

## **INSTRUCTIONS TO STUDENTS**

### **Students must follow the following practices (inclusive but not exhaustive) during the examination**

- Student must enter in the examination hall 10 minutes before commencement of the examination.
- No student will be allowed to appear in examination after 15 minutes of commencement of the examination.
- No student will be allowed to leave examination hall in the first one hour of the examination.
- No student will be allowed to go to the toilet in the last 15 minutes.
- Pen, Pencil, Eraser, Sharpener, Non-programmable calculator, watch (non-smart), Admit Card, transparent pen-pencil bag, are allowed inside the examination hall. No other items are allowed in the exam hall. Specially, Mobile Phone, Programmable Calculator, Smart devices and all types of electronic gadgets are strictly prohibited in examination hall.
- Student must bring their own items in examination hall. They are not allowed to share their belonging with other students
- Students must keep their ear uncovered during examination.

### **Following practices (inclusive but not exhaustive) during the examination will be considered as “Unfair Practices”:**

- Talking to any person (except supervisory staff) inside or outside the examination hall during the examination hours.
- Taking or giving help from other in any form will be treated as unfair practice.
- Possession by student or having access to books, notes, papers, or any other unwanted material (not in permitted items list)
- Leaving the examination hall without submitting the answer book or continuation sheet, if any, to the invigilator concerned
- Taking away, tearing off or otherwise disposing off answer book or any part thereof.
- Students are allowed to write only answers in answer book and at prescribed places. Writing anything other than this on anything will be treated as unfair practice.
- Using abusive language in the examination hall.
- Receiving or trying to receive with or without the help or connivance of any member of the supervisory or any outside agency, solution to a question or a part thereof.
- Making an appeal to the examiner through answer book.
- Sending anything out of examination hall, bringing or using anything into examination hall except allowed items.
- Intimidating, threatening, manhandling, using violence, show of force in any form against any invigilator or a person on duty in the examination, or against any examinee, shouting, causing commotion in any manner, inciting or otherwise persuading examinees to walkout from the examination hall, creating or contributing to a situation leading to violence, or disturbance, or obstruction to the smooth functioning of the examination.
- Forging a document or using a forged document in any matter relating to the examination.