



OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY::DIBRUGARH

Memo No. DU/DCE (A)/CoE/Instructions to Invigilators /2019/81

Date: 26.04.2019

The Officer in Charge must circulate copies of these instructions among the invigilators of his/her Examination Centre ahead of commencement of Examinations

(Circulated through E-mail and Dibrugarh University website only)

INSTRUCTIONS TO INVIGILATORS OF THE EXAMINATION CENTRES

1. It is the cardinal duty of the invigilator to see that no unfair means is adopted by the candidate, and that no instructions specified under '**Instruction to the candidate on the cover of the answer scripts**' are violated.
2. The invigilator should not allow any candidate to enter Examination Hall **after 15 (fifteen) minutes** from the commencement of Examinations.
3. **The candidates are not allowed to leave the Examination hall permanently after submitting his/her answer scripts till one hour from the commencement of examination. Even such candidates are not allowed to carry their question papers along with them. A candidate can carry his/her question paper only after two hours from the commencement of examination after submitting his/her answer script to the invigilator.**
4. S/he shall remain present in the examination room during the examination and go round the room every now and then.
5. S/he shall see that no candidate talks to any other candidate or to any other person.
6. In course of the examination if any candidate has go out for a brief duration to attend the call of nature (**should be allowed only after one hour from the time of commencement of examination**), the invigilator shall record the temporary absence and the duration thereof in a temporary absentee sheet and keep him/her under observation.

In case of delay beyond three minutes on the part of the candidate to return to the examination room, the invigilator shall bring the matter to the notice of the Officer-in-Charge for necessary action.

7. If the invigilator finds any candidate using unfair means, then s/he shall take the candidate with the relevant papers and incriminating materials to the Officer-in-Charge for necessary action. The Officer-in-Charge shall forthwith take action, and if s/he decides to expel the candidate, s/he shall obtain from the candidate a statement in the prescribed form and two invigilator shall sign it, as witnesses.
8. If any invigilator does not attend at the time fixed for him/her or leaves the examination premises earlier than the prescribed time or connives at the unfair means adopted by any candidate or otherwise fails in his/her duties, then the Officer-in-Charge may take immediate action against him/her and may, without prejudice to any other action that may be taken against him/her debar him/her from future appointment as invigilator.
9. The Officer-in-Charge shall, as a precautionary measure, engage the invigilators for each room by rotation.
10. S/he shall also personally go round the examination room to ensure that proper invigilation is being done.
11. It shall be the duty of the invigilators to distribute the blank answer scripts and the question papers to the candidates at the prescribed hours.

12. Invigilators must check that the entries on the cover page of the answer script/Additional sheet have been correctly made and ensure that the attendance sheet has been signed by the student after correctly filling his/her Roll number/Registration number. **Invigilators must ensure that the Sl. Nos. of the Additional sheets taken by the candidates are entered at the appropriate place on the cover page of the answer script.**
13. **The Invigilators should maintain a statement of Additional sheets supplied to the candidates for each examination; the signature of the concerned candidate should be taken against the Serial No. of the additional sheet (s) supplied to him/her. The aforesaid statement should be submitted by the Examination Centre along with other relevant documents to the University without fail.**
14. Fifteen minutes after the distribution of the question papers, the invigilator shall, after verifying the number of question papers with the number of candidates actually present in the room, hand over the surplus question papers to the Officer-in-Charge, who shall keep them in his/her custody till the examination is over. The Officer-in-Charge shall then render the University Authorities an account of the number of question papers received, the number distributed, and the balance remaining.
15. At the end of every session, s/he shall show in a statement clearly how many answer scripts were received by him/her, how many were distributed to the candidates, and how many additional sheets were supplied to the candidates, and compare the figures with the attendance sheet.
16. When the period of the session is over, s/he shall collect all the answer scripts immediately and shall ensure that no candidate leaves the answer script on the desk or leaves the room without submitting the answer script even if it is blank. Any candidate leaving his/her answer script on the desk shall himself/herself be responsible for the loss of his/her script, if it is not traceable afterwards.
17. If, despite all precautions taken by the invigilator, the answer script of any candidate is not handed over to him/her, s/he shall record the fact in the roll sheet and in the statement of answer scripts and also report it to the Officer-in-Charge who shall in turn bring it to the notice of the University.
18. The invigilator shall arrange the answer scripts serially, subject-wise and group-wise.
19. The invigilator shall, after ensuring proper serialization submits the answer scripts to the Officer-in-Charge.
- 20. Invigilators are not allowed to carry or use mobile phones in the examination hall.**
21. During the course of examination, the invigilator is expected to move around the place of their duty and not to engage themselves in study or conversation.
22. Invigilators shall bear in mind that examination can be very stressful for students and can occasionally provoke unreasonable or extreme behaviour. These situations should be dealt with in a sympathetic and supportive manner which minimizes any adverse effect on other students and maintains sanctity of the examination.
23. 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 authorities.
- 24. All invigilators should familiarize themselves with the guidelines governing the conduct of examinations available in the University website before the commencement of the examination.**

Sd/-Controller of Examinations *i/c*
Dibrugarh University