

**CONDUCT OF EXAMINATIONS
AN INSTRUCTION MANUAL**



**OFFICE OF THE CONTROLLER OF
EXAMINATIONS**

**ANNA UNIVERSITY
CHENNAI – 25**

CONDUCT OF EXAMINATIONS – AN INSTRUCTION MANUAL

Section 5.17 of the University Statutes for Affiliation 2004 states “the college shall provide all the required facilities, including sparing of the premises and the staff for the conduct of examinations, invigilation during examinations, and assisting the evaluation process, as directed by the University”.

The Authorities/Representatives of the University involved in the conduct of the Examination are:

1. Controller of the Examinations (COE)
2. Additional Controller of the Examinations (ACOE)
3. Deputy Controller of the Examinations (DCOE)
4. Zonal Coordinators (ZC)
5. Zonal Officers (ZO)
6. Vigilance Squad (VS)
7. Anna University Representative (AUR)

The Officials of the Affiliated Colleges involved in the conduct of the Examination are:

1. Principal of the College
2. Chief Superintendent of the Examination (CS)
3. Nodal Officer of Nodal Centres
4. Hall Superintendents (HS)

The Examination Centre will be normally the college where the student is/was studying.

The Principal of the college is responsible for overall coordination and he/she has to ensure the participation of the appointed faculty members of his/her college in all the activities connected with the conduct of both theory and practical examinations.

All teaching and non-teaching staff, who are drafted for the conduct of the examinations are bound by the rules and regulations of the University. They will be paid remuneration and allowances as per the approved norms of the University. For any commission and omission in the conduct of University Examinations, the University will take appropriate action.

I. THEORY EXAMINATION

1. Chief Superintendent (CS):

1.1. Under normal circumstances, Principal who possesses the qualification and experience as per the University norms given below in section 1.2 will be appointed as Chief Superintendent (CS) for the conduct of University examinations in his / her college.

1.2. Whenever the Principal is not in a position to function as CS to conduct the University examinations, the Controller of Examinations (COE) is authorized to

call for a panel of three senior most members of teaching staff with a minimum of 12 years of experience (both academic and industrial experience put together) who are willing to function as CS. The Controller of Examinations may appoint one of these three members as CS for that semester in that college.

- 1.3. If there is no suitable person available, COE will appoint a CS from other neighbouring Engineering colleges. In such cases the University will collect from the college the fee prescribed to meet the additional expenditure involved.
- 1.4. **CS** appointed shall accept the offer only when no close relative of him/her is appearing for the University examinations at the centre concerned.
- 1.5. CS is fully responsible for all the activities connected with the conduct of theory examinations.
- 1.6. **CS has to read the rules, regulations and the instructions issued by the University then and there related to conduct of the examinations and has to instruct the officials/staff concerned and the candidates to adhere to the same.**

2. Examination Details Provided:

- 2.1. The following details in connection with the conduct of examinations are sent by the University to the respective centres before the commencement of every semester examinations.
 - (i) Copies of 'time-table' of the examinations.
 - (ii) The "nominal-roll" containing the names of the candidates, register numbers and the subjects for which the candidates have registered.
 - (iii) The 'attendance-sheets' of the candidates for every subject.
 - (iv) The 'packing slip' containing the register number of the candidates for each subject.
 - (v) The 'consolidated registration details' containing the date-wise list of subjects with number of candidates registered and number of question papers being sent.
- 2.2. Copies of 'time-table' of examinations will be sent well before the commencement of examinations and it will also be published on the University website. The Principals/CSs are requested to put up a copy of the 'time-table' at a prominent place in the College to invite the attention of candidates.

- 2.3. In the event of a holiday being declared after the publication of time table, the examinations should be conducted as scheduled unless otherwise notified specifically by the University.
- 2.4. The Principal/CS should bring it to the attention of the officials/candidates concerned any addition/revision in the 'time-table' notified by the University.
- 2.5. In case of the candidate(s) registered belatedly, only hall tickets will be issued to the candidates. The details of such candidates have to be appended by the Principal/CS in the 'attendance-sheet', packing slip, the 'nominal-roll' and consolidated registration details.

3. Hall Tickets:

- 3.1. Three days before the commencement of the examination, the Principal/CS shall specify when and where the hall tickets will be issued.
- 3.2. Hall-tickets (indicating the name, register number of candidates, subjects with date of examination and session of examination for which they have registered and Centre of Examination) shall be downloaded from the Office of COE Web-Portal. After verification of all the particulars in the Hall Ticket, the Principal have to sign in the appropriate place. The Principal/CS shall distribute the Hall Tickets at least **two days** before the commencement of examinations to the candidates after obtaining his/her signature in the appropriate place. Any discrepancy in the hall tickets should be immediately brought to the notice of COE. In cases where names of candidates are the same or similar, CSs are requested to ensure that each candidate receives proper hall-ticket, after verifying the photograph, date of birth, initials to the names, elective subjects and other identifying facts; this verification is very important particularly in the case of students studying in the first semester of UG/PG programme. Neglect of this precaution will result in mistakes which will be difficult to rectify later.
- 3.3. At the time of issuing hall-tickets, each candidate may be asked to verify whether his/her name is registered for all subjects for which he/she has remitted examination fees. Discrepancy, if any, in the hall-ticket may be brought to the notice of COE immediately.
- 3.4. In case of candidates, whose names have not been registered for a subject or subjects for which they have paid the examination fees, and are also **eligible** to write the examination, CS may permit those candidates to write the examinations

in subject or subjects after obtaining a written declaration that he/she is appearing for the examination at his /her own risk. The same may be reported at once to COE. In such cases, CS should ensure the availability of proper question papers for each day of examination. In case the claims of such candidates are not supported by evidences at the University end, the answer-scripts will not be valued and the examination written by the candidate will be treated as null and void. In such case the candidate is liable for punishment.

