

**BAPTIST COLLEGE
KOHIMA & SECHU CAMPUS
University End Term Examination**

Date: November 13, 2024

Guidelines for Invigilation Duty

1. Please reach the college at least 20th minutes before the start of the examination.
2. On arrival please sign on the attendance register.
3. Please inform students as a final warning that mobile phone should be kept outside the hall.
4. Students should be instructed to check their objective types question and answer script and if found defective, they should immediately get it replaced with another. Defective question or script should be crossed out and give your signature and return it to the college office.
5. No candidate to be allowed to go to toilet in the first 30 minutes and last 30 minutes of examination. Students who need to go out, they should write 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 attendance sheet and after 30 minutes.
7. Evaluating Answer Scripts, Reading News Paper, Books or any other material in the examination hall should be avoided.
8. Invigilator should guide the students to seat in their own sit as per the seating plan.
9. Please maintain silence in the examination hall. This applied to both the students and the invigilators.
10. The invigilators while signing on the objective types questions and answer scripts must ensure correctness of the Roll number, Registration number and test booklet series.
11. Make sure that no student malpractice in the examination hall.
12. Any student involves malpractice such as using unfair means, mobile phone, misbehaving and creating disturbance should be reported to the office.
13. Please do not use mobile phones in the examination hall.
14. Please avoid talking unnecessarily and remain vigilant at all times.
15. Please do not eat betel leaves and betel nuts inside the examination hall.
16. Please do not ask student to come and get extra scripts on your table. Please keep on moving and supply to them on their seat when they need it.
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 collected scripts in serial order of roll numbers and submit to the office.

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Dr. Kewepfuzu Lohe
Interim Principal