



G.VENKATASWAMY NAIDU COLLEGE (AUTONOMOUS), KOVILPATTI.

Reaccredited with 'A' Grade by NAAC

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

O/o Controller of Examinations

Examination Instructions for Invigilators (Hall)

1. Invigilation work is a part of the duty of all teaching staff members. No change or alternate arrangement for doing the invigilation work, without the approval of the Principal/CoE.
2. The invigilators are requested to be present 30 minutes before the commencement of examination.
3. The Name(s) of the Invigilator(s) who fail to report to the Invigilation duty by 9:30 am for the exam scheduled at F.N session and by 1:30 pm for A.N session shall be sent to the higher authorities for necessary action.
4. Any incriminating materials including mobile phone should not carried out by the invigilators and also should not permitted the students to carry the mobile phone and smart watch inside the hall.
5. Invigilators should check the material supplied by the CoE office before going to the Exam Hall, for the correctness in the count of answer scripts and question papers and other related material. Bring the matter to the notice of the CoE in case of discrepancy.
6. Faculty in the spare list may be posted for the duties like Squad, spare Invigilator etc. Hence, members in the spare list should stay back and not to leave the examinations section without the notice of the CoE.
7. Insist the candidate to display ID card and Hall ticket on the top right hand corner of the desk, so that an invigilator can check it. Don't permit the candidate to the hall without ID card and Hall Ticket.
8. The invigilators must check the register number of the candidates in their hall tickets, and in the answer book and then sign in the column provided for the invigilators.
9. Do not grant the permission to the candidate to go to the toilet during the Examination, especially either in the first 30 minutes, or in the last 15 minutes, of the examination.
10. Complete taking the attendance and other formalities in the first half an hour of starting of the examination. Please do not pass on the signature sheets among the students. Invigilator has to go to each student and verify the details entered in the answer booklets and affix your signature on the answer booklet.

11. The invigilators must remain inside the hall during the examination and should not substitute others in their place during the examination session.
12. No other member is allowed into the examination hall during the examination except the staff involved in the examinations. Explanation will be called for from the staff who violets.
13. The invigilator is expected to be vigilant and take frequent rounds in the exam hall and see that there is no malpractice by the student.
14. Any malpractice or copying by the students must be immediately reported to the Chief Superintendent/CoE with the material and evidence.
15. The invigilators should not chit chat with each other as it will distract the students concentration in writing the Examination.
16. The invigilators must also get the signature of the candidates present in the examination hall in the attendance sheet supplied.
17. The absentees slip must be given to the attendant, half-an-hour after the starting of the examination.
18. The additional books must be signed by the invigilators as and when they are given to the students.
19. The invigilators must collect the answer books as and when the students complete the examination, arrange them in number-wise and hand them over to the CoE section. He/She must wait till answer papers are checked and received by the CoE Section.
20. The invigilators are requested to collect the remaining additional sheets, answer books and other materials supplied to them, along with the answer scripts and hand them over to the CoE section.
21. The members of the staff who are availing leave in case of emergency/medical grounds during examination days are requested to inform the Principal/COE so that the examination work will not suffer.
22. Any problem / grievances during examination may be represented to Principal/COE.