

**EXAM MANAGEMENT CELL (EMC)
B.E. / B. Tech / MBA / MCA DEGREE COURSES**

KLNCE/ EMC/2021-2022/ODD

Date: 19.08.21

**INSTRUCTIONS TO INVIGILATORS FOR ONLINE
INTERNAL EXAMINATION**

Before Invigilation

- Note down your date and time of the exam invigilation duty as soon as duty list is received from exam cell through EMC member.
- Set reminders for invigilation duty.
- Login to exam link at least 10 minutes before commencement of tests.

Test Timings

Centralized Internal Test (CIT) : 09.30 a.m to 11.00 a.m (90 minutes)

During invigilation

- ❖ Invigilators availing CL/ OD/ ML/ EL/ Special leave during test/exam period can exchange their duty (**only at emergency works**) with other faculty member and the same should be intimated earlier to EMC convener through HOD.
- ❖ Invigilators should be present at least ten minutes before the start of the online test.
- ❖ **Invigilators** shall mark the students attendance by considering the display of the students roll number in the invigilation platform.
- ❖ **Late coming of students shall not be encouraged for tests, however it is allowed till the first 10 minutes under unavoidable circumstances. Exam Invigilators will note the roll number and branch and year of study of the student coming late and will allow him/ her to write the test. The details of the student coming late list should be sent to the EMC convener through department member and the respective department HOD for further action.**
- ❖ Invigilators are responsible to fill up the attendance in the assigned spread sheet 20 minutes after the start of the exam.
- ❖ Invigilators must remain online in the examination link or be able to monitor the student on a continuous basis from the time the examination starts till they finish.
- ❖ Instruct the students on malpractice and request to check themselves for possession of any material violating the code of conduct of tests.
- ❖ Instruct the students to fill all the relevant details like their roll number, name of the student, etc. in the MS team forms.
- ❖ Students shall be encouraged to remain in the exam link for entire duration of test/exam and they are allowed to leave the link 10 minutes before end of the exam after intimating the invigilators. Check for the attendance once again, before allowing the students to leave the online exam link.



Chief Convener



PRINCIPAL

CC to HOD Mech, EEE, ECE, CSE, IT, AUE, EIE, Maths, Physics, Chemistry, English
(for circulation among Faculty members through HOD)

CC to Director MBA, MCA
CC File, SM