



**NATIONAL ENGINEERING COLLEGE, K.R.NAGAR, KOVILPATTI – 628 503**  
(An Autonomous Institution – Affiliated to Anna University, Chennai)

**OFFICE OF THE CONTROLLER OF EXAMINATIONS**

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## **INSTRUCTION TO THE HALL INVIGILATORS**

### **(END SEMESTER EXAMINATIONS - NOVEMBER 2022)**

For efficient and smooth conduct of examinations, hall invigilators are requested to acquaint with the following instructions:

1. The invigilators are instructed to be present in the Examination Cell at least 40 minutes before actual start of the examination or as informed by the Chief Superintendent.
2. The invigilators are instructed to count the answer scripts and make sure that the serial number and controller of Examination's facsimile on the main answer script are present.
3. The invigilator is instructed to check the identity card and hall tickets before a candidate enters the examination hall. No candidate shall be allowed to enter the examination hall without the hall ticket.
4. The invigilators must instruct the students not to keep any printed or written material with them and not to write anything on the question paper which leads to malpractice. The students must be asked to hand over their belongings, not required for the examination.
5. No invigilator shall leave the examination hall unless a reserve occupies his place on the instructions of the chief superintendent.
6. The invigilator is expected to be vigilant and take frequent rounds in the exam hall. The invigilators should not chit chat with each other as it will distract the candidates concentration in writing the Examination.
7. **The invigilator is expected to put his/her mobile phone in silent mode.**
8. The invigilators are instructed to sign on the main answer scripts in the space provided.
9. The invigilators are **instructed to the candidates to verify the photo, name, registration number, course code, course name, month & year of examination and date of the examination along with session in the answer booklet in the first page of main answer script and put the signature in the specified space.**



10. The invigilators are also instructed to the candidates **not to tamper the barcode in the answer booklets.**
11. The invigilators are instructed not to allow the candidates into the examination hall after 30 minutes from the commencement of the examination.
12. The invigilators should not allow the candidates to leave the examination hall during examination.
13. At the end of the examination, collect the answer scripts from the candidates and arrange them in the increasing order of Register numbers and handover to the CS.
14. The invigilator is instructed to distribute and collect the answer scripts personally. The invigilator should not ask the candidate to take (in the beginning) or keep (at the end) the answer scripts on the table. The invigilator will be held responsible for any loss of the answer scripts.
15. In case of any discrepancies, the matter may be brought to the notice of the chief superintendent immediately.
16. The invigilators are instructed to watch carefully in the examination hall to prevent malpractice.
17. Invigilators are advised to maintain silence in the examination hall, so as to provide conducive environment for the smooth conduct of examination.
18. Staff members who are not having examination duties should strictly not enter into the examination halls.
19. Generally, scheduled forenoon session Examinations start at 10.00 AM and afternoon session examinations start at 2.00 PM. **Invigilator should arrive at the CS office at least 40 minutes before the start of the examination i.e 9.20 AM for forenoon session and 1.20 PM for afternoon session.**
20. Complete taking the attendance and other formalities in the first half an hour of starting of the examination. Please do not pass on the attendance sheets among the students. Invigilator has to go to each student and verify all the details entered in the answer booklets and affix your signature on the answer booklet and attendance sheet.
21. When the invigilator suspect that a candidate is involved in an irregular act during the examination, the invigilator shall confiscate the material(s) being used for irregularity and inform the same to the CS immediately.
22. If any student is resorting to Unfair means/malpractice at any point of time, it should be reported to the CS with written complaint mentioning the incident and handover the student to the CS along with the answer booklet and the forbidden material if any.

*S.M. L*  
12/12/22  
**CONTROLLER OF EXAMINATIONS**



*[Signature]*  
3/12  
**PRINCIPAL**

*[Signature]*  
3-12-22