

## Office of the Controller of Examination

### END TRIMESTER EXAMINATION DECEMBER 2013

#### Guidelines to Invigilators

1. Please confirm the date of invigilation duty and session from the duty allotment published in your KP account
2. You are requested to report to the office of examination according to the timings given below

**REPORTING TIME:**

Morning Session: 08.45 AM

Afternoon Session: 01.15 PM

**Examination Timings:**

09.00 AM to 12 Noon

01.30 PM to 04.30 PM

3. During the exam days if you are unable to do Duty in case of any emergency reason, please do the alternative arrangement by yourself and inform the office of Examinations. Absence without alternate arrangement will be viewed very seriously.
4. After reporting for the invigilation duty, collect the bundles and invigilation diary from Room No. 305 Central Block.
5. Please be in the Examination Hall at least 10 minutes before the commencement of Examination.
6. Instruct candidates to keep manuals, note books, guides, cell phones, Programmable calculator and text books in the corner of the examination hall.
7. Issue the Main Answer Sheets to the candidates after they are seated. Before distributing the question paper instruct the candidates to read the instructions printed on the Main answer sheet without fail.

8. Please check the ID card and hall ticket of the students and permit only the candidates who possess these documents. Make an announcement with regard to this before the commencement of the Examination. Instruct others to collect the temporary ID card/hall ticket from IPM

9. Do not permit students who report after 5 minutes of the commencement of the examination. Such students can be sent to Office of examination for permission from COE.

10. Go to individual student and Get the signature of the student in the Invigilators diary. Also ask the students to stick the bar code on the answer sheet in the prescribed space in your presence. Mark "ABSENT" for candidates who are absent.

11. If any student violate the dress code of the university please warn them and note in his/her hall ticket.

12 Check if the date, session, course, semester, subject, subject code are written correctly by the student. Only then sign in the space for the Invigilator provided in the first page of the main answer sheet.

13. Be Vigilant and constantly move around the invigilation hall to avoid any malpractices by the students

14. No Cell Phones, Programmable calculators and I pods are allowed in the Examination Hall. If any student has these gadgets please take it and hand over to the squad

15. Candidates are not permitted to leave the Examination hall during the examination time for any purpose.

16. In case of any doubt call the deputy chiefs through the attenders. Do not leave the hall under any circumstance without making alternate arrangements

17. Announce the last 5 minutes at the stroke of the bell at 11.55PM in the AM

session and 4.25 PM in the PM session.

18. Allow the students to leave the examination hall only after the final bell and handing over the scripts personally to the invigilator. No student shall be allowed to leave the hall until you count and tally the answer scripts with the invigilators diary.

19 Check before leaving the Examination Hall, so that no written answer sheets are left in the hall even by mistake.

20. Hand over the answer sheet to the deputy chiefs at the office of examination. Make sure he/she counts the answer scripts and tally with the expected number in the diary

**Thank you. Your kind cooperation in this regard is highly solicited.**

**Controller of Examinations  
Christ University**