INSTITUTE OF AERONAUTICAL ENGINEERING
(Autonomous)
Dundigal, Hyderabad-500043

STANDARD OPERATING PROCEDURE

Discharging duties of Invigilators

01 February, 2024

I. ROLES AND RESPONSIBILITIES OF INVIGILATORS

1. Report to the examination control office (ECO) at least 30 minutes before the time of commencement of the examination.

2. Collect the seating plan, room wise statement (attendance) and other examination stationery.

3. Count and check the answer booklets to make sure the hall ticket numbers on the booklets match with the seating plan as well as room wise statement and the Controller of Examinations facsimile on the main answer script.

4. Present at the respective examination hall at least 15 minutes prior to the commencement of examination.

5. Should make sure that the candidates should be present 10 minutes before the commencement of examination. No candidate should be allowed after the commencement of the examination.

6. There will be a single common question paper for each course. Ensure that the correct question papers of the course(s) of examination are received for the candidates allotted to your hall. Invigilator should distribute the question paper scripts personally.

7. The invigilators are required to instruct the candidates not to write their hall ticket number anywhere except on the question paper.

8. Students should not be allowed to go outside for nature calls or any other emergency. A student who is left outdoors during an examination will not be permitted to return.

9. If the candidate is absent, put a cross mark across the Hall Ticket number in the seating plan.

10. The invigilators should not allow the candidates to leave the examination hall in first one and half hour.

11. The code books / data books and other books necessary for the examination will be sent to the examination rooms / halls. The invigilators are required to count and return the same at the end of the examination.

12. The invigilators are required to check thoroughly and watch carefully in the examination hall to prevent malpractice. Report cases of student's misbehavior, indiscipline, malpractices and copying cases to the Controller of Examinations for further necessary action.

13. Invigilators is required to check the identity cards before a candidate enters into the examination hall. No candidate shall be allowed to enter the examination hall without identity card.

14. Invigilator should remain in the examination hall throughout the period of the examination and shall make necessary announcements before, during and at the end of the examination. Maintain general discipline in the classroom by frequently moving in the allotted room / hall.

15. Carrying programmable calculators, mobile phones, Bluetooth devices, electronic / smart watches and wallets into the examination hall is strictly prohibited.

16. The invigilators must instruct the students not to keep any printed or written material or mobile phones or wrist watches or any other electronic devices except scientific calculator with them,

which leads to malpractice and exchange of calculators, scales, pencils, erasers, sharpeners etc.. not permitted.

17. Invigilator should distribute and collect the answer scripts personally. The invigilator should not ask the candidate to take (in the beginning) or keep (at the end) the answer scripts on the table. The invigilator will be held responsible for any loss of the answer scripts.

18. Adjustment of the invigilation duty should be informed to the ECO one day prior to the date of duty assigned with alternative arrangement made in case of absence.

19. Adjustments / interchanging duties among the invigilators are not permitted. If necessary, prior permission is required from ECO.

20. At the end of examination, invigilator should collect, arrange the answer scripts of the candidates in the increasing order of roll numbers for each course/exam and submit the same to the ECO without separating any part of the booklet. The invigilator will be held responsible for any loss of the answer scripts.

PRINCIPAL