



LOYOLA ACADEMY ALWAL, SECUNDERABAD

EXAMINATION MANUAL

Instructions to Students appearing for Regular & Supplementary (Theory & Practical) Semester End Examinations.

1. Before entering the Examination hall, **check your seating arrangement** displayed on the notice board/s. If your number is not found, contact the chief superintendent (C.S) / Additional chief superintendent (A.C.S) immediately. Sitting at a place, which is not allotted to you is a serious offence.
2. (a) Before entering the hall, ensure that Student do not possess mobile phones, programmable calculators, electronic gadgets, any material, notes pertaining to the examination etc. Using headphones, laptop, palmtop, digital diaries, or similar gadgets or listening to radios is strictly prohibited.

(b) Possessing Mobile phones / programmable calculators, cameras, or any other electronic gadgets (working/not working) are strictly prohibited inside the examination hall

(c) Students are expected to leave your mobiles in Switch-off mode outside the hall and other belongings outside the hall too. In any case of theft, the College Management will not take any responsibility.
3. (a) Check HALL TICKET and IDENTITY CARD before student enter the Examination hall.

(b) If student does not bring **ID**, they should go to the college main office directly and **pay Rs 50/- at the Fees counter**, get permission slip from the chief superintendent (C.S) / Additional chief superintendent (A.C.S) to appear the exam.

(c) If the **Hall Ticket is lost**, you can approach the Chief Superintendent / Additional Superintendent (A.C.S) for getting the permission to obtain duplicate hall ticket from the office of COE (Controller of Examinations) after the **payment of Rs 100/- at Fees counter**.
4. Enter the respective examination hall before the First bell is given. When the prayer is going on, maintain perfect silence.
5. (a) If you do not enter the hall before the 2nd bell, you will be directed to meet the Chief Superintendent for further decision.

(b) Do not come late for the examination. You are expected to be present in the examination hall at least 15 minutes before the commencement of examination. In rare situations, you will be permitted to enter the examination hall during the first half an hour from the commencement of the examination with permission slip from the chief superintendent (C.S) / additional chief superintendent (A.C.S). Students who are late to an examination do not get extra time.
6. (a) Collect your answer booklet and write the UID/H.T number, subject code, subject title and the date of examination along with the session.



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(b) Do not write your Hall Ticket number or name inside the answer book / drawing sheet/ graph sheet except on the place provided for it.

(c) **It is the responsibility of the student to collect the correct question paper (especially, those who attempt the Non-CBCS / Old syllabus, if any). Afterwards no request for change of paper or any kind of moderation will be entertained.**

(d) If any student misses any examination due to any reason, No re-examination will be conducted. It is the responsibility of the student to check the time-table [Regular / Supplementary and Semester I / Semester II] which is displayed in the notice board beforehand.

(e) Check whether you have collected the correct question paper, also see whether all pages are printed or not. If not, intimate it to the invigilator immediately.

7. (a) Do not start reading or writing until instructed to do so. Write clearly; illegible answers will not be awarded marks.
(b) If you find any misprint or incorrect or wrongly worded question in the question paper, inform the invigilator without disturbing the other students and continue your work till the appropriate response comes from the C.S after consulting the COE.
8. Sign and write the Answer Booklet Serial Number in the attendance sheet during the First half an hour of the examination.
9. If you need any data book, drawing sheet or graph sheet, ask for the same from the invigilator at the commencement of the examination. Do not write anything in the special materials issued
10. Do not tear any page out of the answer book. Rough work may be done in the last page of the answer book. Clearly cross out rough working before handing over your answer book
11. **Do not borrow any articles like pen, pencil, scale, calculator, eraser etc that are required for the examination inside the examination hall.**
12. Normally students will not be permitted to go outside the examination hall before handing over the answer booklet. In rare situations, students will be permitted only for 5 minutes to go to washroom, accompanied by an attendant, failing which the student may be expelled from the exam hall for that paper. If you require any assistance or are unwell, please inform the invigilator for necessary action.
13. (a) When the last bell goes, stop writing and **remain seated until all answer scripts have been collected.** Leave the exam hall only when instructed by the invigilator.

(b) The students are advised to confirm that they have correctly filled in all the information like UID number, Subject code, Subject name, semester etc on the first page of answer book.

14. Malpractice:

(a) Talking to others in the exam hall or looking at others' answer sheets, exchanging answer sheets / Question papers, borrowing or lending calculators or stationery items like scale, pencil, eraser etc., mere possession of mobile phones, any printed/written materials (whether used or not –during exam), or relevant/irrelevant writing on one's palm or any part of the body/clothes will be treated as malpractice.

(b) Disclosing one's identity to the examiner by writing one's roll number at a place other than the place prescribed for it, writing one's name, or any coded message, or making an



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appeal to the authorities for any favour, or using abusive and obscene language in the answer book will be treated as malpractice.

(c) Students should not write anything on the question paper other than your UID number. Writing any hint or note in the question paper is also a kind of malpractice.

(d) Indulging in forgery of invigilator's signature and arguing with examination personnel will be viewed seriously.

(e) **Impersonation** or any attempt to cheat during Examination will be treated as serious malpractice.

(f) Smuggling Answer Book or additional answer sheets into or out of Examination hall, inserting in or removing from the Answer Book or additional sheets and unauthorised removal of materials from examination rooms or ignoring the instructions given by invigilators will be treated as a serious malpractice case.

(g) Malpractice Committee will pursue all the cases and issue suitable penalties as per the norms of Osmania University (cf. Examination Manual 2003: PP 23 - 26).

(h) If a student is caught in malpractice, all the rest of Examinations will be cancelled and the marks memos will reflect these subjects as MP. The penalties of Malpractice includes, a fail in the subject / cancellation of all subjects written in the semester / debarring from the Semester examinations and issue of T.C from the College.

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