- 3.5. Candidates shall not be permitted to write the examination (even under their own risk) if they are **not eligible** to write the examination as per the rules and regulations of the University.
- 3.6. Hall Tickets are issued by the University through the COE web-portal with scanned photograph of the candidate. If the scanned photograph is not available, it is advised to affix his/her photograph in the space provided for and get it properly attested by the Principal before the candidate is permitted inside the examination hall. In the meantime, CS shall take necessary steps immediately to get a Hall Ticket with scanned photograph by contacting COE.
- 3.7. Class attendance of the students expressed as percentage for the semester concerned should be rounded to the nearest integer. A candidate is eligible to appear for the University Examinations, if he/she has earned at least 75% attendance in each semester. All other candidates who have earned attendance of 74% and below are not eligible unless exempted as per the regulations (*Please keep track with the latest regulations issued by the University*). The list of names of candidates who have not earned the required attendance in that semester may be obtained from the Principal. However, these candidates are eligible to appear for **arrear subjects**. The Principal shall make suitable corrections in hall-ticket provided by the University through web-portal and issue the same to candidates. These corrections should be entered in the 'nominal-roll' and in other relevant records also.

4. Hall Arrangements:

- 4.1. CS should prepare the sketches of the seating arrangements in the examination halls or rooms (**Proforma 1**) and should forward a copy of the same when requested by COE.
- 4.2. Seating arrangements in every examination hall must be meticulously planned in such a way that candidates writing the same subject shall be seated alternately.

In other words, not more than 50 per cent of the seating capacity of a hall shall be allotted for candidates appearing for one particular subject. However, if more number of candidates appearing for the same subject have to be accommodated in a hall, CS has to ensure a **minimum distance of one meter between any two candidates**.

- 4.3. When the candidates appear for the subject with the same title and with different subject codes, they have to be accommodated in different halls as far as possible.
- 4.4. Register number of candidates must be written on the table or desk in serial order. No candidate is permitted to occupy any seat other than the allotted one. No candidate is permitted to alter the seating arrangement. If a candidate is found guilty of altering the seating arrangement of a hall, CS may recommend the cancellation of the examination written by the candidate by providing the original plan of seating arrangement and the alteration made by the said candidate.
- 4.5. Candidates should be accommodated in rooms or in large halls. **One Hall Superintendent (HS) for every twenty-five candidates** or part thereof shall be appointed. Reserve HS may be also appointed as per the norms. The Reserve HSs will act as replacement of HS in case of exigency and will also assist CS at times when there is no invigilation.
- 4.6. Every precaution should be taken so that no outsiders are present in and around the examination halls/rooms and sufficient security measures should be taken to carry the question papers safely from one hall to another.
- 4.7. It is the responsibility of CS to ensure before the commencement of the examination that no forbidden materials/writings are present in the walls/desks/black-boards/drawing-boards/floors of the examination halls.
- 4.8. The seating arrangements in the halls should be changed at random to ensure that no candidate writes the examinations of all the subjects in a fixed place/hall.
- 4.9. The slanting/adjustable drawing tables should not be used during the examinations for any subjects excepting drawing subjects.
- 4.10. CS should arrange for the serving of drinking water and supply of approved materials for the examination at the place of the candidates only.

4.11. Strict silence should be maintained in the examination halls.

5. Question Paper (QP):

- 5.1. In the conventional method, packets containing copies of the printed question papers are sent in cartons kept inside the sealed cloth bags to the respective centres every day of the examination either from the Zonal office or from the Nodal Centre as the case may be. CS shall check the details of the subject title and code, date and session mentioned on each packet with the 'time table', the 'attendance-sheet' and the 'nominal-roll' generated from the University web-portal. Total question papers received can be compared with the question papers required (The data can be obtained from the 'consolidated registration details' provided generated from the University web-portal after duly accounting for the late registered candidates) and as statement should be prepared (**Proforma 2**). Any shortage in required number of question paper shall be brought to the notice of COE/ZC immediately to avoid last minute problems.
- 5.2. Question paper packets shall be thoroughly checked by CS to ascertain that the subject code and the title of the question paper tally with the subject of examination announced. **No question paper packet shall be opened in haste as it will cause irreparable damage to the credibility of the University Examination.** Question paper packet shall be opened **fifteen minutes** before the commencement of the examinations in the presence of external HS, AUR and CS. They should verify the pasting and sealing of question paper packets and also the date and session before opening and signing on the packets.
- 5.3. The question paper packet should be cut open on the **left hand** side of the packet.
- 5.4. Whenever, only one or very few candidates have registered for an examination CS must open the question paper packet concerned only after verifying the presence of candidate(s) in the hall for that examination. If no candidate is present, the unopened question paper packets should be returned to the ZC every week.
- 5.5. All the packets pertaining to the opened question papers shall be preserved and forwarded along with polyethylene covers and cartons to the ZC at the close of the examinations.

