

EXAMINATION RELATED INSTRUCTIONS FOR STUDENTS

It has been observed that some students resort to use of unfair-means in the Examination centres. As a result they face penalty including punishment as provided for use of unfair-means. Some students write Wrong Roll No. or Wrong Name of Examination/Subject/Paper/Date of Examination leading to delay in the declaration of results. There are cases where examinees do not follow the recommended procedure while attempting the question paper. To overcome these problems we have already circulated guidelines to all the affiliated Colleges/Departments of the University of Kashmir. The full text of these guidelines is available on News and Announcements section of the University website(www.kashmiruniveristy.net). Strict adherence to these instructions will benefit the examinees. It will also enhance the overall efficiency of the examination system. Violation of these instructions entails punishment including the penalty of disqualification for an examinee. To avoid it, the instructions given below must be followed in letter and spirit:-

1. Always keep the Examination Admit Card/Roll No. Slip with you and show it to the supervisory staff/inspection team on duty as and when required/demanded.
2. The examinees should check their pockets, desks, geometry boxes, purses etc. immediately after they occupy their seats. Any written paper found should be handed over to the invigilator before the schedule start of examination.
3. No candidate shall be allowed to carry inside the Examination Hall, any textual material, printed or written, bits of paper or any other material of like nature. If any candidate is found in possession of such material after commencement of examination- whether in use or not- he/she is liable to be disqualified.
4. Cellular phones, pagers and other Electronic devices are not allowed during the examination. Candidates must deposit these items in the custody of the supervisory staff well before the commencement of the Examination.
5. If any candidate is found in possession of Mobile phones, cellular phones, pagers and other unauthorized electronic gadgets etc. in the Examination Hall after commencement of the examination- whether in use or not- he/she will be deemed to have been using unfair-means.
6. Any candidate attempting to receive help from any source in any manner or attempting to render help to another candidate(s) will be dealt with in accordance with provisions of unfair-means.
7. A candidate misbehaving in or around the Examination Centre is liable to be disqualified.

8. A candidate, who reports after 30 minutes of the commencement of the Examination, shall not be permitted to take the Examination.
9. Write your Roll No./Enrolment No neatly and correctly on the right side of this page in the box shown below the caption "To be filled by the candidate."
10. Write carefully the Name of Examination, Name of Subject, Name of Paper/Course, Date of Examination at two places viz on the right side and on the left side of this cover page at the space provided for purpose.
11. No second answer-book/continuation sheet will be issued to you.
12. Do not write any matter except your Examination Roll No. on your question paper.
13. Number your answers according to the numbers given in the question paper.
14. No blank page(s) be left in between answers to various questions. When the answer to one complete question is finished, the answer to another question must begin after leaving a margin of 3 to 4 blank lines. It applies to parts of questions also.
15. Write on both sides of the leaf in the answer-book. Any rough drafting, calculations, etc if made should be crossed out. These will not be read by the examiner.
16. No leaves should be torn out of the answer-book or folded. Any answer crossed out by you will not be examined by the examiner.
17. Write on each ruled line and do not waste pages unnecessarily.
18. No answer book or page of any kind is to be removed from the Examination Hall except the question paper. No page is to be torn out/replaced in the answer book.
19. Strike off the blank pages in the Answer book, if any, before submitting the Answer Book to the invigilator.
20. Do not leave the examination hall without handing over your answer-book to the invigilator incharge even if no answer has been attempted.
21. No paper is to be brought in the examination hall for scribing on.
22. Last but not least, during the course of examination the candidates shall be under the discipline and control of the Centre Superintendent and shall obey all orders passed by the Superintendent on all matters relating to the examinations.