

Examination Cell

CIMS Multan



Examination Conduction Rules:

The Written/theory papers for end of module examinations and the pre-annual examination will be supervised and conducted by the examination cell and following rules and regulations will be strictly followed.

Responsibility:

The invigilation committee of CIMS will be responsible for arranging the conduct of examination.

Invigilation committee:

The invigilation committee shall include among others the Superintendent, Deputy Superintendent and the invigilators who will supervise the examination.

Process of examination conduction:

1. Pre-exam meeting of invigilation committee.
2. Seating plan of the examinees shall be prepared by the superintendent.
3. **Rules for invigilation:**
 - The invigilators must report to the examination hall 30 min before start of the exam.
 - Answer books shall be issued to the invigilators 15 min before the commencement of the examination and retrieved at the end of the examination.
 - All answer books used in the examination hall shall be initialed by the Superintendent/Deputy Superintendent. No other answer books are to be used.
 - The examinees will not write their examination roll number on the front cover of each additional answer sheet used. Superintendent exam will endorse a 4-digit number on the extra sheet and also enter it on the record sheet. An attendance sheet for all extra sheets will be used during examination.
 - The superintendent will be responsible to bring the sealed Question paper with him/her to the examination hall only 10 min before starting the exam.
 - Sealed question paper can only be opened by the superintendent exactly 5 minutes before the start of the exam.
 - Only the on-duty invigilators will distribute the paper.
 - Invigilators must switch off their phones during invigilation.
 - Invigilators cannot leave the examination hall unless spared by another invigilator.
 - Attendance with check-in and check-out time is mandatory for all invigilators.
 - Invigilators are to ensure that the examination is being conducted in a fair manner and as per policy guidelines.

- The superintendent shall have the power to remove any invigilator at once from duty who is found assisting/aiding any candidate in copying or using any unfair means in the examination.
- No invigilator is allowed to communicate with the examinee during exam regarding the paper. Examinee queries regarding the question papers can only be answered by the respective HOD.
- Examinees will be required to sign out and in for each bathroom visit. Invigilators will ensure that no two examinees will go out at the same time.
- No examinee shall be allowed to join the examination 15 min after its commencement.
- The question papers and answer books of an examinee detected using unfair means or assisting another candidate, shall be taken away and the matter reported to the superintendent of examination. The superintendent shall record all available evidence to be used as written proof later on.
- Completed Answer sheets will be collected by the on-duty invigilators only and counted and sealed in supervision of the superintendent.
- The sealed papers will be along with the attendance sheets (of examinees and the duty invigilators) will then be handed over to the DD/AD Training.
- During examination water will be provided to the examinees.

4. Instructions to the Examinees:

- The examinees must arrive at least half an hour before the commencement of the examination.
- No examinee shall be allowed to enter the examination hall after commencement of the examination. Only the superintendent may provisionally allow the examinee to enter after filling in the late arrival form with a valid reason.
- Examinees shall sit in the examination hall according to the seating plan prepared by the superintendent.
- No examinee will be allowed to leave the exam hall until half the scheduled time of that examination has passed.
- No examinee shall be allowed to leave the examination room until half the scheduled time of that examination has passed and visits to washrooms shall be carefully controlled.

5. Rules for paper-checking:

- Each department will designate a paper checking coordinator for each paper checking session.
- The designated coordinator will be responsible for collection and return of the papers taken from the examination cell staff/Training Branch
- Every paper checker who comes in and goes out of the examination room must sign the in and out register each time they come in or go out during paper checking.
- The designated coordinator will be responsible for all papers checked and returned to the Exam Cell staff, duly signed.
- The coding and decoding will be done by the Training branch under supervision of the DD/AD Training.