6. Electronic Question Paper (eQP):

- 6.1.** In case of the questions papers which are to be sent online (the list of subjects for which question papers will be sent online will be intimated by the University), the encrypted version of the question papers will be sent online through two mail servers a few days ahead of examination dates concerned. CS has to download the files and copy the same in a CD (CS CD) with multiple session option and keep it session wise and date wise. On the day of the examination, CS key will be sent online through the same two servers. CS has to download the files and copy it on the CD (CS CD) concerned. With the help of CS CD and the CD brought by AUR, the question papers can be decrypted and the required number copies of the question papers of the session and the day concerned has to be printed and distributed to the candidates.
- 6.2.** A separate room should be allotted for eQP purpose and CS, AUR and a maximum of two supporting staff are only permitted inside the room. Moreover, the official/staff concerned should not leave the room while the question papers are printed.
- 6.3.** The college shall make available all the required number of computers with necessary software support, broadband connectivity, printer and photocopying equipment as instructed by COE. Standby arrangements have to be made for all the equipment to ensure trouble-free printing of question papers before the commencement of the examination.
- 6.4.** The Principal/CS should keep track with the latest information issued by the University with regard to eQP distribution and get them implemented.

7. Answer-books:

- 7.1.** Answer-books containing forty-four pages with graph sheets (one normal and one semi-log) are supplied by the University. Serial number is also printed in the answer-book. A record of answer-books used, date wise and session wise should be kept by CS (**Proforma 3**) and this information should also be made available to COE when called for.
- 7.2.** Space for rough work is provided at the last but one page of the answer-book.
- 7.3.** Signature/Facsimile signature of CS should be affixed only at the space provided on the title page of the main answer-book. The facsimile shall not be affixed at

any other place on the answer-book or on the drawing/graph sheets attached, if any.

7.4. Number of answer-books issued to each examination hall shall not exceed the total number of candidates writing the examination in that hall.

7.5. No 'additional answer-sheet/book' is provided.

8. Hall Superintendent (HS):

8.1. CS shall appoint (**Proforma 4**) required number of Hall Superintendents (HS) for invigilation work from the teaching staff available in his/her college and from the neighbouring colleges. The neighbouring colleges may be addressed requesting them to send the list of faculty members willing to act as external HS much in advance before the commencement of examination. Fifty percent of HS are to be appointed by CS from neighbouring colleges. CS is authorised to issue attendance certificate to the staff members drafted for the work relating to conduct of examination. No teaching staff should undertake the invigilation work in a centre where his/her close relative is appearing for the University examination. Under no circumstances staff other than teaching staff shall be appointed as HS.

8.2. Referring the 'nominal-roll', time table, 'attendance-sheet' and other details generated from the University web-portal, the invigilation scheme/ hall allotment to candidates have to be prepared (**Proforma 5**) and the same without the column containing the names of HS have to be displayed at the notice boards. Based on the invigilation scheme, number of HSs to be appointed for each session may be decided. HS for each hall shall be assigned at random by following the lot system.

8.3. HSs have to report to CS for invigilation work at least **thirty minutes** before the commencement of examination on the respective date and session for which invigilation work is assigned.

8.4. HS has to check whether the answer-books bear the signature/facsimile signature of CS before issuing them to the candidates (for further details on 'Answer-book, please refer section 7).

8.5. An answer-book shall be issued to each candidate **ten minutes** before the commencement of the examination. The candidates should be instructed to read the instructions given in the second page of the answer-book, particularly on the

first day of every semester examination, before filling up the particulars on the title page of the book (for further details on 'Candidates', please refer section **13**).

- 8.6.** The candidates should be instructed to write his/her register number legibly on the first page of the answer-book and further instructed not to write register number anywhere else including the drawing sheet/graph sheet if any used by the candidate.
- 8.7.** The candidates should be warned that writing wrong register numbers in their answer-books will entail rejection of their answer-scripts and he/she is liable for further punishment.
- 8.8.** Copies of question papers are to be distributed just **five minutes** before the commencement of the examination only to the candidates actually seated in their places. The details provided in each question paper must be scrutinized to ensure that the correct question paper is issued to the right candidate. The entries in the Hall Ticket and 'attendance-sheet' are the important guide in this regard. If any mistake is committed in the distribution of question papers HS will be held responsible for the same.

The unused question papers should be kept under the custody of HSs until they are handed over to CS.
- 8.9.** Candidate's attention may be drawn to verify and satisfy themselves that they have received the proper question papers before they start answering the questions by cross checking the subject code, title, regulations and other details printed in the question paper with those provided in the Hall Ticket.
- 8.10.** HS **must** sign and write his/her name at the space provided on the first page (not in any other page) of the answer-book after duly verifying the particulars written by the candidate with those provided in the Hall Ticket.
- 8.11.** The **attendance** of candidates may be finalized immediately after **half-an-hour** from the commencement of the examination by getting i) the serial number of the answer-book entered by the candidate and ii) the signature of the candidate in the 'attendance-sheet' in the appropriate places (For further details on 'attendance of the candidates', please refer section **12**).
- 8.12.** The number of absentees and the number of unused answer-books and unused question papers in the hall should tally and the unused answer-books and the

unused question papers should be returned to CS along with the absentee list (**Proforma 6**).

