

**Indian Institute of Technology Indore**  
**Office of Dean, Academic Affairs**

IITI/Acad/2014-15/OO/03

5<sup>th</sup> March 2014

**Important Instructions for Invigilation Duty for the MID and END Semester Examination**

Following are the important instructions that **MUST** be followed by all the faculty and staff members for the **Invigilation Duty** assigned for the **Mid Semester Examination (MSE), End Semester Examination (ESE) and other examinations**:

1. A Faculty/ Staff Member must perform their assigned invigilation duty with utmost sincerity.
2. In case of extreme emergency when a faculty / staff member cannot perform the assigned invigilation duty due to medical reason or some other urgent official assignment then **it is duty of the concerned person find a substitute for him/her** and inform about it to the Academic Office **at least in one working day advance**.
3. **The Academic Office will NOT find any substitute for any faculty/staff member for his/her assigned invigilation duty.**
4. The invigilator should collect examination material (answer sheet, question paper etc.) at least 10 minutes before the start of the examination.
5. Do NOT allow the students **to possess mobile phone, tablets and programmable calculator** while writing MSE/ ESE.
6. Allow Only ONE student at a time to go for washroom or drinking water.
7. While taking the signature of the student on the attendance sheet, make sure that the student is sitting on the bench bearing his/her roll number according to the seating plan. Check the Identity Card, the roll number mentioned in the ID-card should be matched with the attendance sheet and seating plan.
8. **Ensure that a student does NOT use unfair means** i.e. talking to other students, sharing his/her answer sheet, forcing neighboring student to show his/her answer sheet, possession of material not allowed in the exam, spending more than 2-3 minutes outside the examination hall for drinking water or to use the washroom, etc. In past some study material was recovered from the toilets and some students were found discussing the solution of the question paper when they were in the washroom.
9. After attendance and identity verification and ensuring that ALL entries are filled by the student are correct, the invigilator must sign the front page of the answer sheet.
10. If **only one invigilator** is assigned for a classrooms, then the invigilator should NOT leave the examination room unattended till alternative invigilator is called. In case of need, the running invigilator can be called.
11. Fill all the required information in the Invigilator Report provided by the Academic Office in the Exam Room File.
12. Please take walking round in the examination room regularly rather than sitting at particular place throughout the exam duration.
13. Do not indulge in talking with co-invigilator (if any) for longer duration. Also, avoid talking loudly which may disturb the student.
14. After the conclusion of the exam ALL the answers sheets must submitted to the Academic Office. A Course Coordinator should NOT collect the answer sheets directly from the Invigilators and the Invigilators should NOT heed to any such request in any case.

**Sd/-**  
**Dean, Academic Affairs**

To: All Faculty, All Staff, All Lab Staff