



**GUIDELINES FOR THE CONDUCT OF EXAMINATIONS  
IN THE EXAMINATION CENTRES  
OF  
DIBRUGARH UNIVERSITY**

**DIBRUGARH UNIVERSITY  
DIBRUGARH-786 004  
ASSAM**

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# **GUIDELINES FOR THE CONDUCT OF EXAMINATIONS IN THE EXAMINATION CENTRES OF DIBRUGARH UNIVERSITY**

## **1. EXAMINATION CENTRE**

All the examinations of Dibrugarh University shall be held in the examination centres approved by the University. Such a centre shall be managed by a Centre Committee formed invariably by the college under report to the University.

## **2. OFFICER-IN-CHARGE**

There shall be an Office-in-Charge for every examination centre. Ordinarily the Principal of the college where the centre is located shall be the Office-in-Charge of the centre. S/he should possess wide experience in conducting examinations.

### **2.1 Officer-in-Charge in full control of the Centre**

The Officer-in-Charge shall be in full control of the examination centre. S/he shall be responsible for the smooth and efficient conduct of the examination at the centre. The Officer-in-Charge should not delegate his/her powers to another staff without intimation to the Controller of Examinations.

### **2.2 Officer-in-Charge leave station**

The Officer-in-Charge must be present at the centre during the full period of the examination and shall not take up any other extra-assignment during that period. If in case of emergency s/he is required to leave the station, s/he shall do so with the prior approval of the Controller of Examinations and put one Senior Teacher of his/her college as the In-Charge of the examination during the period of his/her absence, with the concurrence of the Controller of Examinations.

## **3. ASSISTANT OFFICER-IN-CHARGE**

The Officer-in-Charge shall appoint Assistant Officer-in-Charge (s) for each of the examinations and shall forward their names, mobile numbers and e-mail ids to the University. The Assistant Officer-in-Charge (s) will be under the orders of and responsible to the Officer-in-Charge.

## 4. APPOINTMENT OF INVIGILATORS

- (i) The Officer-in-Charge shall appoint required number of invigilators well ahead of the date of examination. As a general rule, there may be one invigilator for every 30 (thirty) candidates. All invigilators shall remain responsible to the Office-in-Charge.
- (ii) **Any subject teacher shall not, as far as practicable, be appointed as invigilators on the day on which the examination on that subject takes place.**
- (iii) 10% of the total number of invigilators required for any centre shall, if available, be taken from the nearby colleges in which the centre is located.

### 4.1 Duties of the Invigilator

- (i) 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 to be printed on the cover of the answer scripts**' are violated.
- (ii) S/he shall remain present in the examination room during the examination and go round the room every now and then.
- (iii) S/he shall see that no candidate talks to any other candidate or to any other person.
- (iv) In course of the examination if any candidate has go out for a brief duration to attend the call of nature, 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.

- (v) 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 invigilators shall sign it, as witnesses.

- (vi) (a) 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.
- (b) The Officer-in-Charge shall, as a precautionary measure, engage the invigilators for each room by rotation.
- (c) S/he shall also personally go round the examination room to ensure that proper invigilation is being done.
- (vii) 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.
- (viii) Invigilators must check that the entries on the cover page of the answer script 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.
- (ix) 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 are 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.
- (x) The invigilator shall keep record of the answer script distributed to the candidates.
- (xi) If an additional sheet is supplied to any candidate, the invigilator shall obtain the signature of the candidate in a separate sheet.
- (xii) 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.

- (xiii) 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.
- (xiv) If, despite all precautions take 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 to the notice of the University.
- (xv) The invigilator shall arrange the answer scripts serially, subject-wise and group-wise.
- (xvi) The invigilator shall, after ensuring proper serialization submits the answer scripts to the Officer-in-Charge.
- (xvii) Invigilators are not allowed to carry or use mobile phones in the examination hall.**
- (xviii) 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.
- (xix) 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.
- (xx) 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.
- (xxi) All invigilators should familiarize themselves with the guidelines governing the conduct of examinations before the commencement of the examination.**

#### **4.2 Meeting of the invigilators**

The Officer-in-charge shall call a meeting of all the invigilator of the centre on the day preceding the first day of the examination and shall give them proper instructions as to their duties and responsibilities.