- 8.13. **Candidates** presenting themselves thirty minutes after the commencement of the examination shall not be admitted (for further details on 'Examination Timing', please refer section 11).
- 8.14. **The approved *code books/data books/tables/charts with college seal must be supplied by the Colleges to all the students on the day of examination and the students should not be asked to bring the same*. Materials brought by the students should not be permitted by the Hall Superintendents during examination** (for further details on 'Approved Books and Instruments', please refer section 15).
- 8.15. HSs should not answer any query relating to meaning or correction or typographical error in the question paper.
- 8.16. Any candidate involved in the malpractice during the examination should be brought to the notice of CS immediately. A detailed report (**Proforma 7**) on the matter together with the candidate's answer-book, the incriminating material used by the candidate, other material evidences and candidate's statement should be immediately forwarded to CS. The candidate should be allowed to continue to write the examination in another answer-book (for further details on 'Malpractice', please refer section: **16**)
- 8.17. No 'additional books/*sheets*' are to be issued to the candidates. Only on exceptional cases one more answer-book may be given to complete the examination.
- 8.18. **All students must be instructed to scroll out the blank pages left out in the answer script and the Hall Superintendents must ensure the same. There should not be any tampering in writing the total pages used by the students. In case, if the student wants to change the number of pages, it should be attested by the Hall Superintendents on the tear-off sheet alone. Total page numbers tampered without the attestation of the Hall Superintendent shall be considered under malpractice.**
- 8.19. HS should collect the answer-script from the candidate at his/her place. The candidates should be instructed not to move from their places to handover the answer-scripts. The answer-scripts once submitted by the candidates should not

be given back to the candidates. HS shall arrange the answer-scripts subject wise, register number wise and personally hand them over to CS. HS has to be present till those answer-scripts are checked and put into the answer-script packets by CS.

- 8.20. No candidate who has left the examination hall before the end of the session shall be permitted to re-enter the hall under any circumstances.
- 8.21. During the hours of examination, care should be taken by HS to see that no person loiters in the veranda or anywhere near the examination hall and all care should be taken to prevent any attempt to pass message/material to the examinees from outside.
- 8.22. Candidates who are suffering from infectious diseases of any kind should not be permitted to write the examination.
- 8.23. CS should visit as frequently as possible each building and room wherever examination is conducted. He/she should also consider it as a part of his/her duty to ensure that HSs keep moving among candidates and do not engage in any occupation likely to hamper the efficiency of supervision. All the officials connected with the examination should be very vigilant in ensuring that no rule of the examination is violated.
- 8.24. HS should not use mobile phone during the hours of examinations and should not involve in any unnecessary conversation with others.
- 8.25. HS should not attest for any correction made by a student inside the answer script.

9. Anna University Representative (AUR):

- 9.1. One University representative (AUR) will be appointed by COE/ZC as an observer for the conduct of Examinations for each examination centre. More than one AUR may also be appointed by COE/ZC if it is warranted.
- 9.2. The AUR has to report to the examination centre concerned at least **one hour** before the commencement of examination on the respective date and session.
- 9.3. The Principal/CS shall extend full cooperation to AUR to carry out any checking with regard to the conduct of examination.

9.4. The AUR has to monitor the adherence of examination rules and regulations by the college concerned and has to report to COE/ZC/ZO if any violation is observed in this regard. He/she has to check whether

- (a) question paper boxes issued to the centres are kept in safe custody.
- (b) seating arrangements are satisfactory.
- (c) adequate number of external and internal HSs are engaged.
- (d) the examination commences on time.
- (e) Uploading of the absentees and malpractice cases in the web-portal
- (f) absentee list agrees with entries on answer-script packets.
- (g) answer-scripts of completed examinations are sealed and kept in safe custody.
- (h) examination stationery supplied to colleges are properly stored and accounted for.
- (i) the candidates adhere to the rules of the examinations without indulging in any kind of malpractices.

10. Vigilance Squad (VS):

10.1. Examination Vigilance Squad will be appointed by COE/ZC from time to time to check whether the officials connected with the conduct of the examinations and the candidates adhere to the rules and regulations of the examinations scrupulously. The Principal/CS/AUR/HS shall extend full cooperation to VS members to carry out any checking at any number of times with regard to the conduct of examination.

11. Examination Timing:

11.1. Candidates shall occupy their seats at least **ten minutes** prior to the commencement of the examination and they are not allowed to move around their seats under any pretext during examination hours.

11.2. Normally **candidates will not be permitted to enter the hall after the commencement of the examination.** Only on extraordinary circumstances, the candidates may be permitted during the first thirty minutes of the examination after obtaining the permission from the Principal/CS. No candidate desirous of writing the examination shall be permitted to enter the hall after the expiry of first **thirty minutes**. Similarly, no candidate shall be permitted to leave the hall earlier than **forty-five minutes** from the commencement of examination.

11.3. Candidates are not allowed to write beyond the time limit prescribed for the subject concerned. However, if the issue of question paper to the students is delayed for reasons beyond the control of the authorities, they should be provided the extra time to compensate for the delay. Any such delay shall be intimated to COE immediately.

