



Guidelines for Conduction of Examination

Controller of Examination (CoE) Office, NIIT University

Guidelines for Invigilators

- A. Invigilation duty will be treated as a high-priority engagement as per the recommendation of NU Leadership.
- B. All **Invigilators and Faculty/staff in Reserve must report to the CoE office at least 15 minutes before** the commencement of the Examination as per the invigilation allocation sheet announced irrespective of the type of duty.
- C. Failing to do the above (without any intimation to CoE office) will be treated as violation of the fair conduction of examination.
- D. Violation of the norms as given in the Guidelines will be notified to NU Leadership.
- E. CoE seeks support and cooperation from all faculty and staff members for the smooth conduction of examination and to provide a good experience for students and faculties.
- F. One invigilator will be assigned for every 25 students in an examination room.
- G. **Invigilators must enter the designated examination room 10 minutes** before the commencement of the examination.

Before Commencement of Examination:

- A. Invigilator reports to the CoE office at least 15 minutes before the commencement of the examination.
- B. Invigilator collects sealed envelopes of question paper, answer sheets, attendance sheets, students' seating plans, and UFM Report sheets/link. [Refer to **Annexure-5**].
- C. Invigilator will verify the required type of answer sheet and total no. of question papers mentioned on the envelope as per the attendance sheet provided for the designated examination room.
- D. Invigilator will announce the list of **Prohibited Items [electronic gadgets, digital/smart watch, any unauthorized paper]** in the examination room and any other instructions from the envelope. Only an analog wristwatch is allowed.
- E. 'Open Book' would mean -Textbook and/or hand-written notebooks only. **Any loose sheets/notes are not allowed as a part of the open-book examination.**
- F. Invigilators must ensure that students are carrying their NU ID card/permission letter from CoE office.
- G. Invigilator is advised to open the envelope 5 minutes before the commencement of the examination and manually count the no. of question papers available for distribution.
- H. In case there is a shortage of question papers, inform the course in-charge and intimate to CoE before the commencement of the exam.

During the Examination:

- A. Students are allowed to enter the examination room up to 15 minutes from the commencement of the examination.

- B. Students are allowed to go out of the examination room temporarily for any bio-break for a maximum of 5 minutes, as per the time in the record sheet.
- C. 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.
- D. **Invigilators may block the student's answer sheet for the next 5-10 minutes** as a cooling down period, in case the student takes more than 5 minutes for bio-break. Any argument by the student may lead to UFM.
- E. Students are allowed to submit the written answer sheet only after 50 % time of the total exam duration.
- F. Invigilator will instruct the student to write a note and assume any standard / relevant data required to solve the question if any typo error/missing of data in the question paper is reported by the student and may inform the CoE office, if required. The course in-charge may rectify the issue related to the weightage of the question as reported in the question paper, in the CoE office only, for circulation in designated exam rooms by CoE office.
- G. **'Open book'** would mean textbook and/or handwritten class notebook only. **No loose sheets are allowed.**
- H. Invigilators are advised to announce the time after each 1 hour of the exam, and also announce a reminder to the students 15 minutes before the end of the exam.
- I. Un-Fair Means (UFM) detected by the invigilator: Please fill out the UFM Report Link.

After Completion of the Examination:

- A. Invigilators manually count the total no. of received answer sheets and verify the number as per attendance, and write it on the space provided in the envelope.
- B. Invigilators report to the CoE office and submit the written answer sheets and also put a signature in the date sheet kept in CoE office alongside the course code.
