

RULES FOR CONDUCTING EXAMINATION

1. One hour before the commencement of examination each day the Centre-in-Charge / authorised representative will collect the sealed packet inscribed with the specific date from you.
2. Collect Question Papers not before one hour from Police Stations and open the packets not before 15 minutes of commencement of examinations in the presence of Observers of the University and the Invigilators
3. The doors of the Examination Hall will be opened, half an hour on the first day and 15 minutes on subsequent days, before the commencement of the examination. A Warning Bell will be rung 5 minutes before the commencement of the examination as a signal for all students to take their seats.
4. Candidates shall bring their respective Admit Card every day of the Examination and shall produce it for verification. Candidates will not be allowed to sit for the Examination for failure to produce the Admit Card.
5. Candidates suffering from any form of contagious or infectious diseases, or from any illness or diseases considered to be prejudicial to the general body of students under examination, will not be admitted into or allowed to remain in the Examination Hall. Special arrangements may however be made for candidates who are suffering from certain categories of diseases if application is made to the Officer-in-Charge with sufficient notice.
6. The Centre-in-Charge and the invigilators will put their facsimile or sign at the specified spaces of the Answer Scripts. No Stamp or Code Number of the College will be put on Answer Scripts.
7. No loose sheets will be provided to the candidates.
8. No candidate will be admitted or given a question paper more than 15 minutes after the commencement of examination, provided that in special circumstances the Centre-in-Charge may admit a candidate who is late by not more than half an hour. In such case(s) he/she must complete the examination within time as specified in the examination programme.
9. Communication of any sort or in any form is strictly forbidden between candidates or with other persons whether inside or outside the Examination Hall.
10. Candidates are required to sign their names on the Attendance Record and prove their identity as and when required to do so.
11. Candidates must not write their names, names of the colleges or any other things which may disclose their identity on any page of the answer books. Candidates must not write any objectionable or improper remarks in their answer books.
12. Candidates must not write anything on any question paper or other paper, or carry away any writing or scribbles from the Examination Hall.
13. No candidate will be allowed to leave the Examination Hall until an hour has elapsed from the time when the papers are given out.
14. No candidate shall be allowed to finally leave the Examination Hall without submitting the answer books. No candidate shall be allowed to re-enter the Examination Hall during the hours of the examination once leaving it after submission of the answer book.
15. A warning bell will be rung 10 minutes before the end of examination and the final bell will be rung at the close of examination.
16. At the close of the examination a candidate must remain seated until his/her answer book is collected by the invigilator. Admit Card is to be signed by the Invigilator each day on submission of the Answer Script.
17. Candidates are warned against any attempt to adopt unfair means at the examination. Any breach or attempted breach of any of these or other examination rules will render them liable to any kind of penalty as the University may deem fit. The decision of the University in all such cases shall be final. The Centre-in-Charge is requested to pack the Answer Scripts of RA Candidates separately with a forwarding letter along with the evidences of unfair means and the note of Centre-in-Charge and the Visiting Team Member.
18. Non programming calculators not having memory safeguard facility may be used during examination for calculation purpose.
19. Carrying Mobile Phone in Examination Hall is strictly prohibited.


Controller of Examinations
The West Bengal University of
Teachers' Training, Education
Planning and Administration