

INSTRUCTIONS TO THE STUDENTS DURING THE EXAM

- All Internal/Model Examinations are mandatory for all the students.
- **College uniform and ID card is a must during examination time.**
- Arrive at the examination venue at least 15 minutes before the commencement of examination.
- Students are required to bring their own writing and mathematical instruments. No borrowing lending or exchange of any material is allowed during the exam.
- Only essential writing materials are allowed on the student's desk. All bags and books should be left at the front of the respective classroom.
- Examination will be conducted during the allocated time shown in the examination timetable.
- Any unauthorised materials or devices found in your possession will be confiscated and you will be liable to disciplinary action.
- Students who are late will not be given extra time.
- Students are to follow all instructions given by the invigilator.
- Check the course title to ensure you have the correct examination question paper.
- Students are not allowed to write anything on the question paper except their name and roll no.
- Student should write their answers in black or blue ink. Make sure you bring some spare pens with you.
- Leave the examination hall quickly and quietly after the exam. Remember to take all your belongings with you.
- You are not allowed to leave the examination hall temporarily or otherwise for any reason what so ever until the examination time is over.
- Raise your hand if you wish to communicate with the invigilator. You are not allowed to communicate by word or mouth.
- All candidates must remain seated throughout this period for invigilators to properly account for all answer scripts to be collected.
- **Do not continue to write** after the examination has ended.
- No sheet should be left blank. Any written material after a blank sheet will not be evaluated/Checked.
- Those students who have secured less than 60% marks for individual subjects in the internal/model examinations should attempt the question paper **one time** without avoiding the optional questions. They should submit the answers to the concerned teacher and then to the Controller of Examinations within five days after the completion of examination.
- Students who were absent for the respective Internal/Model examinations should attempt the respective question paper **twice** without avoiding optional questions. These students must also be present for **Viva Voce** in front of the teacher concerned.
- In case of any grievances regarding the mode of examination, kindly meet the Principal personally within three consecutive days after all examinations.


Mrs. Anithamol C.S.
Controller of Examinations


Rev. Dr. Alex Louis CMI
Principal