



NC/BIE/2025 -26/ GI

Date: 15/05/2025

### Internal Examination Guidelines for Invigilators

1. **Duty Assignment: The Board of Internal Examination (BIE)** prepares the invigilator duty list based on the general timetable to ensure proper scheduling and availability of invigilators for each exam session.
2. **Leave Intimation & Substitute Arrangements:** If an invigilator requires leave, they must notify the **Head of the Department (HoD), Department Level Coordinators of Internal Examinations** in advance. This allows the concerned to arrange an alternate invigilator, ensuring smooth exam proceedings without disruptions.
3. **Reporting Time to BIE Office:** Invigilators must report to the BIE **15 minutes before** the examination starts to collect required materials, verify assignments, and receive any special instructions regarding the examination process.
4. **Arrival Time at the Exam Hall:** Invigilators should be present in the exam hall **at least 5 minutes before** the exam begins, allowing sufficient time to settle candidates, distribute papers, and maintain a disciplined environment.
5. **Identity Card Requirement:** Wearing an **Institution Identity Card** is mandatory for both invigilators and students. This ensures identity verification and helps prevent unauthorised individuals from entering the examination hall.
6. **Pre-Exam Verification:** Before entering the examination hall, invigilators must confirm the availability of **question papers, main answer sheets, additional sheets, and tags** to prevent last-minute shortages or confusion during the exam.
7. **Candidate Instructions:** Invigilators must provide guidelines for candidates on how to properly fill out the **cover page of the main answer sheet**, ensuring uniform and correct submission procedures.
8. **Issuing Additional Sheets:** Additional sheets should only be issued **after the invigilator initials them** and marks the date of the examination. This prevents the misuse of answer sheets and ensures proper tracking of additional pages.
9. **Recording Absentees & Malpractice Cases:** In case of student absences or instances of malpractice, invigilators must document details in the designated format for official records. This helps the IEC take necessary disciplinary or procedural actions.
10. **Restrictions on Leaving the Hall:** Students cannot leave the examination hall **within the first 45 minutes** of the exam to maintain a focused environment and discourage early exits that may lead to disturbances.
11. **No Extension Beyond Exam Time:** Once the scheduled exam duration ends, students must immediately stop writing. No extra time shall be granted to ensure fairness and compliance with institutional exam policies.
12. **Sorting & Submission of Answer Sheets:** After the exam, invigilators must **organize answer sheets by class and subject** and submit them to the IEC to facilitate proper evaluation and record-keeping.

Coordinator,  
Board of Internal Examination

Principal