



AMRITA SCHOOL OF ARTS AND SCIENCES, KOCHI – 24

INSTRUCTIONS TO CANDIDATES APPEARING FOR UNIVERSITY EXAMINATIONS

1. ADMISSION TO THE HALL

Candidates are advised to take their allotted seats in the examination hall at least fifteen minutes before the time fixed for the commencement of examination. Candidates shall not remain on the verandah or anywhere near the examination hall after the bell for commencement of examination.

2. BOOKS/ NOTE BOOKS ETC.,

Before entering the hall they should deposit all books, and other papers outside the hall and make sure that notes or other materials are not in their pockets or anywhere else on them.

3. CONDUCT IN THE HALL

Strict silence should be maintained in the examinations hall.

4. INFECTIOUS DISEASES

Candidates who are undoubtedly suffering from infectious diseases will not be admitted to the examination hall.

5. HALL TICKET

Candidates **should be in full Uniform i.e. with ID Card**, both for regular and supplementary Examinations. **They should have the Hall Ticket** which should be kept ready for the verification and signature of the invigilator.

6. ANSWER BOOK

As soon as the answer book is given, candidates should read the instructions on the cover page and then fill in the details in the space provided on the front page only. **Register Number Should be written correctly** and clearly by referring the Hall Ticket. Course Code can be written referring the Question Paper. Candidates are strictly prohibited from writing their Reg. Nos. on any other part of the answer books. Answer books containing Register Nos. in places other than the space provided for the purpose will not be sent for valuation and action will be taken against those candidates.

7. QUESTION PAPERS

As soon as the question paper is received, the candidates should write his/her name and Reg. Number thereon. Nothing else should be written on the question papers.

8. LEAVING THE HALL

No candidate will be allowed to enter the hall after expiry of 30 minutes from the commencement of the Examination. Once you leave the hall, for any reason you can not get back to the hall again.

9. ASKING QUESTION

Candidates are forbidden to ask questions of any kind either to the invigilators or to the fellow candidates when examinations are going on, Borrowing of Mathematical Instruments, pencil, rubber etc. from neighbours should be avoided.

10. MALPRACTICE

Candidates indulging in any kind of malpractice in the examination hall will be seriously dealt with.

Any of the following will be deemed to be malpractice and action will be taken against candidate indulging in them.

- i) Bringing to the examination hall any book, manuscript, slate, photograph or other materials except authorised ones.
- ii) Copying from the neighbour's answer book or from notes, books and other materials or/and allow others to copy from one's answer books.
- iii) Communicating with person outside or inside the examination room.
- iv) Disobedience of the instructions of the Chief Superintendent additional Chief Superintendent or Invigilators or flouting their authority in any other manner/ non-observance of any of these instructions.
- v) Intimidation, assault, use of abusive language or any kind of misbehavior towards Superintendents/ Invigilators either within the premises or outside the exam. centre.
- vi) Taking outside written answer booklets and additional sheets.
- vii) Any other act violative of the proper conduct of examination.

11. ENQUIRY

Candidates must obtain their hall tickets from the examination section during the week prior to the date of commencement of examination. Those who have not collected the same will not be permitted to write the Examination.