11.4. Arrangements shall be made for the announcement of time and the college bell shall be rung every half-an-hour. A warning bell shall be rung five minutes before the end of the examination in order to enable the examinees to complete their writing and hand over the answer-script to HS.

12. Attendance of the candidates:

12.1. Ten minutes after the commencement of the examination HSs should start taking the attendance of the candidates who are present by getting i) the serial of the answer-book entered by the candidate and ii) the signatures of candidates in the 'attendance-sheet' in the appropriate places generated from the University web-portal and complete the process immediately after **thirty minutes**. All the 'attendance-sheet's shall be forwarded to COE in batches as per the instructions received from COE.

12.2. Half an hour after the commencement of examination, CS shall send a staff member with an Absentee Statement sheet (**Proforma 6**) to collect the register number of absentees in each hall. The entry made by HSs in the statement (**Proforma 6**) should tally with the attendance of the candidates obtained already in the 'attendance-sheet'. CS shall verify that there is no discrepancy in these two entries. Along with the absentees' details, HS should return the unused question papers and unused answer-books. The number of absentees, unused answer-books and unused question papers should tally. CS shall verify these particulars to ensure that everything is in order.

12.3. List of absentees has to be entered subject wise as per the programme available in the web-portal of the University and it has to be sent to COE in batches as per the instructions received from COE.

13. Candidates:

13.1. Candidates shall bring their own pens, pencils and other permitted materials and will not be allowed to borrow anything from others in the examination hall. Candidates should use only blue or black or blue black ink/ball pen while

answering the questions. Colour pens/sketch pens are allowed only for drawing diagrams/charts.

- 13.2.** A candidate is permitted to use geometric tools, non-programmable calculators and approved tables and data books only, during the examinations. No other material/gadget (including cell phone) should be brought inside the examination hall.
- 13.3.** The candidate has to verify the receipt of proper question paper by cross checking the subject code and subject title printed in the question paper with that available in the Hall Ticket before starting to answer. Question papers which are not relevant should be returned to HS immediately.
- 13.4.** Candidates are forbidden from asking any query relating to meaning or correction or typographical error in the question paper during the examination. Candidates should not move from his/her place for any purpose during the examination. Drinking water will be served and approved materials for the examination will be given at his/her place.
- 13.5.** Rough work if any must be done only on the space allotted at the end (last but one page) of the answer-book. No separate answer-book for rough work will be supplied to the candidates.
- 13.6.** A candidate should neither possess/refer any forbidden material in any form nor seek/obtain assistance in any form from any person/source towards answering the questions during the examinations. He/she should not assist other candidates in any form towards answering the questions during the examinations. The candidate should not reveal his/her identity in any form in the answer-scripts. The candidate should not indulge in canvassing either directly or indirectly to award more than deserving marks in the examinations. The candidate should maintain discipline and decorum during the examinations.
- 13.7.** Writing the name or the internal assessment mark or any irrelevant matter or making an appeal to the examiner in the answer-book will be treated as a case of malpractice.
- 13.8.** Writing a wrong register number will lead to rejection of answer-script and the candidate is liable for further punishment.

- 13.9.** Candidates should not detach any sheet from the main answer-book or take away any sheet/material from the examination hall. He/she should not leave any irrelevant material/sheet inside the answer-script while handing it over to HS.
- 13.10.** **The candidate has to ensure that no forbidden materials/writings are present in his/her vicinity.** If any such things are found by the candidate, it should be brought to the notice of HS before the commencement of the examination. The candidate cannot plead innocence and has to bear the punishment if such materials/writings are found by the officials while writing the examination.
- 13.11.** **When the permitted materials like data book/calculator/lab-coat brought inside the examination contain any forbidden writings/materials the candidate cannot plead innocence by claiming that the material/instrument is a borrowed one.**
- 13.12.** Violation of the examination rule in any form during the examinations will attract punishment ranging from levying fine to permanently debarring the candidate from continuing his/her studies.
- 13.13.** The candidates should read the displayed posters containing nature of violation in the examinations and the punishment recommended.
- 13.14.** Any personal message to the candidate, shall not, in any case be delivered to the candidate until he/she completes the examination.
- 13.15.** Candidates who are suffering from infectious diseases of any kind will not be allowed to write the examination.

14. Important Timings during the Examination Days:

- 14.1.** The **CS** has to make himself/herself available **one hour** before the commencement of every examination.
- 14.2.** The AUR has to report to the examination centre concerned at least **one hour** before the commencement of examination on the respective date and session.
- 14.3.** HSs have to report to CS for invigilation work at least **thirty minutes** before the commencement of examination on the respective date and session for which invigilation work is assigned.

- 14.4.** Question paper packets shall be opened **fifteen minutes** before the commencement of the examinations in the presence of external HS, AUR and CS.
- 14.5.** Candidates shall occupy their seats at least **ten minutes** prior to the commencement of the examination.
- 14.6.** Normally candidates will not be permitted to enter the hall after the commencement of the examination. Only on extraordinary circumstances, the candidates may be permitted during the **first thirty minutes** of the examination after obtaining the permission from the Principal/CS.
- 14.7.** An answer-book shall be issued to each candidate **ten minutes** before the commencement of the examination.
- 14.8.** Copies of question papers are to be distributed **five minutes** before the commencement of the examination.
- 14.9.** Ten minutes after the commencement of the examination HSs should start taking the attendance of the candidates and complete the process immediately after **thirty minutes**. CS shall send a staff member with an absentee statement **thirty minutes** after the commencement of the examination to collect the register number of absentees in each hall.
- 14.10.** No candidate shall be permitted to enter the hall after the expiry of first **thirty minutes**.
- 14.11.** No candidate shall be permitted to leave the hall earlier than **forty five minutes** from the commencement of examination.

