

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

General Instructions to Invigilators for Internal Assessment

The Invigilator shall:

1. Report to the Examination Hall at least 10 minutes prior to the session assigned. The session details are as follows:
 - 8:50-10:20 (Slot-1)
 - 10:40-12:10 (Slot-2)
 - 12:30-14:00 (Slot-3)
 - 14:15-15:45 (Slot-4)
2. Collect the blue books from the Course Coordinator.
3. Ensure candidates fill the relevant details on the blue book.
4. Distribute the question papers to the candidates on time.
5. Upon conforming that every student signed the B-form, affix your signature wherever applicable.
6. **Not to entertain** any person who have not been assigned any exam work to discuss anything in the exam hall and not to show the question paper to them unless they are officially permitted by the **Chief Assessment Officer** on some valid reasons.
7. In case any doubt raised by the student in the question paper, inform the same to the **Chief Assessment Officer** for further action.
8. **Not to allow** any student to enter into the hall after 30 minutes from the commencement of the examination.
9. **Collect the blue books from the candidates and submit them to the Course Coordinator the same day.**
10. Examination duty is **top priority for an invigilator** and should be given utmost importance. In case of any emergency, contact the **Course Coordinator** and swap the duty and ensure this should reach the **Chief Assessment Officer** or **IA Team**.
11. If any candidate is found using or in possession of unfair means during the examination, the invigilator must report to the **IA Team** immediately.