



### **Rules and Regulations for the students during examinations:**

- Students must be seated in their respective seats **15 minutes** in advance of the examination timing.
- Students must write **INDEX NO** in question paper and answer sheet, soon after receiving them.
- Visit to toilets will not be allowed. (Except in genuine cases: -escorted by the reliever on the day)
- If you feel unwell during examination, inform the concerned invigilators.
- Candidates should attend examination in school uniform unless permitted otherwise due to genuine health reasons.
- A candidate who has finished the examination early is allowed to leave the examination room only **half an hour** before the completion of the stipulated time for the paper.
- Students must be present for all papers. In case of absence, it will be verified by the examination committee and decide accordingly.
- Students must not use unfair means in the examination hall else firm action will be taken as per the examination policy against the students.
- A child late for more than **15 minutes** after the entry of the other students inside the hall will not be allowed to write the examination. If a child reports late for more than once in one term, he/she will not be allowed to write the remaining examination.

### **The following constitute the use of unfair means in the Examination.**

- Giving or receiving unauthorized materials in the examination hall.
- Copying from other candidate's work.
- Allowing another candidate to copy one's own work.
- Possessing/passing written materials related to exam.

### **Non-compliance to the examination code of conduct will be dealt as per the terms laid below.**

- Anyone caught cheating in the exam will be **awarded '0'** in that paper and will be booked by the discipline committee.
- Anyone caught cheating in examination more than once, either in the same term or in the subsequent term, the whole exam will be cancelled, and the candidate will be disqualified to continue further.



## TOR for Invigilators

- Ensure that the **INDEX NO** is pasted on the desk/tables in ascending order
- All invigilators must **report 10 minutes early** to exam cell to get exam paper
- Ensure that the candidates are admitted to the **examination rooms/hall 5 minutes before** examination starts to help them settle down.
- Invigilators must supervise the candidates throughout the entire examination duration and pay complete attention at all times to duty. **No FIDDING of mobile** during the duty.
- An invigilator in the examination rooms/hall is responsible for the conduct of particular examination session. Invigilators must give full attention to the proper conduct of the examination.
- Candidates must be **frisk** before entering into the examination room/hall and after visiting toilet.
- In case of any unforeseen disasters that might happen during an examination- Earthquake, fire, windstorm, flood etc. the first priority will be to ensure **SAFE EVACUATION** of the candidates to the designated safe places by the invigilators. All the examinee should leave their paper on the tables and come out to designated evacuation sites, **MPH Parking**.
- **Ensure** all the answer sheets are collected at the end of examination and arranged in **ascending order**.
- Be **fully responsible** for any answer script **missing** from his/her examination hall and ensure that all the students in his/her room write the **INDEX NO number** correctly.
- **Sign** along with date on all the **answer sheets** and question papers after checking the entries made by the students.
- Maintain a high degree of **punctuality** in all examinations.
- **Not to indulge** in reading magazines, papers, correction of test papers, using **mobile phones** or other activities, which deter the invigilator from vigilance in the examination hall.
- **Not to give your own views/opinion** pertaining to the questions of the examination or its answer. One should, however, respond to other problems such as issuing an extra blank answer sheet, pencils, or pens.
- Anyone on **LEAVE** must inform **one day ahead/ before 7AM** to arrange replacement.
- Teachers are requested **NOT** to take the **answer script at home** for correction or for any other purpose.

- Subject teachers **to take proper care** of the answer scripts

### For Quarterly Test Timing

<b>KHASADRAPCHU MIDDLE SECONDARY SCHOOL</b>	
<b>Quarterly Test Timing</b>	
<b>ACTIVITIES</b>	<b>Classes IV to X</b>
Reporting	08.30 am
Morning SUPW	08.30am-08.45am
Quarterly Test	08.45am-09.50 am
<b>Short Break (10 Mints.)</b>	09:50am-10.00am
1 <sup>st</sup> Period (40 mints.)	10.00am-10.40am
2 <sup>nd</sup> Period (40 mints.)	10.40am-11.20am
3 <sup>rd</sup> Period (40 mints.)	11.20am-12.00 N
4 <sup>th</sup> Period (40 mints.)	12.00 N-12:40 pm
<b>Lunch Break (40 Mints.)</b>	12.40pm-01.20pm
5 <sup>nd</sup> Period (40 mints.)	01.20am-02.00 pm
6 <sup>nd</sup> Period (40 mints.)	02.00pm-02.40 pm
<b>Short Break (10 Mints.)</b>	02.40pm-02.50 pm
7 <sup>th</sup> Period (35 mints.)	02.50pm-03.25 pm
8 <sup>th</sup> Period (35 mints.)	03.25pm-04.00pm

Classes PP to III class teachers are hereby requested to make judicious use of first one hour (Quarterly Test) and also to send students for washroom as per your discretion. Be vigilant please.

### Writing Timing for Examination.

<b>MORNING</b>	8:30 am	Teachers and Students report to school
	8:30 to 8:40 am	SUPW
	8:40 to 9:00 am	Morning Assembly
	9:00-9:05 am	Question paper collection from examination cell
	9:05 to 9:10 am	Students enter the examination room.
	9:15 am	Reading starts.
	<b>9:30 am</b>	<b>Writing starts.</b>
	10:30 am	One-hour ends
	<b>11: 00 am</b>	<b>Writing time for ONE and HALF hours paper ends</b>
	11:20 am	Reminder for TWO hours paper
	<b>11:30 am</b>	<b>Writing time for TWO hours paper ends.</b>
	12: 20 pm	Reminder for THREE hours paper.
	<b>12:30 pm</b>	<b>Writing time for THREE hours paper ends.</b>