15. Approved Books and Instruments:

- 15.1.** **Approved mathematical and physical tables and other scientific tables / data book will be supplied on request by the college to the candidates. CSs are requested to make arrangement for supply of approved tables and books with the seal of the college affixed in each of them. CSs are requested to ensure that only such tables and books which do not contain any entries in pencil or ink are supplied to the candidates. The books and tables should also be examined when they are returned by the candidates.**
- 15.2.** The use of approved mathematical instruments for relevant subjects is permitted. Such instruments will not be supplied by the College. ***“The approved code***

books/data books/tables/charts with college seal must be supplied by the Colleges to all the students on the day of examination and the students should not be asked to bring the same". Only non-programmable calculator is permitted. No programmable calculators, laptops, cell phones, memory saving devices and any other communicating devices are allowed.

15.3. All books, note books, manuscripts, etc., brought by the candidates shall be placed outside the examination hall in a separate room. A notice to this effect should be placed at the entrance.

16. Malpractice:

16.1. Posters containing nature of violation in the examinations and the punishment recommended shall be displayed in the college notice boards and other vantage points.

16.2. HS/CS/AUR/Squad Member/Principal and Officers from office of COE can search the students for any hidden incriminating materials by touching the body with hands as and when it is required. If any thorough verification is required, the search may be carried out in a separate room in the presence of a college representative. Girl students will be searched only by female staff members.

16.3. If any candidate is found involved in any kind of malpractice, he/she has to be booked under 'malpractice case' and may be permitted to continue to answer in a fresh answer-book. The details of the candidate involved in malpractice must be uploaded in the web-portal before packing of the answer scripts and the relevant Proforma is to be generated and must be signed by AUR and CS. A detailed report (**Proforma 7**) on the matter together with the candidate's answer-scripts (both the scripts), the incriminating material used by the candidate and other material evidence should be forwarded immediately by CS, addressed by name to the Controller of Examinations. The report of any malpractice shall be sent to COE on the same day or the next day of the incident with all materials. Sending such reports either through messenger or by University Representative or sending them very late must be avoided.

16.4 The report of HS must be clear. Based on the report of HS, CS must also enquire the candidate and send his report along with HS's report. The nature of the punishment to be imposed will depend largely upon the evidence furnished.

16.5. Documents to be enclosed along with malpractice case:

- (a) Report on malpractice (**Proforma 7**)
- (b) Answer-scripts (both the scripts) written by the candidate before and after booking for alleged malpractice.
- (c) Incriminating materials in the vicinity or in possession of the candidate. If the Hall Ticket contains any incriminating material, the original Hall Ticket has to be sent along with other documents. CS shall arrange to issue duplicate Hall Ticket to the candidate concerned to enable him/her to write the remaining examinations.
- (d) Sketch of the seating arrangement (wherever necessary).

16.6. Hall tickets of the candidates booked under 'malpractice case' need not be confiscated and they may be permitted to write the subsequent examinations. However, if CS envisages any disturbance in the conduct of examination by allowing such candidates to write examination, CS may prevent such candidates from appearing for the subsequent examinations after obtaining the approval from COE for the same.

16.7. In case of impersonation, the police authorities should be contacted immediately and the person concerned shall be handed over for investigation and necessary action. A full report about the same should be sent to COE by CS immediately.

17. Packing of Answer-scripts:

17.1. After the answer-scripts have been collected, they should be carefully arranged subject wise in the sequence of the register numbers.

17.2. The packing slips generated from the University web-portal should be pasted on the answer-scripts packets for the subjects concerned. The register number of the candidates registered belatedly should be appended in the slip at appropriate place. Absentees falling within the register numbers pasted in the packet should be encircled with red pen and also to be written in the column provided.

17.3. Candidates who are not permitted to write the examination for want of attendance should be treated as absentees. The number of answer-scripts despatched to the University added to the number of absentees must be equal to the number of candidates registered. The registered number of answer-scripts packed separately because of suspected malpractice should be marked with an asterisk mark in the answer-scripts packet with a footnote.

- 17.4.** In the case of malpractice, a detailed report (**Proforma 7**) on the matter together with the candidate's answer-scripts (both the scripts), the incriminating material used by the candidate and other material evidence should be forwarded immediately by CS, addressed by name to the Controller of Examinations.
- 17.5.** The signature of CS, name and seal of the college shall be affixed on the packet without fail. CS/AUR shall sign on the reverse side across the pasted portion of the packet. The AUR must also sign in the face of the packet.
- 17.6.** When a question paper is common for more than one branch / degree, the answer papers of candidates of different branch / degree shall be packed in the sequence as given in the 'attendance-sheet'/packing slip.
- 17.7.** No sheet should be torn off from the answer-scripts. The number of answer-scripts kept inside the packet shall not exceed the specified number indicated thereon. The packets should then be pasted in the presence of CS and AUR at the close of every session. After signing on the packets as said in the previous paragraph, the flap portion of the packets should be pasted first with gum and then with adhesive tape neatly.
- 17.8.** The answer-scripts delivery slip generated from the University web-portal in duplicate (one for college use and one for the use of the Zonal office) should be submitted to the Zonal Office along with the answer scripts packets.
- 17.9.** Any answer-scripts found containing i) the name of the candidate at any place and ii) the register number of the candidate at the non-specified places should be treated as 'suspected malpractice' and should be sent to COE separately.

