

12.11. Instruction to the Candidates

12.11.1. Admission of candidates to the examination is provisional.

12.11.2. The hall ticket shall be issued subject to the candidate satisfying the attendance and other requirements as per rules, regulations and instructions by the Institution from time to time. If later, it is found that the candidate fails to comply with the above requirements, the examinations written by the candidate will be treated as cancelled.

12.11.3. Candidates shall read the instructions provided on the hall ticket.

12.11.4. Candidate shall sign on the hall ticket in the place provided for that purpose and shall not write anything on the hall ticket.

12.11.5. Candidate who is suffering from infectious diseases of any kind shall not be admitted to the examination hall.

12.11.6. Any personal message to the candidate shall not be delivered to the candidate during examination hours.

12.11.7. Candidates shall read the displayed posters containing the nature of violation in the examinations and the recommended punishments.

12.11.8. Candidates shall identify their hall of examination from the hall arrangement table displayed in notice board or prominent place and candidates shall identify their seat within the hall from the seating arrangement table displayed outside the hall and also available with the hall superintendent.

12.11.9. Each candidate shall be provided with a seat marked with his/her register number.

12.11.10. Candidates with valid hall tickets shall only enter the examination hall.

12.11.11. Candidates shall be under the disciplinary control of the hall superintendent and they shall obey the instructions of the hall superintendent.

12.11.12. Candidates shall occupy their allotted seats 15 minutes before the commencement of the examination. No candidate shall be allowed to occupy a seat other than the seat allotted to him/her.

12.11.13. Candidates shall not be permitted to enter the hall after the commencement of the examination. However, candidates shall be permitted during the first thirty minutes of the examination after obtaining the written permission from the Chief Superintendent on extraordinary circumstances.

12.11.14. No candidate shall be permitted to enter the hall after the expiry of the first thirty minutes.

12.11.15. Candidates shall bring their own pens, pencils, eraser, scale, sharpener, drawing instruments and calculator. They shall not be allowed to borrow anything from others in the examination hall.

12.11.16. Candidates shall use only blue or black ink fountain or ball point pen to write examination. Candidates can use pencil, only to draw diagrams and charts.

12.11.17. Candidates shall not bring calculator cover, eraser cover and sharpener cover, purse, pouch into the examination hall.

12.11.18. Candidate shall not carry any written or printed material, mobile phone, smart watch, programmable calculator and other electronic gadgets.

12.11.19. Candidates shall not enter the examination hall with writings on their body parts or clothing.

12.11.20. Candidates shall not bring data sheets or books or tables or graph sheets into the examination hall. Candidates shall use only the approved data sheets or books or tables and graph sheets provided by the hall superintendent.

12.11.21. On receiving the answer booklet, candidate shall verify whether all the pages of the answer book are intact and are free from any damage or misprint

12.11.22. Candidate shall write his/her register number, degree, branch, semester, subject code, subject title, date, session, question paper code of the examination and other details, if any, at the appropriate spaces provided in the first page of the answer booklet and nowhere else in the answer booklet or in any additional attachment like drawing sheet, graph chart etc.

12.11.23. No additional answer booklet or sheets shall be supplied to the candidates.

12.11.24. Candidates shall do the rough work on the space provided at the end of the answer booklet. No additional paper shall be supplied for the rough work.

12.11.25. On receiving the question paper, candidate shall ensure that he/she has received the correct question paper.

12.11.26. Candidate shall write his/her register number in the space provided in the question paper.

12.11.27. Candidate shall not write or draw anything other than writing their register number in the question paper.

12.11.28. Candidates shall not be permitted to ask any query related to the meaning of the full or part of the questions in the question paper.

12.11.29. Disciplinary action shall be taken against the candidate who writes his/her register number on any part of the answer booklet or attached graph sheets other than the one provided for or leaves any special marking or writings that may disclose the identity of the candidate.

12.11.30. Candidate shall be inside the examination hall for the entire duration. Strict silence shall be maintained in the examination hall.

12.11.31. Writing the name of the candidate or any irrelevant matter or making an appeal to the examiner in the answer booklet shall be treated as malpractice.

12.11.32. Candidates shall not detach any sheet from the answer booklet and shall not leave any irrelevant material or sheets inside the answer booklet.

12.11.33. Candidate shall not talk or ask questions of any kind during the examination.

12.11.34. No candidate shall pass any part or whole of answer papers or question papers to any other candidate.

12.11.35. Candidates shall neither possess or refer to any forbidden materials in any form nor get assistance in any form from any person to answer the questions.

12.11.36. Candidates shall not assist other candidates in any form towards answering questions.

12.11.37. No candidate shall allow another candidate to copy from his/her answer booklet or copy from the answer booklet of another candidate. If found committing such malpractice, the involved candidates shall be liable for disciplinary action. Candidate found guilty of using unfair means of any nature shall be liable for disciplinary action.

12.11.38. Candidates shall cooperate with the examination personal and obey their instructions in case of suspected malpractice by them.

12.11.39. Candidate shall not be allowed to exceed the prescribed time assigned for the examination.

12.11.40. Candidates shall write on the front page of the answer script the total number of pages used and strike out with pen the unused pages.

12.11.41. Candidates shall hand over the answer script to the hall superintendent before leaving the examination hall.

Controller of Examinations
St. Xavier's Catholic College of Engineering