### **5. ARRANGEMENTS TO BE PERFECT BEFORE COMMENCEMENT OF EXAMINATION**

- (i) Well before the commencement of the examination, the Officer-in-Charge shall satisfy that all arrangements for conduct of the examinations are perfect.
- (ii) S/he shall make seating arrangements according to the seat plan already prepared by him/her. S/he may, however, alter the seat plan as and when required as a precautionary measure against adoption of unfair means.
- (iii) S/he shall also ensure that the necessary furniture, light, facilities for drinking water, urinal and lavatory exist in proper condition.
- (iv) S/he shall also see that arrangements are such that no communication to and from outside is possible.

### **6. DISPATCH OF ROLL SHEETS, ATTENDANCE SHEETS, BLANK ANSWER SCRIPTS, ETC. BY THE UNIVERSITY**

Roll sheets of the candidates appearing in the centre, Attendance sheets, Blank answer scripts and other relevant papers shall be sent by the University to the Officer-in-Charge of an examination centre well ahead of the date of commencement of examination.

### **7. SEAT PLAN**

Immediately on receipt of the roll sheets the officer-in-charge shall prepare a seat plan for the candidates and send a copy of the same to the University Authorities. **In making the seat plan, s/he shall keep it in view that there shall be a gap of at least three feet between two candidates.** Sufficient space should be provided in such a manner that



candidates do not get the chance to copy from the neighbour's answer script or indulge in any sort of unfair means in the examination room/hall.

### **7.1 Arrangements for the differently abled/sick candidates appearing in the examination**

The differently abled candidates who write the examination with the help of the Scribes or sick candidates shall be seated in separate room (s). Even if there is only one candidate a separate room and invigilator shall be provided.

## **8. QUESTION PAPERS**

### **8.1 Dispatch of question papers**

The question papers for each centre shall be well packed and sealed properly in the University Examination Office before dispatch to the examination centre. The Controller of Examinations shall personally ensure that the packets have been properly sealed and that the required number of question papers have been duly dispatched to the Treasury or the Police Station concerned.

### **8.2 Officer-in-Charge to check the number of packets**

The Officer-in-Charge shall verify the number of such packets with the number mentioned in the statement sent by the University. If s/he detects any discrepancy in the number received in the Treasury or the Police Station and the number entered in the statement sent by the University, s/he shall forthwith report it to the University Authorities. The University shall immediately take action, and if there is any shortage, dispatch the required number of packets without any delay, ensuring that these reach the Officer-in-Charge before the commencement of the examination.

### **8.3 When to open the packets of question papers**

On each day for each session of the examination, the Officer-in-Charge shall take out the required packets of question papers one hour before the examination starts. S/he shall not open the packets till fifteen minutes before the time fixed for the start of the examination. S/he shall open it in presence of at least two invigilators. The Officer-in-Charge shall then sign a certificate to the following effects:

“Certified that the packet of question papers has been opened in presence of the invigilators fifteen minutes before the start of the examination and that the seals have been found intact.” Two invigilators shall sign the certificate as witnesses. The covers of the packets of the question papers shall be preserved by the Officer-in-Charge for six months.

### **8.4 Mobile phones prohibited inside the Confidential room of the Examination Centre**

Carrying of Mobile phones is strictly prohibited inside the confidential room of the examination centres. Only the Officer-in-Charge may carry the mobile phone in case of exigencies.

### **8.5 Action to be taken when the actual number of question papers falls short of the outer cover of the packet**

- (i) If the Officer-in-Charge, on opening any packet, finds that the number of question papers in the packet actually falls short of actual the number mentioned on the outer cover of the said packet, then s/he shall report the matter to the University Authorities without any delay.
- (ii) If, on opening the packet, the number of question papers inside the packets is found to be obviously inadequate for distribution among all the candidates present, then s/he shall proceed as follows.
  - (a) If the centre is situated within the town of Dibrugarh then s/he shall immediately contact the University Authorities over the telephone,

but if the telephonic contact is not possible, then send a special messenger to the University. The authorities of the University shall thereupon forthwith send to the Officer-in-Charge the required number of question papers under proper care and custody.