18. Claims:

- 18.1.** All applications for contingent advance towards conduct of examinations should be made to COE at least 30 days before the commencement of the examination. Stamped acknowledgments should be furnished for all advances exceeding Rs. 5000/-. Advance paid must be utilized for the purpose for which it is given and should not be used for any other purpose.
- 18.2.** All expenditure relating to Clerical staff, Office Assistant/peon Waterman, Watchman, purchase of stationery, sealing wax, adhesive tape, string, sketch pen, all other contingencies etc., have to be met within the amount allotted.

- 18.3. On conclusion of the examinations, a bill should be prepared and forwarded to COE together with all vouchers and other statements connected therewith (**Proforma 8 & 9**) within 5 days.
- 18.4. After the bills have been checked, orders will be given for the payment of any sum due. If the amount originally drawn is in excess of the expenditure, the balance should be refunded within fifteen days after the examinations are over.
- 18.5. CSs are required to make a return in the form (**Proforma 10**) for the quantity of stationery and serviceable articles remaining at the close of examination and to retain them for the next examination.
- 18.6. CS has to maintain stock particulars of the items such as, Answer-book, packet, etc., supplied by the University. At the close of each examination, CS is expected to send stock position and request for requirement of various items for the use of next examination in Proforma 9.
- 18.7. Claims such as remuneration, allowances etc. of the staff members (except AUR and VS member) drafted for examination purpose will be settled by CS.

II. PRACTICAL EXAMINATION

The instructions given above under 'theory examinations' should be followed for practical examinations also wherever they are relevant. Some additional instructions are given under:

19. Additional Points for Practical Examinations:

- 19.1. The Principal shall be fully responsible for all the activities connected with the conduct of Practical Examinations.
- 19.2. The Principal shall ensure the availability of all the equipment/instruments as per the norms and the conduct of experiments as per the syllabus for all the practical subjects concerned. Any deficiency in this regard will lead to the cancellation of the conduct of practical examination.
- 19.3. The period (Slot-I/Slot-II) of practical examinations for every semester will be intimated by COE. The Principal of the college has to prepare the schedule confining to the prescribed period (Slot-I/Slot-II) for all the practical examinations pertaining to both the regular and arrear candidates concerned and to assign internal examiners for each subject. The schedule along with the assigned internal examiners has to be submitted (online/offline as the case may be) to the

respective ZC within the stipulated time for getting them approved (online/offline as the case may be). The external examiners will be appointed (online/offline as the case may be) by respective ZC on behalf of COE. **No change in internal examiner/external examiner and no change of practical examination schedule should be made without the approval of ZC.**

- 19.4. If the question papers are sent by the University for any practical subject, the questions should be asked from the sent question papers only strictly following the instructions given.
- 19.5. The number of candidates examined by the examiners should not exceed the approved limits.
- 19.6. Only two sessions of practical examination have to be conducted per day and there should not be any overlapping of batches/sessions.
- 19.7. The practical examination has to be conducted only in the presence of both internal and external examiners. The External Examiner is responsible for proper conduct of the Examination and any violation has to be brought to the notice of Controller of Examinations immediately. In case of absence of the examiners, the matter should be brought to the notice of ZC/ZO and remedial action should be taken immediately.
- 19.8. Any violation of the instructions given by COE will lead to the cancellation of the practical examination.
- 19.9. After the end of every session of the practical examination, the external examiner will upload the marks in the web-portal of all the candidates present for the examination with the help of the internal examiner. After thorough checking of the entry of the marks, the mark sheet will be generated and signed by both examiners. At the end of every session, the Examiners should handover the completed Mark sheets in a sealed cover generated from the web-portal to the Principal. The Principal will keep the collected Mark sheets in a safe custody and forward the same to COE before the prescribed time.
- 19.10. All expenditure relating to Laboratory/Clerical Staff, Office Assistant/Peon, Waterman, Watchman, Scavenger, Purchase of Samples, Stationery, Sealing Wax, Adhesive Tape, String, Sketch Pen, all other contingences etc., have to be met within the amount allotted for that purpose.

PROFORMA 1

ANNA UNIVERSITY EXAMINATIONS

Seating Arrangement

Centre code and name:

Hall No.:

Date:

Session:

REGISTER NO. OF THE CANDIDATES					
I ROW	II ROW	III ROW	IV ROW	V ROW	VI ROW

Name & Signature
Of Hall Superintendent

Signature of Chief Superintendent
with college seal

Note: To be retained at the college.

PROFORMA 2**ANNA UNIVERSITY, CHENNAI-25****Details of Question Papers received**

Centre code and name:

Oct / Nov /Dec.201

Apr/May/June201

Table showing the datewise subjects of Examination, No. of Candidates registered and the No. of Question Papers received.

