




# ST. JOHN'S COLLEGE, ANCHAL

Affiliated to the University of Kerala  
Re-accredited with A Grade by NAAC  
Recognised for STAR College by DBT, Govt. of India

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## Instructions for Assistant Superintendents

 P.B. No.3,  
Mar Gregorios Nagar,  
Anchal P.O., Kollam,  
Kerala - 691 306

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## St. John's College, Anchal 2022-23 INSTRUCTIONS FOR ASSISTANT SUPERINTENDENTS (INVIGILATORS)

1. Assistant Superintendents (Invigilators) shall report for duty at least 30 minutes before the actual time fixed for the commencement of examination on each day.
2. They must be present at the time of opening the question paper cover.
3. They should be present in the allotted Examination Hall 15 minutes before the commencement of the examination. The usual examination timing will be from 9:30 am to 12:30 pm in the FN and from 1:30 pm to 4:30 pm in the AN. On Fridays, the examination is from 02:00 pm to 05:00 pm.
4. No candidate shall be admitted to the Examination Hall without a valid Hall Ticket. The Invigilators should check the Hall Ticket and the identity of the candidate at the beginning of the examination. If it is a duplicate Hall Ticket with dates stamped, the candidate shall be allowed to write the examination only on the specified dates.
5. Candidates shall be admitted to the Examination Hall at least 10 minutes before the commencement of the examination. They shall be directed to take their seats in accordance with the seating plan.
6. The candidates who are late by more than 30 minutes should not be allowed to enter the Examination Hall. They shall be directed to the Superintendent of Examinations.
7. Candidates should be instructed to hand over their mobile phones and all other kinds of electronic equipment to Invigilator for safe custody. They are allowed to enter the room only with the Hall Ticket and the permitted writing materials. They shall not bring or use programmable calculators, digital diaries, blue tooth, and other transmitting electronic devices in the Examination Hall.
8. When permitted, candidates shall bring their own calculator and mathematical/other calculation tables, without any scribbling on it. The Invigilators should carefully screen the mathematical tables, calculators, and writing board if any brought by the candidates, to ensure that there is no scribbling or marking that may directly or indirectly facilitate any kind of malpractice.
9. The attention of the candidates should be called to the directions printed on the inner page of the answer book and also to the instructions issued to them with the Hall Ticket.
10. The Invigilator should distribute the answer books five minutes before the commencement of the examination and direct the candidates to write the Register Number in figures and words. *Eg. 4009/ Four, Zero, Zero, Nine* and the Candidate Code and fill in the other entries such as Programme and Course details, Examination and Course Code as in the Hall Ticket, Question Paper Code etc at the top and the bottom of the front page of the answer book neatly and legibly. Students should be warned that failure to write their register number or failure to write them correctly may result in the rejection of the answer books.
11. **Each Question Paper should be verified before it is handed over to the candidate in order to ensure that it is the right question paper and all the pages are printed properly.** The Invigilator should distribute the Question Paper on time and ask the candidates to start writing.
12. The Invigilators should keep utmost vigilance throughout the course of the examination. They must alert the candidates at the beginning against any kind of malpractice. They should keep moving among the candidates and should not engage in any other activities such as talking, using mobile phones and head sets, reading books, working on Laptops, valuing answer scripts etc that will diminish the efficiency of the supervision.
13. **The Invigilators must verify the Register Number, the Question Paper Code and the other entries made on the front page of the answer book, in the first 30 minutes of the examination.**
14. The Invigilator should write the serial number of the main booklet in the attendance statement provided and also mark ABSENT against the register number of the absentees.





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15. Candidates should not be allowed to leave the Hall before the expiry of one hour from the commencement of the examination.
16. Candidates who leave the Examination Hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their Question Papers (with their name and Register Number written on them) to the respective Invigilator and collect it back, if they so desire, immediately after the examination.
17. Candidates should be instructed not to write anything on the Question Paper except their Register Number and name.
18. Candidates should be informed that strict action will be initiated against those who write anything on the wall or furniture. Rough work, if any, must be done at the bottom of the page or on the last page of the booklet.
19. Pages must not be detached from the answer booklet. All the papers issued to the candidates must be collected at the close of examination, securely fastened together. Unused paper, if any, must also be collected from the candidates.
20. Candidates are forbidden to ask questions of any kind during the examination regarding the question paper. Invigilators should not answer any inquiries whatsoever, relating to the question papers whether in explanations of the meaning/mode of answering or in correction of the typographical/other errors. Candidates must be directed to submit their complaints, if any, to the Chief Superintendent immediately after the examination.
21. No unauthorized persons shall enter the Examination Hall or the premises. Candidates shall not communicate in any manner with anyone inside or outside the Examination Hall.
22. The Invigilator shall announce the time 10 minutes before the end of the examination.
23. Candidates shall be permitted to leave the Examination Hall only after handing over their answer books to the Invigilator on duty in the Hall. They shall not leave their answer booklets in their seat.
24. Strict silence shall be maintained in the Examination Hall. Any candidate detected of malpractice or misconduct in the Examination Hall should not be permitted to continue in the Examination Hall and the matter should be reported to the Chief Superintendent immediately. Such students should not be admonished in public and extreme care should be taken in handling such cases.
25. The Invigilators should cooperate with the Internal/External Squads on duty.
26. Candidates shall not be allowed to exchange writing materials or any other item in the Exam Hall without the permission of the Invigilator.
27. Candidates must be instructed to write the page number in their answer sheets, arrange them in order and tie them up using the tag provided immediately after the warning bell, given five minutes before the final bell.
28. The Invigilators should collect the answer books, arrange them in the order of the Register Numbers and hand over the same along with the attendance statement and unused answer sheets and Question Papers to the Chief Superintendent.
29. Candidates suffering from Type-1 diabetes shall be permitted, on production of the relevant Medical Certificate, to keep with them, after due inspection by the Invigilator, insulin pump, insulin pen, sugar tablet, chocolate candy, fruits, snacks, and water in the Examination Hall.
30. Candidates suffering from infectious diseases of any kind should not be admitted to the Examination Hall.



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