

SAINTGITS COLLEGE OF APPLIED SCIENCES

EXAM CELL

Invigilator Checklist - Internals

Please use this checklist as an aid while performing the invigilation duty on the examination day. Also follow the guidelines / Notifications / Instructions issued by the University / College / Exam Cell from time to time.

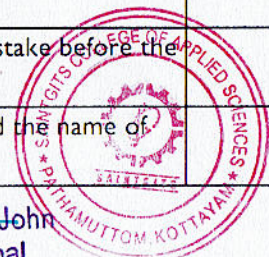
Have you done?

Before entering the examination hall (At Principal's Room / Exam Cell / Office)		✓
1	Report to the exam cell / Office / Principal's room atleast 15 minutes before the start of the examination.	
2	Count the number of Main Answer Booklets & Additional booklets given.	
3	Make sure the attendance list and seating template given is error free.	
4	Make aware yourself about the rules & regulations of the conduct of the respective examination. (Consult with exam cell)	
5	Sign in the register book available in the principal's office to collect the main answer booklet / additional sheets / attendnace sheet etc. and proceed to the exam hall 10 minutes before the start of the exam.	

Inside the examination hall		✓
1	Ask students to enter the examination hall once the first bell is given (10 minutes before the start of the examination).	
2	Students must wear College Uniform & Identity card (Laniyard).	
2.1	Politely ask the student to contact College Office if he / she fails to bring the Identity card / Wear College Uniform.	
3	Remind students not to carry any of their personal belongings inside the examination hall which includes Mobile Phones / Wallets / Techincal gadgets etc.	
4	Inform students to check the seating layout published inside the examination hall to find his / her seat.	
5	Ask students to make sure that there are no unnecessary materails such as papers / books etc in their seat or inside the desk or table.	
6	Distribute the answer booklet to the students one by one.	
7	Ask students to fill the front sheet of the answer booklet properly witout any mistake before the commencement of the examination.	
8	Distribute the question papers to the students once the exam bell is given . (Read the name of the subject and course mentioned in the qestion paper louder).	

Johns
Dr. K. K. John
Principal

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Kottayam- 686 532, Kerala



9	Ask students to write their name and register number in the question paper.	
9.1	Advise students not to write anything else other than their name and register number in the question paper.	
10	Check the front sheet of the answer booklet of each student one by one and ensure all the details are properly filled.	
11	Make sure the student sits in the exact seating based on the seating layout published.	
12	Distribute the attendance sheet and ask students to sign on the attendance sheet.	
	<i>*(Due to covid protocol, distribution of attendance sheet among students is not advised. Hence invigilator may have to verify the attendance marking process without distribution).</i>	
13	Fill the attendance sheet by entering all the sufficient details mentioned.	
14	Must watch the students continuously and should be vigilant always.	
15	Please move in the examination hall to prevent any type of malpractice / indiscipline.	
16	Distribute additional booklet to student as and when required.	
17	Make sure to update the count of additional sheets available and used in the sheet provided from time to time.	
18	If any malpractice caught, contact Exam Cell / Principal first and follow their instructions.	
19	After the end of the examination (once the final bell is given), collect answer booklets subject wise from the students one by one.	
19.1	Arrange the answer booklets collected in the ascending order based on the attendance list.	
20	Ask students to leave the examination hall once the answer booklet is received.	
21	Ensure that none of the examination materials (Answer booklet / Additional booklet / Pouch / Hall tickets / Name list / Question paper etc.) are left behind in the exam hall.	
22	Leave the examination hall after properly turning off all the lights and fans.	
23	Hand over the answer booklet to the Exam cell / Office (Arrange in the order of attendance sheet - Class wise).	

I hereby declare that I have read, understood and performed all the assigned duties.

Examination Hall Number :

Name of the Invigilator :

Signature of the Invigilator :

Date : ___ / ___ / ___





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