(b) If the centre is situated outside the town of Dibrugarh then s/he shall, where possible collect the required number of question papers from the University or nearby examination centres or else s/he shall forthwith get them cyclostyled or Xeroxed under his/her supervision and distribute them among those candidates who could not be provided with the same and shall simultaneously inform the University Authorities by telephone or e-mail whichever is practicable. The loss of time caused to any candidate by the delay in distribution of the question paper under such circumstances shall be compensated by the grant of equal, extra – time by the Office-in-Charge.

(iii) If the question papers are found, on opening the packets belong to a subject other than the one which is fixed for that day, the Officer-in-Charge shall follow the same procedure as outlined in the foregoing clause with this modification that where the University authorities are unable to supply the question papers on the proper subject in the Dibrugarh town-centre or any outside centre, the Officer-in-Charge shall cancel the examination on that paper and forthwith inform the University authorities. S/he shall also forthwith repack and reseal the question papers and send them to the University authorities. There upon the University authorities shall hold a fresh examination of that centre in that subject as soon as possible. If the question paper which was wrongly sent related to a subject in which the examination has not yet been held, the University authorities shall nullify that question paper and reset the paper if there is adequate time and hold the examination on the appointed date. But if there is no adequate time, then the examination on that subject shall be cancelled in all centres and a fresh examination held as soon as possible.

## 9. CANDIDATES

### 9.1 Admittance to the Examination Hall

No candidate should be admitted to the Examination Hall unless s/he presents the Admit Card issued to him/her or otherwise satisfies the Officer-in-Charge as to his/her eligibility and identity. The Admit Cards of all candidates should be verified during all sessions of the Examination. **All the candidates (students) should carry with them the identity card issued by the concerned college. The backlog candidates who do not possess identity cards issued by the colleges should carry their Voter ID cards.**

### 9.2 Candidates to take seats 15 minutes before examination hours

- (i) Every candidate shall take his/her seat at least 15 minutes before the commencement of the examination.
- (ii) No candidate shall be admitted into the examination hall after 30 minutes have elapsed since the commencement of the examination.
- (iii) No candidate shall be allowed to leave the examination hall before 60 minutes have elapsed since the commencement of the examination.

### 9.3 Instruction to the candidate to be printed on the cover of the answer scripts

Instruction to the following effect shall be printed on the cover page of the answer script:

- (i) The candidate shall write his/her roll number, registration number and the subject of examination clearly and legibly on the front-cover of his/her answer script. Unless these particulars are written clearly and legibly, an answer-script may be treated as invalid.
- (ii) S/he shall not carry into the examination room or have in his/her possession any book or any printed or hand written or typed or cyclostyled or blank paper except his/her admit card, registration number and instrument box nor shall be inscribed anything in any part of his body or any instrument while s/he is in the examination room.

- (iii) S/he shall not receive any book or printed or hand written or cyclostyled blank paper from any other person while s/he is in the examination room or in the lavatory or any other place to which s/he is allowed to have access during the course of the examination.
- (iv) S/he shall not communicate with any other candidate in the examination room or with any person in and outside the examination room.
- (v) S/he shall not see, read or copy anything written by any other candidate, nor shall s/he knowingly or negligently permit any other candidate to see, read or copy anything written by him/her.
- (vi) S/he shall not written anything on the blotting paper or in other paper or materials during the examination, or pass any kind of paper to any other candidate in the examination room, or any person outside the room.
- (vii) S/he shall not disclose his/her identity to the examiner by writing his/her name or putting any symbol in any part of his/her answer script.
- (viii) S/he shall not use any abusive language or write any objectionable remark or make any appeal to examiner by writing in any part of his/her answer script.
- (ix) S/he shall not detach any page from the answer script or insert any loose sheet into it.
- (x) S/he shall not insert any new answer script by removing the pins of the original answer scripts and re-fixing them.
- (xi) S/he shall not resort to any disorderly conduct inside the examination room or misbehave with the invigilator or threaten him/her.
- (xii) S/he shall not do anything which is contrary to instruction and rules relating to the examination.

