



NC/BIE/2025 -26/R&RS

Date: 15/05/2025

## Rules and Regulations for Internal Examinations: Students

### General Guidelines

- **Student Identity Card:** All candidates appearing for examinations must carry their Institution-issued Student Identity Card. If a student fails to bring the card, they must obtain approval from the Head of the Department (HoD) in the prescribed format for admittance.
- **Prohibited Items:** Mobile phones and other electronic devices are strictly prohibited in the examination hall. However, students may use non-programmable calculators.
- **Sharing of Materials:** Exchange of any instruments, such as scales, pencils, or calculators, is not allowed during the examination and will be considered malpractice.
- **Seating and Timeliness:** Candidates must be seated in their allotted seats at least five minutes before the examination begins. No student will be allowed to enter the examination hall earlier than 15 minutes before the scheduled start time
- **Late Entry:** Students arriving more than ten minutes after the start of the examination will not be permitted to appear for it.
- **Malpractice Consequences:** Any student found engaging in malpractice must present an apology letter, signed by the examiner, class advisor and HoD, along with their guardian, to the Internal Examination Committee (IEC) Convener. Failure to comply may result in disqualification from the examination.
- **Early Exit:** Students are allowed to leave the examination hall only after 45 minutes from the commencement of the exam.

### Resit Examination Rules

- **Eligibility for Re-test:** IEC may permit students to reappear for examinations in genuine cases, limited to two attempts throughout the academic period. To qualify, students must submit prior intimation regarding their absence to the IEC Convener, signed by their parent, class advisor, and HoD. The validity of the reason will be reviewed.
- **Application Process:** Candidates must submit a retest application to the IEC Convener, signed by their parent and forwarded through the HoD, within three days of the missed examination. The authenticity of the reason will be subject to evaluation.
- **Parent Notification:** Parents are responsible for informing the class advisor and HoD about their ward's absence.
- **Scheduling of Retests:** Retests will be conducted by the respective departments/ faculty on convenient dates.
- **Final Authority:** The IEC reserves the right to make the final decision regarding retest applications.

Coordinator,  
Board of Internal Examination

Principal