



# Guidelines for Conduction of Examination

Controller of Examination (CoE) Office, NIIT University

## 9. Guidelines for the Students:

- a. Students are advised to be seated in **the examination room at least 10 minutes before** the start of the exam to avoid delay in getting the question paper and (for the online exam) ensure the computer is running properly.
- b. Students are not allowed to enter the examination room after 15 minutes from the commencement of the examination for any kind of examination (pen-paper / online exam).
- c. Students are allowed to go out for any bio-break only once for a maximum of 5 minutes as per the time in the record sheet; **failing which (taking more than 5 minutes) the Answer sheet will be blocked for the next 10 minutes.** Any argument by the student may lead to Disciplinary Committee.
- d. Bio-break will be permitted after 30 minutes from the commencement of the examination. **No bio-break will be permitted in the last 15 minutes** of the examination.
- e. Students who come late to the **online exams** will not get any additional benefit of a computer clock. The exam will be stopped exactly at a time as in the date sheet except for any hardware/ server delay.
- f. If a student is caught discussing, with mobile phone/book/notes in the washroom/corridor by any faculty/staff/security during their 5 minutes bio-break, will also be treated as unfair means; action will be taken accordingly.
- g. Students are allowed to submit the written answer sheet only after 50 % time of the total exam duration.
- h. **Items not allowed inside the examination room-** any electronic gadgets, digital/smart watch, any unauthorized paper. **Only analog watch is allowed** inside the examination room.
- i. Students found holding any of such prohibited items will be treated as unfair means; action will be taken accordingly.
- j. 'Open Book' would mean -Textbook and/or hand-written notebooks only; **No loose sheets are allowed.**
- k. Students are required to carry their own necessary stationary [pen, pencil, eraser, scale, calculator (if allowed) etc.]
- l. Students are advised to save all the working files from time to time during the online exam to avoid any type of data loss in emergency system/hardware issues/abnormal system shutdown.
- m. Involvement in any type of Un-fair Means during examination: [Please refer to Section 10].

## 10. Un-Fair Means (UFM):

- A. Talking with peers or sharing materials with another student without seeking permission from the invigilator will be treated as unfair means.
- B. Use of unprofessional language or any sort of misbehavior with the invigilators will lead to Disciplinary Action and the case would be forwarded to DC.

- C. Any written notes on the cover of the calculator/unauthorized paper/writing board/ palm of the hand / any part of the body will be treated as unfair means. [Invigilator will take a photograph as evidence if required]
- D. Students found with mobile phones/Bluetooth earbuds in the examination room will be booked as UFM. **The invigilator may seize the device till the resolution of the case**, and also write the Model/IMEI/Serial no. of the device in the UFM Report sheet as a piece of evidence.
- E. Discussing with friends, using mobile phones / electronic gadgets in washrooms **during the bio-break**, if found by any faculty/staff/security, **will also be treated as unfair means**. The person will report it to the concerned invigilator in the exam room or to the CoE office, with evidence, explaining the incident to book UFM in the presence of the student.
- F. Any student found involved in any other than mentioned above, will be booked for UFM as per the decision of the invigilators.
- G. Respective invigilator will fill the UFM Report sheet in front of the student with detailed information and attach the seized written answer sheet along with other seized evidence (if applicable) which is to be signed by the student immediately at that moment.
- H. Invigilator will provide a fresh blank answer sheet (type B) to the student for the rest of the questions to answer in the examination.
- I. The issue will be forwarded to the UFM committee for appropriate action.
- J. UFM committee will provide the resolution to the student and also to CoE for office records within 7 days from the date of the incident.

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