#### **9.4 Penalty for contravention**

Contravention of any of the instructions specified above (**Instruction to the candidate to be printed on the cover of the answer scripts**) by any candidate shall render him/her liable to be expelled from the examination without prejudice to any other actions that may be taken against him/her under the rules of the University.

## 10. UNFAIR MEANS

No candidate shall use unfair means or indulge in disorderly conduct at or in connection with examinations.

“Unfair means” includes one or more of the following acts of commission or acts of omission on the part of candidates during examination period.

1. During examination time having in possession or access to
  - a) Any paper, book, note or any other unauthorised material which has relevance to the examination.
  - b) Mobile Phones, Digital watch or any electronic gadget other than calculator, even in switch off mode, which can potentially be used for communication or copying.
  - c) Anything written on any other instrument or any kind of furniture or any other substance which may have relevance to the examination concerned.
  - d) Anything written or signs made on the body of the candidate or his/her clothes/garments, handkerchief etc. which may have relevance to the examination concerned.
  - e) Anything written on the question paper/admit card which may have relevance to the examination concerned.
2. Giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours.
3. Talking to another candidate or any unauthorised person inside or outside the examination room during the examination hours without the permission of the invigilating staff.
4. Intimidating or using obscene language or threatening or use of violence against the invigilators or person on duty for the conduct of examinations or leaving the examination hall without the permission of the invigilator or causing disturbances in any manner in the examination proceedings.
5. Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
6. Mutual/Mass copying.
7. Tearing off the answer scripts.
8. Smuggling-out, either blank or written, or smuggling-in of answer script/additional sheets.

9. Smuggling-in blank or written answer script/additional sheet and forging signature of the invigilator thereon.
10. Revealing identity in any form in the answer script by the candidate.
11. Not submitting the answer scripts to the invigilators after completion of the concerned examination.
12. Impersonating any candidate or getting impersonated by any person for taking the examination.
13. Any other similar acts of commission and/or acts of omissions which may be considered as unfair means by the competent authorities.

### **10.1 PUNISHMENT**

A candidate found using unfair means is liable for any one or more of the following punishments:

1. Expulsion from the examination hall.
2. Cancellation of the examination of the entire semester/year for which s/he was a candidate.
3. Debarring the candidate from appearing in the examination of the particular semester/year for one year or more than one year as deemed fit by the competent authorities.
4. Debarring the candidate from appearing in any examination of the University in future.
5. Any other punishment deemed suitable by the competent authorities.

### **10.2 Standard Operating Procedure for ‘Expulsion of a Candidate’**

- (i) The Officer-in-Charge of the Centre shall have the authority to expel a candidate from an examination, if the candidate breaks any rule or instruction for which s/he is liable to be expelled, or resorts to any disorderly conduct, or adopts any unfair means.
- (ii) If s/he decides to expel a candidate, s/he shall obtain statement in the prescribed form from the candidate and two invigilators shall sign (full signature) it as witness. If the candidate refuses to sign the statement, this fact shall be clearly mentioned in the report and two witnesses shall sign it.

(iii) Material found from the candidate:

As far as possible, precise information as to from where the material was found (in the pocket, desk, shoes etc.) should be mentioned in the statement of the candidate. The copying material so detected by an invigilator should also be signed by the invigilator (s) and countersigned by the Officer-in-Charge with seal on each page.

(iv) Procedure to be followed in case of smuggling out of an answer script:

In case a candidate has smuggled out an answer script, the Officer-in-Charge should call the candidate directly and try to secure the answer script. In case of non-availability of the answer script, the matter should be reported to the Controller of Examinations along with the statement of the invigilator (s) present in the room and also of the candidate.

(v) Procedure for dealing with Impersonation:

In case of impersonation, the Officer-in-Charge should send to the Controller of Examinations, the statement of the person found to be impersonating, the invigilator/s and the real candidate, if possible. **Photograph shall be taken and sent along with the report.**

(vi) Documents required to be sent in unfair means cases:

All cases of unfair means should be recorded in the prescribed format provided by the University. The following documents should be sent to the Controller of Examinations in a sealed envelope:

- (a) Answer script of the candidate.
- (b) Prescribed format signed by the invigilators and counter signed by the Officer-in-Charge.
- (c) Statement of the candidate counter signed by the invigilators.
- (d) Incriminating material (s) found from the candidate signed by the candidate and counter signed by the invigilators and Officer-in-Charge.

