



EXAMINATIONS BOARD
GOVERNMENT J. BUANA COLLEGE
NAAC Accredited 'B' College
Lunglei, Mizoram – 796 701
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Exam Invigilation Guidelines

Setting up

- 1) Examination commences at 10:00AM. All invigilators must be present at the Examination Dept Room 30 minutes in advance (9:30AM) and should sign the invigilator's attendance register on arrival.
- 2) The exam coordinator will have the exams supplies and sign-in sheets as required, and will be the point of contact for any questions or emergencies encountered during the exam.
- 3) Invigilators must check the exam supplies allotted to them (answer script, question papers, stationaries) and ensure all necessary items are provided.
- 4) Invigilators must open and enter the Examination Hall at 9:45AM and make sure the desks, tables and chairs are well arranged. There should be no paper, books, notes or items on the tables before the students arrive.
- 5) In case invigilators are unable to arrive for duty, they must inform the Chairman of the Examination Board and must not make arrangements without prior permission from the Chairman.

On Students' arrival

- 6) Once the room inspection is complete, the invigilators will allow the students to enter. Invigilators must check the students for anything inappropriate for the exam. (notes, papers, electronic devices). Pockets and handbags should be checked thoroughly.
- 7) Students' cellphones must be switched off and be placed at the invigilator's desk. Students must visibly carry their admit cards while entering. Students without Admit Card are to be referred to the Examination Board.
- 8) Invigilators must ensure that silence is maintained once students enter the exam hall. Invigilators may assist the students in finding their seats. There should be minimal communication between the students. Invigilators must check if students have occupied their allotted seats as per the seating arrangements.

On commencement of exam

- 9) Invigilators should make an announcement regarding the rules and code of conduct during examination, including the consequence of cheating.
- 10) Invigilators must be vigilant and should not engage in any other work during invigilation. If possible, at least one of the two invigilators must patrol the classroom constantly. If both the invigilators are seated, they must be seated at the opposite ends of the classroom for optimal surveillance of the exam hall.
- 11) Invigilators should refrain from engaging in unnecessary conversations and/or loud talking with their colleagues, and interacting with students that may cause disruptions and distractions in the Examination Hall.

- 12) While signing the answer sheets, the invigilator should ensure that the Roll No. and Registration No. entered by the student on the answer book is correct and in proper format, and should be cross-checked with the Admit Card.
- 13) Invigilators should distribute the attendance sheet and ensure that every student sign with their full name on the attendance sheet. Students are expected to write their names in normal handwriting instead of their normal signature which is difficult to trace. The signature space for absentees must be left blank.
- 14) In case there is an unoccupied seat towards the front of the exam hall, invigilators are free to reallocate the back benchers to the front.

On conclusion of exam

- 15) When an examination is complete, answer books should be collected by the concerned invigilators from the students, serialized by roll numbers and should be handed over to the Examination Board.
- 16) Answer sheets must be collected from students before the time is up. The final 5 minutes is allocated for stapling and preparing the answer sheet for submission only.

Additional Information

- 17) In any case of discrepancies regarding the question paper or students engaging in acts in violation of the code of conduct, the matter must be brought to the notice of the Superintendent and/or the Chairman of the Examination Board immediately.
- 18) Invigilators must give their utmost sincerity and attention to ensure the smooth functioning of the examination



(B. LALRINCHHANI)

Chairman