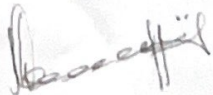


BAPTIST COLLEGE
University End Term Examination

Date: May 6, 2024

Guidelines for Invigilation Duty

1. Please reach the college at least 20 minutes before the start of the examination.
2. On arrival please sign on the attendance sheet.
3. Please inform students as a final warning that mobile phone and all sort of communicable devices should be kept outside the hall.
4. Students should be instructed to check their objective types question and answer booklets and if found defective, immediately get it replaced. Defective question or answer booklets must be crossed out with invigilator's signature and return it to the college office.
5. No candidate to be allowed to go to toilet in the first and the last 30 minutes of examination. Students who need to go out during examination hour for emergencies should enter their roll number, departure time, and arrival time in the note book with their signature.
6. Candidates who have completed their examinations may be allowed to submit their answer script and leave the examination hall only after signing on the attendance sheet and only after the end of 30 minutes from the commencement of examination.
7. Evaluating Answer Scripts, Reading Newspaper, Books or any other material in the examination hall should be avoided.
8. Invigilator should guide the students to sit in their own seat as per the seating plan.
9. Please maintain silence in the examination hall. This applies to both the students and the invigilators.
10. The invigilator while signing on the objective type question and answer booklet must ensure correctness of the Roll number, Registration number and test booklet series.
11. Make sure that no student indulges in malpractice during examination.
12. Any student caught using unfair means, mobile phone, misbehaving or creating disturbance in the examination hall should be reported to the office.
13. Invigilators are requested not to use phones inside the examination hall.
14. Please avoid talking unnecessarily and remain vigilant at all times.
15. Please do not chew betel leaves and betel nuts or any form of tobacco products inside the examination hall.
16. Please keep moving around and supply the additional sheet at the student's desk as and when requested.
17. This year we have shortage of answer scripts, therefore, please do not sign which are not required especially in the ending part of examination.
18. Outsider/s even NU staff should not be allowed to enter inside the examination hall without the permission of college authority.
19. Please arrange the collected scripts in serial order according to the roll numbers and submit to the office.


(Dr. Kewepfuzu Lohe)
Interim Principal