(vii) The Officer-in-Charge shall serve a notice on the candidate to the effect that the expulsion case will be finally decided by the University with such other consequences as



may follow therefrom. **Pending the decision of the University, the candidate shall be ineligible to appear in the remaining University Examinations.**

## **11. DEPUTATION OF UNIVERSITY OFFICER**

The University may depute any Senior Officer or teacher of the University or of affiliated college to an examination centre to observe conduct of examination in the centre. It shall be his/her duty to see that all arrangements have been made for efficient and smooth conduct of the examination according to the rules and instructions of the centre. S/he shall work in close collaboration with the Officer-in-Charge of the centre and submit, at the end of the examination a report to the Controller of Examinations about the conduct of the examination in the Centre.

## **12. ATTENDANCE SHEET, TOP SHEET AND ABSENTEE STATEMENT**

There shall be an attendance sheet with the particular of the candidates allotted to a centre. The invigilator shall verify the admit card and the registration number and obtain in the attendance sheet the signature of each candidate appearing in the examination. Those who are absent shall be marked absent in the attendance sheet and the invigilator shall sign the attendance sheet. From the particulars in the attendance sheet, a top sheet and an absentee statement shall also be prepared. **The Officer-in-charge shall ensure that complete Roll Numbers (including the Centre Code) of each and every candidate is written on the Top sheet and Absentee statement.**

**The absentee statement is a very important document and should be sent to the University without fail.** List showing the Roll number of the absentees, day of the examination and subject from which they were absent should be clearly mentioned in the statement. The Officer-in-Charge should personally see that the statement is carefully and truthfully filled up each day and sent to the Controller of Examinations without fail immediately after the completion of the examination at their Centres. **A copy of the absentee statement should be sent along with concerned**

**subject packet to the Examination Zones where evaluation of the answer scripts shall be done.**

### **13. DISPATCH OF ANSWER SCRIPTS**

#### **13.1 Answer scripts to be arranged serially**

The Officer-in-Charge shall at the end of each examination session see that all the answer scripts are arranged serially, subject-wise and group-wise.

#### **13.2 Answer scripts to be securely packed**

The Officer-in-Charge shall get the answer scripts securely packed and sealed in packets of not more than 250, and verify the top-sheet and sign it and paste it on the packet.

#### **13.3 Answer scripts to be dispatched the same day**

- (i) S/he shall then dispatch the sealed packets to the Examination Zone/University Authorities on the same day **through Speed Post only** with all due precaution about safety, security and secrecy.
- (ii) If, in any special case, s/he cannot dispatch them on the same day for reason which must be justified to the University Authority, s/he shall keep the packets properly sealed overnight in safe custody either in the local Treasury or in the police station and dispatch them the next day. **Such examination centre shall have to submit a proof of document received from the local Treasury or the police station as the case may be and submit the same to the University.**
- (iii) Non compliance of (ii) may lead to the cancellation of the examination centre for such period as may be decided by the Examination Committee, under report to the Executive Council.
- (iv) **The dispatch report after each day of the examinations should be submitted to the University without fail.**

## 14. DOCUMENTS WHICH ARE TO BE SENT TO THE UNIVERSITY AND THE EXAMINATION ZONE

The following **original** documents should be dispatched to the **University**:

- (i) Dispatch report.
- (ii) Top sheet.
- (iii) Attendance sheet.
- (iv) Absentee statement.
- (v) Seat plan
- (vi) Documents/reports related to expulsion or other disciplinary actions.
- (vii) Document received from the local Treasury or the police station regarding keeping the answer scripts overnight.
- (viii) Other relevant documents.

The document at Sl. No. (vi), if any should be sent immediately once the action has been taken by the concerned Examination Centre.

The **photocopy** of the following documents should be dispatched to the **Examination Zone** along with the packet of answer scripts:

- (i) Dispatch report.
- (ii) Top sheet.
- (iii) Absentee statement.
- (iv) Document received from the local Treasury or the police station regarding keeping the answer scripts overnight.