



Office of the Controller of Examinations
St. Xavier's Catholic College of Engineering
An Autonomous Institution Affiliated to Anna University Chennai
Chunkankadai, Nagercoil – 629003
Excerpt from the Examination Manual

12.10. Instruction to the Hall Superintendents

12.10.1. Faculty members whose near relative(s) is/are appearing for the examination shall not be appointed as the hall superintendent.

12.10.2. No teaching staff shall accept the invigilation work when his/her near relative(s) is/are appearing for the end-semester examination.

12.10.3. HS shall report to CS for invigilation work at least 45 minutes before the commencement of the examination on the first day and 30 minutes before the commencement of examination on the successive days and sessions.

12.10.4. HS shall sign in an attendance register, shall get the hall allotted, and shall receive the answer booklets, seating arrangement of the hall and other examination related materials.

12.10.5. HS shall count and check whether the answer booklets bear the signature/facsimile signature of CS, pages are intact, and all the answer booklets are free from damage or misprint.

12.10.6. HS shall read the examination instructions sent to them along with the appointment order, as well as displayed in the ESEC, and they shall pay attention to and follow the additional instructions provided by the CS.

12.10.7. Hall Superintendents shall deposit their mobile phones in the ESEC, where they report for the invigilation duty.

12.10.8. HS shall enter the allotted examination hall 15 minutes before the commencement of the examination.

12.10.9. HS shall remain in the examination hall for the entire period of the examination and keep a constant vigil on the allotted examinees in the hall.

12.10.10. HS shall not involve in any unnecessary conversation with anyone during the examination hours.

12.10.11. HS shall allow students into the examination hall 15 minutes before the commencement of the examination.

12.10.12. HS shall allow the candidates to enter the hall only after verifying the hall ticket especially the photo of the candidate, signature of the Principal/Chief Superintendent and the student.

12.10.13. HS shall instruct the candidates not to bring calculator cover, purse, pouch, eraser cover, mobile phone, smart watch, other electronic gadgets, non-transparent water bottles and other materials which are prohibited inside the examination hall.

12.10.14. HS shall warn the candidates to follow the instructions printed on the hall ticket. Students shall be asked to search their pockets, tables and close surroundings for any paper/book/notes/electronic gadgets and handover it to the HS, if found any.

12.10.15. HS shall ensure that any undesired materials brought by the candidates are left outside the hall.

12.10.16. An answer booklet shall be issued to each candidate 10 minutes before the commencement of the examination. The answer booklets shall not be placed on the vacant seats.

12.10.17. The candidates shall be instructed to read the instructions given on the second page of the answer booklet, particularly on the first day of every semester examination, before filling in the particulars on the title page of the booklet

12.10.18. The candidates shall be instructed to write his/her register number legibly on the first page of the answer booklet and not to write register number anywhere else including on the graph sheet or drawing sheet, if any, used by the candidate.

12.10.19. Question papers shall be distributed 5 minutes before the commencement of the examination, only to the candidates seated in their places.

12.10.20. The HS shall ensure that the correct question paper is issued to the right candidate.

12.10.21. Candidates' attention may be drawn to verify and satisfy themselves that they have received the proper question papers before they start answering the questions by cross checking the subject code, title, regulations and other details printed in the question paper with those provided in the hall ticket.

12.10.22. HS shall instruct the candidates to write their register number on the question paper immediately after receiving the question paper.

12.10.23. Hall superintendents shall not answer any query relating to meaning or correction or typographical error in the question paper.

12.10.24. No candidate shall be allowed to appear for the examination after the expiry of the first 30 minutes of the examination. No extra time shall be permitted to the candidates for their late arrival during first 30 minutes of examination.

12.10.25. HS shall sign and write his/her name at the space provided on the first page of the answer booklet after duly verifying the identity of the candidate with photo on the hall ticket and on the attendance sheet, and the particulars written by the candidate with those provided in the hall ticket.

12.10.26. HS shall obtain the signature and answer booklet number of the allotted candidates in the attendance sheet in the appropriate places and HS shall verify the candidate's signature in the hall ticket with that in the attendance sheet.

12.10.27. Correction in register number written on the front page of the answer booklet by the candidates shall be attested by the hall superintendent.

12.10.28. HS shall not attest for any correction made by a candidate inside the answer script.

12.10.29. HS shall mark absent on the attendance sheet only after the expiry of first 30 minutes of the examination.

12.10.30. The number of absentees and the number of unused answer booklets and unused question papers in the hall shall tally.

12.10.31. The unused question papers and answer booklets shall be kept under the custody of hall superintendents until they are collected from them by the designated person from the examination cell.

12.10.32. The consolidated statement of the number of candidates present, absent and the register number of absentees shall be prepared and submitted to the ESEC after the first 30 minutes of the examination.

12.10.33. The approved code books/data books/tables/charts with college seal shall be supplied by the ESEC to the required students on the day of examination and the students shall not bring the same. Materials brought by the students should not be permitted by the hall superintendents during examination.

12.10.34. Any candidate involved in malpractice during the examination shall be brought to the notice of CS immediately.

12.10.35. The errant candidate shall be permitted to continue the examination with the same answer booklet.

12.10.36. A detailed report on the malpractice or misconduct together with the candidate's answer-booklet, hall ticket, the incriminating material used by the candidate, other material evidences if any, candidate's statement and the statement by the hall superintendent shall be forwarded to the CS.

12.10.37. HS shall not allow any candidate to leave the examination hall before the expiry of the entire duration of the examination.

12.10.38. HS shall instruct the candidates to write the total number of pages written in the front page of the answer book and strike out the blank pages left out in the answer booklet by pen during the last 5 minutes of the examination and ensure the same.

12.10.39. There shall not be any tampering in writing the total pages used by the students. In case, if the student wants to change the number of pages, it shall be attested by the hall superintendents on the tear-off sheet alone.

12.10.40. HS shall instruct the students to stop writing at the end of the examination hour and collect the answer scripts from the candidate at his/her place. The candidates shall be instructed not to move from their places to handover the answer scripts. The answer scripts once submitted by the candidates shall not be given back to the candidates.

12.10.41. HS shall arrange the answer scripts subject wise, register number wise and personally hand them over to the designated persons in the examination cell along with other materials, if any. HS shall be present till the answer scripts are counted and verified by the designated persons.

12.10.42. Negligence of duty on the part of HS shall be recorded and CS shall take appropriate action and report the same to the CoE. CoE shall send the report to the Principal and Management for institute level actions.

Controller of Examinations
St. Xavier's Catholic College of Engineering