

INSTRUCTIONS TO INVIGILATORS

- Report to the Chief Superintendent at least half an hour before the commencement of the examination.
- Collect the correct number of question booklets and answer books from the Chief Superintendent and ensure that the question papers are for the examination scheduled for the day.
- Admit the Candidates to the examination hall only if the candidate produce a valid hall ticket/ admit card.
- Admit the Candidates to the examination hall 15 minutes before the scheduled time.
- Ensure that all regular candidates appearing for the examinations are in their regular uniforms with ID cards.
- Help the candidates to locate their seats.
- If any candidates are in possession of mobiles phones, calculators, digital watch, digital diary or any other electronic equipment, instruct them to keep them outside the examination hall.
- Verify the identity of the candidate through the photograph on the hall ticket.
- Candidates shall be admitted to your hall, if his/ her register number is allotted to the seating plan provided to you. If the register number of a candidate does not appear in your seating plan, direct him/her to the Chief Superintendent for further verification and action.
- Distribute the answer book 5 minutes before the commencement of the examination and direct the candidates to fill in all entries in appropriate places on the facing sheet of the answer booklet.

- Instruct the candidates to affix one of the **barcode sticker** in the provided box of the answer booklet and **the pair of the same sticker** in the attendance sheet.
- The invigilator shall mark the sign on the answer book after verifying that the details filled in / **barcode affixed** by the candidate are correct. Get their signature in the distribution sheet against their register number.
- Distribute the question paper at the third stroke of the bell and ask the candidates to start writing immediately.
- Instruct the candidates to write their Reg.No.and name on the question paper.
- The invigilators should strictly observe the rule that those candidates who are turning up for the examination half an hour after the commencement of the examination are not permitted to write the examination.
- Ensure the rule that candidates are not allowed to leave the hall before the expiry of one hour from the commencement of the examination.
- No candidate who leaves the room during the examination shall be allowed to return.
- Ten minutes before the end of examination, along with the warning bell, announce 'last ten minutes' and do not allow any candidate to leave the room. After the last bell ask the candidates to stop writing and put their pens down.
- Candidates shall be permitted to leave the examination hall only after handing over the answer book to the invigilator.
- Allow the use of logarithm tables, calculators, etc. only if their use is permitted as per the instructions given in the question paper.
- **Remain alert and vigilant in the examination hall to prevent all sorts of malpractice.** In case of any unfair indulgence please

report it to the chief superintendent immediately with your special note of incident.

- Do not allow any candidate to write/do rough work on the question paper. Advise them to use the last page of the answer book for rough work.
- Do not allow refreshments for the candidates in the examination hall in ordinary cases.
- Those candidates who produce **a permission note** from the Principal to take medicine /water can avail the permission during the examination time.
- Collect all the answer books from your allotted hall and hand over the same with attendance list to the chief superintendent. Hand over the unused answer books also to the chief superintendent.
- Affix your signature on the invigilation duty list, before you leave to the examination hall.

NB: The invigilators are not supposed to give clarification/directions on question papers, such as mode of answering, rectification of errors in the question papers if any etc.

If you need more clarifications please contact the chief superintendent of the examination. (Dr Fr Sibichan Joseph, Phone – 9447127297)