



Symbiosis University of Applied Sciences (SUAS)

[Established under M P Act Nov.17/2007 by Amendment Act No.23/2016 and recognized by UGC]

OFFICE OF CONTROLLER OF EXAMINATIONS

Ph. 0731-2581326 E-mail: coe@suas.ac.in

INSTRUCTIONS FOR STUDENTS

1. Students are required to comply with all instructions issued by an invigilator.
2. Students will be admitted to the examination room by an invigilator shortly before an examination is due to start. Once admitted to the room examination conditions apply so no talking is permitted.
3. Students should sit at a desk allocated for the examination question paper they are sitting in accordance with the seating plans posted outside the examination room.
4. Students should only bring essential items to examinations as there is limited storage for personal items within examination rooms.
5. Students are not permitted to wear coats, scarves, hats or outdoor wear, during examinations. Invigilators will request that students remove any clothing of this type and to place it in the area reserved for storage of personal items for the duration of the examination.
6. Students must bring their own pens, pencils, rulers and any other required equipment to each examination. These should be kept in a clear plastic pencil case. Cases and other containers are not permitted on examination desks. Additional material may only be used if issued by an invigilator or where it is specifically allowed in the examination question paper rubric.
7. Food and drink are not permitted in the examination room with the exception of water which, if required, should be in a clear plastic bottle with no label.
8. Students must bring their Admit card to all examinations and display it on their desk throughout the examination. Admit cards will be checked by an invigilator once the examination has started.
9. Students should complete an attendance slip and place it on their desk for collection by the invigilator once the examination has started.
10. Students should enter their enrollment number, not their name, on the examination answer book and question paper.

11. Examinations will start and finish on the instruction of the invigilator. Students must not open examination question papers or start writing until instructed to do so.
12. The use of mobile telephones or other electronic devices is not permitted. If found in custody than will be treated as UFM case.
13. Students must write legibly.
14. Talking or communicating in any other way with other students in the examination room before, during or after an examination is forbidden. Failure to observe this requirement will be treated as a disciplinary offence.
15. If a student wishes to speak to an invigilator she/he should raise a hand and stay seated.
16. The University operates a zero tolerance policy in relation to cheating in examinations. Invigilators will announce at the beginning of each examination that it is an offence for students to be in possession of any notes, documents or unauthorised material or to have any information written on their body or clothing. The invigilators will ask anyone with such material to raise their hand. The material will then be collected and the opportunity provided for information on the body or clothing to be removed. After this point, if any student is discovered with such material or with any information written on any part of their body or clothing in the examination room it will automatically be assumed that cheating has taken place and the consequence will be a mark of zero to the module.
17. Any student wishing to leave the examination room temporarily should raise their hand to request permission from an invigilator. Students permitted to leave the room will be escorted by an invigilator. Any student who leaves the room without an invigilator's permission will be deemed to have withdrawn from the examination and will not be allowed to return. The Invigilator will provide a report to the Centre Superintendent in such cases.
18. Any student who causes a disturbance in an examination room will be reprimanded by an invigilator. If the conduct persists the student may be required to withdraw from the examination room and a report will be made to the Centre Superintendent.
19. Students who arrive late may be admitted to an examination room during the first 30 minutes of an examination. No additional time will be given.

20. Students are not permitted to leave an examination during the first 30 minutes or the last 30 minutes. In examination rooms where papers of mixed duration are being taken students are only permitted to leave at the Centre Superintendent discretion.
21. Students wishing to leave an examination early must inform the invigilator and must remain in their seat until their answer book along with question paper has been collected. They must leave the examination room quietly with minimum disturbance both inside and immediately outside the examination room.
22. At the end of an examination the Invigilator will instruct students to stop writing. Students must remain seated at their desks until all Answer Books have been collected by an invigilator and they are instructed that they may leave.
23. No answer book or part of an answer book, whether used or not, may be removed from the examination room. If found so than strict disciplinary action will be taken against such student and will be book in UFM case.

XX

