

## **Instructions for students**

- All the students should be present to allotted center at least 45 min before the examination starts.
- No student should be allowed to enter into the class room after 15 min starting examinations. No additional time will be given.
- Once admitted to the examination room, all students are required to maintain silence throughout the exam and even after the exam has concluded.
- Students should sit in accordance with the seating plans pasted outside the examination room.
- **Students must bring their own pens, pencils, rulers and any other required equipment to each examination. Cases, Writing Pad, and other containers are not permitted inside the examination hall.**
- Food and drink will not be permitted in the examination room with the exception of water.
- Students must bring their college ID card to all examinations and display it on their desk throughout the examination. ID cards will be checked by an invigilator.
- Examinations will start and finish on the instruction of the invigilator. Students must not start writing until instructed to do so.
- 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 offense.
- **The University operates a zero-tolerance policy in relation to unfair means in examinations. If any student is found with Mobile, Bluetooth / any Electronics Gadget, Notes, Chit, Documents or unauthorized material, or with any information written on any part of their body, Handkerchief or clothing in the examination room, it will automatically be assumed that unfair means has taken place.**

- Student caught in Un-Fair Means (UFM) will be punishable under the prescribed university rule.
- **Students, after completing their exam, must not stand outside the classroom, in the lobby, or in the washroom. They should refrain from interacting with other examinees who are still writing their exams.**
- Students are not permitted to use the washroom during the Mid Semester Examination.
- For the End Semester Examination, students are not permitted to leave the examination hall during the first 60 minutes and the last 30 minutes of the exam.
- Students must not leave the examination hall without signing the attendance sheet.
- At the end of an examination the Invigilator will instruct students to stop writing. Students must remain seated at their desks until all examination answer scripts have been collected by an invigilator and announced to leave.

**- Dy. Controller of Examination  
GSFC University**