Date & Session	Degree	Title of the subjects	Subject/ Q.P. code	No. Candi- dates Regd.	No. Copies of Q.P. Recd.	Remarks

Date :

Station:

Signature of Chief Superintendent

Note: To be retained at the college.

PROFORMA 3**ANNA UNIVERSITY, CHENNAI-25****Details of session wise use of answer-books**

Centre code and name:

Date and Session	Hall No.	No. of Answer-books		
		Issued	Returned	Used

Date:

Signature of Chief

Station:

Superintendent with College seal

Note : To be kept at the college itself

**PROFORMA 4
ANNA UNIVERSITY, CHENNAI - 25**

From To
 The Chief Superintendent
 University Examinations

Rel . No.

Dated :

APPOINTMENT ORDER

Dr./Thiru/Thirumathi/Selvi is hereby appointed as Hall Superintendent for the Anna University Examinations scheduled during in this College. The date and time of invigilation work is notified hereunder. He / She is directed to report to the Chief Superintendent of the University Examination at least thirty minutes before the commencement of the Examination. Those who are coming late will not be allowed to function as Hall Superintendents.

The Hall Superintendents shall not absent themselves from attending the invigilation work without obtaining the written permission of the Chief Superintendent. In case Hall Superintendent is unable to accept the order, he/she has to find a substitute and the acceptance of the substitute to undertake the responsibility of Hall Superintendent shall be produced to the Chief Superintendent. Request for leave without making an alternative arrangement will not be entertained. Hall Superintendent will carry out the duties as per the instructions contained in the ***"Instructions Manual"*** for the conduct of Examinations issued by the University and other instructions issued by the COE from time to time.

Particulars of invigilation work:

Days	Session

Date :

Chief Superintendent

Station :

University Examinations

PROFORMA 5**ANNA UNIVERSITY, CHENNAI-25.****Examination Invigilation scheme / hall allocation to candidates****Centre code and name:****Date:****Session: FN/AN**

Hall No.	Degree & Branch	Subject of the Exam	Register no. of the candidates	Name of the Hall Superintendent *

* Not to be indicated in the student copy put up in notice board.

Date :

Signature of Chief Superintendent

Station :

Note : To be retained at the college.

Hall No.:

PROFORMA 6**ANNA UNIVERSITY, CHENNAI – 25.**

UNIVERSITY EXAMINATIONS _____(Month / Year)

ABSENTEE STATEMENT

Centre code and name :

Date : Session : FN / AN

Hall No.	Degree and subject of Examination	Subject/ Q.P. code	Total No. of Candidates present	Reg. No. of the Absentees	Signature of the hall Superintendent

Date :

Signature of

Station :

Chief Superintendent

- Note:
- 1). To be circulated to all halls 30 minutes after commencement.
 - 2). To be retained at the college.

PROFORMA 7

ANNA UNIVERSITY, CHENNAI - 25.

REPORT ON MALPRACTICE**UNIVERSITY PRACTICAL/THEORY EXAMINATIONS _____ (MONTH/YEAR)**

1. Name of the Centre & Code :
2. Name of the Candidate & Reg. No. :
3. Semester of the candidate :
4. Semester of the subject :
5. Subject Code & Title :
6. Date & Session of Exam :

7. Statement of the Candidate*:

*Use separate sheet, if necessary

Contd...

PROFORMA 7 Contd...

8. Report of Hall Supdt./Internal Examiner of practical exam*:

9. Report of Squad member/AUR/External Examiner of practical exam*:

10. Report of The Principal/ Chief Supdt* .:

*Use separate sheet, if necessary

PROFORMA 8**ANNA UNIVERSITY, CHENNAI – 25****Remuneration for Hall Superintendent**

Centre code and name :

Received from the Chief Superintendent, a sum of rupees noted against me towards remuneration for the invigilation work during the Examination _____ held at _____

Sl. No.	Name of HS & Address	Date & Session	Total No. of Sessions	Amount in Rs.	Signature

Note : To be sent along with the Accounts.

Signature of

PRINCIPAL / CHIEF SUPERINTENDENT

with College Seal

PROFORMA 9**ANNA UNIVERSITY, CHENNAI-25****Number of Staff engaged for Examination work**

Centre code and name:

No. of staff drafted for Oct / Nov / Dec.201 _____

Apr/May/June201 examinations

Date & Session	No. of candidates registered as per 'nominal-roll'	Chief Superintendent	Hall Superintendent	Reserve Hall Superintendent	Remarks
Total					

Date:

Signature of Chief

Superintendent with College seal

Note: To be sent along with the Accounts.

PROFORMA 10**ANNA UNIVERSITY, CHENNAI-25**

STATIONERY REQUIREMENTS FOR _____ EXAMINATIONS

Centre code and name :

No. of Regular Candidates :

Details of stationery used in _____ Examinations and required
for next _____ Examinations.

Items	Opening Stock at the beginning of Examination	Stationery received from University During Examination	Stationery used for Examination	Closing stock at the end of Examination	Additional requirement for Examination	Remarks

Date:

Signature of Chief

Station:

Superintendent with College seal

Note: To be sent to Controller of Examinations within 30 days after the close of examinations.