

## **Internal Examination - Rules and Regulations**

### **Code of Conduct:**

- Students must observe absolute silence at all times during examinations.
- Students must be in their proper dress code for their examination.
- Students should carry their identity cards to the examination hall and produce the same when required.
- The invigilator reserves the right to expel any student who is guilty of improper conduct from the classroom

### **Before the commencement of the examination**

- Students should occupy their seats in the examination hall ten minutes before the commencement of the internal evaluation test.
- Students' desks must be cleared of all books and notes.
- Students are to bring their own writing and mathematical instruments such as calculators, set-squares, compasses, protractors, and rulers for the examination.
- Candidates should not carry any other material except Identity Card and Non programmable scientific calculators. Programmable calculators, Palm computers, Cell phones and Smart watches are not permitted into examination hall.
- Students must switch off their mobile phones and keep them in their bags, which are to be placed in front of the classroom, before the start of the examination.
- Students, soon after they receive the answer script from the invigilator should fill their particulars in the Title Sheet.
- They should ensure themselves that they have received the right question paper by checking
  - the subject and title of the paper,

- whether the questions on both sides of the question paper are related to the same subject and
- whether all the questions are correctly printed.

### **During the examination**

- Students caught in possession of unauthorized materials (such as notes, files etc.), other than those used for the examination, are deemed to have committed a dishonest act.
- Students found in possession of any electronic or communication devices such as mobile phones, smart watches/glasses, tablets, etc will be deemed to have committed a dishonest act.
- Students who communicate with each other, verbal or non-verbal, are deemed to have committed a dishonest act.
- Students are not allowed to borrow stationery items from each other.
- Students are not allowed to go to the toilet, unless absolutely necessary.
- The punishments for malpractices in the internal evaluation test could be as per the rules of the college

### **After the Examination**

- The duration of the examination is 2 hours, and students should write the examination during the entire duration and will not be allowed to leave the exam hall before the 2 hrs duration.
- At the end of each examination, students are to remain quiet and ensure that candidates must hand over the answer book to the invigilator before leaving the examination hall.
- Students are not allowed to leave the examination venue until all scripts are collected and accounted for, at the end of the examination.
- After the examination of each day, students are to leave the college immediately and not loiter in the vicinity of the college or neighbourhood.



**PRINCIPAL**