



MAR IVANIOS COLLEGE (AUTONOMOUS)
GENERAL INSTRUCTIONS FOR EXAMINATIONS

1. Candidates should take their seats in the examination hall at least five minutes before the commencement of examination. Candidates presenting themselves more than half an hour after the appointed time will not be admitted to the Examination Hall. Candidates who are suffering from infectious diseases of any kind will not be admitted for the examination.
2. Candidates should bring with them to the Examination hall, **on each day of the examination**, their hall tickets for inspection by the Superintendent / Invigilator on duty.
3. Candidates are prohibited from writing anything upon their hall tickets. They shall write only their name and registration number in the designated space on the question paper; nothing else, not even rough work in pencil, shall be written on the question paper. They are also prohibited from writing their names on any part of the answer books and their Register No. on any part of the answer book other than in the space provided in the facing sheet.
4. Serial Numbers of all additional sheets used by the candidate should be noted on the second page of the main answer book in the space provided. All the pages of the main answer book and the additional sheets used by the candidate should be serially numbered and total number of the pages should be noted on the front page of the main answer book in the space provided.
5. Calculators are permitted to be used in certain examinations. Details are available with the Chief Superintendent of Examination.
6. No candidate will be allowed to leave the examination hall before the expiry of at least half an hour after question paper has been given and no candidate who leaves the room during the period allotted for a paper will be allowed to return within that period.
7. Candidates are prohibited from bringing into the examination hall any book or pages of books, manuscript or paper of any description, and from communicating with any person inside / outside the examination hall.
8. Candidates shall have with them necessary stationery (pen, pencil, scale, eraser, etc) and shall avoid inconvenience to their neighbours by borrowing from them.
9. **Possession and use of mobile phones inside the examination hall is strictly prohibited. Mobile phones should be switched off and kept in their own bags outside the examination hall.**
10. When a candidate has finished writing the answers, the answer book shall be collected by the Superintendent on duty. The candidate shall stand up and remain standing until the Superintendent has received answer books. They should not leave the hall leaving the answer books in their seat.
11. Any candidate found violating any of the rules in the conduct of examinations will be sent out of the hall forthwith and will not be permitted to appear for the remaining papers of the examination. Violation of rules in this regard may involve cancellation of the examination taken by the candidate and his rustication period will be decided by the College. **CANDIDATES CAUGHT FOR MALPRACTICE AT EXAMINATION WILL HAVE TO REMIT ENQUIRY FEE** as required by the College.
12. Candidates who have lost their Hall Ticket can request for a duplicate with the prescribed fee.