

RCMAS/N25/EXAM/M03/2024

25.03.2024

EXAMINATION PROTOCOL

1.1 General Instructions to Invigilators

- Teachers have to reach the examination hall at least 20 minutes before the commencement of the exams.
- Any student without hall ticket/id card, should contact the college office, remit the fine and collect one time permit card. The student shall fill in the permit card and meet the principal for final approval. **The permit card is valid only for a day.** The invigilators should collect the permit card from the student and hand it over to the exam cell after the respective examination.
- Teachers should refrain from using mobile phones in the examination hall unless in emergency situations.
- Ensure that the candidates do not resort to malpractice.
- No candidates should be allowed to leave the examination room till the expiry of one and a half hour after the distribution of question paper. However, private registration candidates shall be allowed to leave the examination hall after half an hour from the commencement of the examination.
- Candidates presenting themselves late for more than half an hour after the commencement of examination are not permitted to appear for the examination
- Candidates who leave the examination hall more than half an hour prior to the scheduled closing time should surrender their question paper to the invigilator.
- No student will be allowed to leave the exam hall during the last 10 minutes of the exam.

Exam Cell