Candidates must tie their supplementary sheets (i.e graph paper, drawing sheet etc.) before 05 minutes of the end of the examination time.
9. Distribute the supplementary sheets (i.e graph paper, drawing sheet, log table, data book etc.) to the candidates on request. No supplementary answer book will be provided to the candidate under any circumstances.
10. Once examination is completed, collect the answer books and ensure that the received papers are in accordance with attendance sheet. If everything found correct, open the door and allow the candidate to leave the examination hall/room.
11. Submit the collected answer books and return back all materials (unused answer book, question paper) concerning to examination section. Kindly submit the UFM form and answer books separately.
12. 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.