



INSTRUCTION TO EXAMINEES

1. Admit cards (Regular Only) can be downloaded from the college website.
2. A hard copy of the Admit Card countersigned by the invigilator after the first date of examination is mandatory for admission into the Examination Hall on all other examination days.
3. Entry into the examination hall is not allowed 15 minutes after the commencement of an examination without written permission from the respective Vice Principal or Dean.
4. Exit from the examination hall is not allowed during the first 60 minutes of the commencement of an examination and the last 15 minutes of the exam duration.
5. Take your seat in the examination hall according to seating plan pasted on the board.
6. Only examination related stationery and non-programmable calculators are permitted in the examination hall. Printed/handwritten material, mobile phones, smart devices or any other electronic and communication devices are not permitted.
7. Read the instructions printed on the top sheet of the Answer Booklet and the Question Paper.
8. Use only blue or black ink to write the examination.
9. Enter relevant information on the top sheets of the Answer Booklet. **Do not write your name or roll number anywhere on the answer script including any extra sheets/graph paper etc. that you may take for writing the examination. Violation of this rule shall lead to the cancellation of the entire paper.**
10. Ensure that the entries on the top sheets have been verified by the invigilator and that both your Answer Booklet and Admit Card have been signed by the invigilator.
11. Comply with the instructions of the invigilator throughout the course of the examination.
12. Do not begin writing until instructed by the invigilator.
13. Do not write anything on the reverse side of the two top sheets of the answer booklet.
14. Do not write anything on the question paper.
15. Do not ask for additional sheets until you have completed writing on all sides of the answer booklet.
16. Do not attempt extra questions.



17. Submit the answer script and return any unused sheets to the invigilator at the end of the examination.
18. Sign the attendance sheet for each examination.
19. Stringent action will be taken if any unfair means are adopted during the examinations (refer to academic misconduct).


ACADEMIC MISCONDUCT

Academic misconduct refers to any action by a student which attempts to gain or assist others in gaining unfair academic advantage. It includes:

1. Possessing non permissible articles (refer to point 6 of instructions to examinees).
2. Exiting the examination hall to read notes or communicating by speech or use of any electronic device inside or outside the examination hall.
3. Not complying with the instructions of the invigilator.
4. Leaving the examination hall without submitting the answer script.
5. Taking away answer booklets or additional sheets from the examination hall.
6. Entering incorrect information on the top sheets.
7. Creating disturbance in the examination hall.
8. Destroying incriminating documents.
9. Not being seated as per seat plan.
10. Presenting data (laboratory reports, projects etc) based on work undertaken by another student as one's own.

Note: The above cases are illustrative and not exhaustive.

The Disciplinary Committee of the College shall recommend penalties in all such cases.


Controller of Examinations
St. Xavier's College (Autonomous)
(Under Calcutta University)