

**K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM – 630 612**  
**EXAM MANAGEMENT CELL**

**B.E. / B. Tech DEGREE COURSES**

**INSTRUCTIONS TO THE INVIGILATORS**

**Before Invigilation**

- Note down your date and time of the exam invigilation duty as soon as duty list is received from exam cell through HOD.
- Set reminders for invigilation duty.
- Report to exam cell at least 10 minutes before commencement of tests.

**Test Timings**

- |                              |   |                                  |
|------------------------------|---|----------------------------------|
| a. Class Test                | : | 09.00 am to 09.50 am [1 Period]  |
| b. Centralized Internal Test | : | 09.10 am to 10.40 am [2 Periods] |

- Faculty Members availing CL/ OD/ ML/ EL/ Special leave during test/exam period can exchange their duty (**only at emergency works**) with other faculty member and the duty exchange form should be submitted earlier to EMC convener through HOD.

**During invigilation**

- **Faculty who are assigned for reserved duty should remain back in EMC to act as examination squad.**
- Collect all the test/exam material (answer booklets, question papers, attendance formats, books and other relevant materials (if required) etc) from exam cell and check the count.
- Reach the hall at least 5 minutes before commencement of test/exam.
- Request the students before entering the hall to wear ID card and to occupy their seats and allow them to settle down.
- **Late coming of students shall not be encouraged for tests, however it is allowed till the first 10 minutes for CIT and Model & 5 minutes for Class Test. Invigilator shall note the roll number and branch and year of study of the student coming late and allow him/her to write the test. The details of the student coming late will be sent to respective department HOD for further action.**
- Ask student to keep belongings not required for the test/exam to be kept in the designated place on the stage or a separate hall.
- Instruct students on malpractice and request to check themselves for possession of any material violating the code of conduct of tests/examinations. Check calculators, covers of calculators, scales/rulers for incriminating material.
- Instruct students to occupy seats according to the seating allotment and check the same.
- Distribute answer booklets, ask the students to check the printing in the booklet.

- Instruct the students to fill all the relevant details in the first page and Distribute question papers just in time and ask the students to immediately check for the number of printed pages, course code and title of the examination
- Ask students to write their roll number on the right top corner of the question paper.
- Check the ID card of the students and **put signature with date and full name on the first page of the answer paper for every student in the hall.**
- Keep record of attendance and enter the same in consolidated attendance sheet provided.
- Please enter the details of the students who do not wear ID card and late comers in the sheet circulated during the test/exam. The same to be informed to department HODs for suitable action.
- It is desirable to keep walking across the entire hall for the entire period of invigilation duty.
- Do not carry any electronic gadgets like mobile phone/Tabs etc. to the hall
- Students shall be encouraged to remain in the hall for entire duration of test/exam and they are allowed to go out of the hall 10 minutes for CIT and Model and 5 minutes for class test before end of the exam
- When the duration is completed, instruct students to remain seated and collect the answer Books and other data books (if provided).
- Tally the total count of answer booklet with the attendance, upon successful tallying allow the students to leave the hall.
- The answer booklets shall be arranged in order and submitted to exam cell. Both used and unused answer booklets as well as unused question papers and other material Supplied (Eg. Data books etc) shall be returned to exam cell.