



GALGOTIAS UNIVERSITY

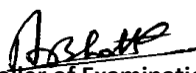
Guidelines to Invigilators – Special Examination – November 10, 2024

1. Invigilators are required to report at A-319 at least one hour before the schedule of examination.

Shift	Exam Timing	Reporting Time
Shift 1	10:00 am – 1:00 pm	9:00 am
Shift 2	2:00 pm – 5:00 pm	1:00 pm

2. All invigilators should familiarize themselves with the guidelines and rules governing the conduct of examinations before the commencement of the examination.
3. All invigilators, before proceeding to the examination hall from the control room shall count the number of answer scripts and match with the number of students in the attendance sheet.
4. Entry of the students to the examination hall is to be permitted on production of **Hall ticket and University Original Identity Card (No colour photostat allowed)**. **No Student shall be allowed to appear in examination on Photocopy of GU-ID. Invigilators must check and if found by flying or superior officer, invigilators would be held responsible and disciplinary action may be taken.**
5. Students should enter the examination hall 15 minutes before the commencement of the examination. **All doors will be closed sharp at 10 am in shift 1 and 2:00 pm in shift 2 during the examination.** Late comers may be allowed subject to a maximum by 30 minutes from the commencement of examination on exceptional grounds on written permission of CS / CoE / Addl CoE / In-charge Flying Squad only.
6. **Bags/books/Written-Notes/Smart Watches/Electronic devices or any type of hearing devices/Programable Calculators/Mobile phones shall not be allowed in the campus. The University shall not be responsible for any type of losses/breakages etc.**
7. **Instruct students to fill the OMR bubbles. Answer Scripts without filled OMR bubbles will be treated as null and void. Use blue/black pen only to fill the bubbles in the OMR Grid.**
8. Answer booklets shall be distributed **15(Fifteen)** minutes before the start of examination.
9. Students are to be advised to read and follow instructions printed on the answer booklet and check the answer booklet for number of pages and for its condition before writing.
10. Exchanging or borrowing of water bottle, pen, pencil, eraser, scale, calculator, etc. during examination is prohibited.
11. **Students are allowed for washroom only in the second hour of the examination time slot.**
12. **Students are allowed to leave the examination hall after two hours. No student is permitted to move out in last half an hour of the examination.**
13. **Examination hall doors are to be kept closed at-least 30 minutes prior to completion of examination. Doors are to be open only when invigilators have counted and verified all the answer copies.**
14. Invigilators must check that the entries on the cover page of the answer booklet have been correctly made and ensure that the attendance sheet has been signed by the student after correctly filling his/her Admission number/ Enrolment number after matching with Identity card/ Attendance sheet.
15. **Invigilators are also required to cross verify the OMR bubbling in the Answer Scripts with Enrolment Number.**
16. **Both the Invigilators will sign the answer books of all the students. Invigilator 1 will sign on the OMR sheet only after checking whether the student has filled enrolment no. and course code correctly. Invigilator 2 will sign on the OMR sheet only after cross checking the correctness.**
17. In case of any doubt in the question paper, howsoever trivial it is, no advice should be given by the invigilator and the matter shall be reported to the centre superintendent for clarification.

18. The invigilator shall not leave the examination hall during the examination. In an emergency, one invigilator can be permitted by the Centre Superintendent by deploying another invigilator in his/her absence.
19. Invigilators shall ensure that students must sit according to their seating plan (layout is attached).
20. **Answer booklets should be arranged course and Admission number/ Enrolment number wise before their submission to the Control Room (Room No. A- 319).**
21. The students absent in a particular paper must be clearly indicated in the attendance sheet by writing **ABSENT** in the column of signature.
22. No supplementary sheet will be provided. Rough work can be carried out on the right-hand side margin or at the end of the answer booklet.
23. **Invigilators must check that the students should not talk with any other examinee and should not disturb smooth conduct of the examination. The act will be treated as a malpractice.**
24. In **UFM cases**, every page of the recovered material must be signed by the invigilator and the student.
25. **Invigilators are instructed not to carry their mobile phones during the examination duty.** In case of emergency, they can contact floor in-charge / flying squad on duty.
26. The Invigilator should be **VIGILANT** throughout the duration of the Examination and is expected to move about the place of their duty and not to engage themselves in study or conversation.
27. As soon as the time allotted is over, the invigilator shall collect the answer-booklets, arrange them in serial order and deposit the same at control room.
28. **Invigilator present should make sure no student sneaks out with the answer booklet.**
29. **Each invigilator will count the number of answer booklets issued to the students in his/her room, head count the number of students actually present and then tally the same with the attendance sheet.**
30. Invigilators shall bear in mind that examination can be very stressful for students and can occasionally provoke unreasonable or extreme behaviour. Such situations should be dealt with a sympathetic and supportive manner, which minimizes any adverse effect on other students and maintains sanctity of the examination.
31. No person shall be allowed in an examination room during an examination except the students concerned, invigilators or the persons authorized to do so by the competent authority.
32. Those who leave the exam hall should be instructed not to roam around near the examination hall.
33. Students shall be specifically instructed not to make any type of identification mark on the answer booklet as that would be considered as an act of use of unfair means.
34. Any student found to have indulged in use of unfair means in the exam shall be immediately issued a new answer booklet by writing UFM across on the title page of the original booklet. The statement of student/invigilator/ flying squad member is to be taken in the examination hall and all other formalities shall be done at the end of the exam of that session to minimize disturbance.


 Controller of Examinations

UNDERTAKING

I do hereby undertake that I have read all the above points and shall abide with it while discharging my duty as invigilator.

Date of Examination..... Time of Examination..... Room No.

Name of Faculty1. GU ID..... Signature.....

Name of Faculty 2. GU ID..... Signature.....

Examination Room Layout

