

ST. JOSEPH'S UNIVERSITY, BENGALURU-27.
SPECIAL SUPPLEMENTARY EXAMINATION JUNE 2023
INSTRUCTIONS TO THE STUDENTS

- Students should bring their **hall tickets and identity card** on all days of examination. Those students who do not have their ID cards must get one-day admit note from their Deans. If the hall tickets used for a few examinations are misplaced, students can take a new print out and submit the same in the examination hall. Deans will be available in their respective rooms 30 minutes before the examination.
- Students will be permitted to enter the classrooms for the examinations only 10 minutes prior to the exams. Till then students **should not** be found in the classrooms or the corridors of the classrooms. **Students are not allowed to enter the hall, later than 10 minutes from the start of the Examination.** Also, students must remain seated for at least 35 minutes from the time of commencement irrespective of the duration of the examination.
- Students should leave all their bags near the door **inside** the room before taking their seats.
- Students are directed to allow teachers to paste the registration number barcode or QR code only after checking the register number across the barcode or QR code.
- Students should bring their own stationeries calculators, dictionaries etc. borrowing is not permitted without the permission of the invigilator.
- Registration numbers of candidates should not be written anywhere in the answer book and on the question paper. They are not allowed to write or mark anything else on the question paper.
- Students are not permitted to write anything pertaining to the exams on the desks or benches. If any matter pertaining to the examinations is discovered prior to their writing of the exams on the desks/benches, they should bring it to the notice of the invigilator. If they do not, it will be considered malpractice. Serious action will be taken against students who write matters pertaining to the examinations on the desks or benches.
- Any question or doubt should be addressed only to the invigilator. There should be no communication of whatever kind between the students.
- **Candidates are prohibited from bringing into the examination room mobile phone, smart watch , digital diary or any other electronic material(s) except calculators (if allowed) , any book (except dictionary, if allowed) or portion of the book, manuscript, or paper of any description.** They are **not allowed** to bring their Clark tables or statistical tables. They are **not allowed** to bring their writing pads or pencil pouches inside the examination hall. **They are also prohibited from communicating with others or copying from each other, and from communicating with any person outside the examination room. Mere possession of such materials will also be considered malpractice. The mobile phone even in switched-off mode also will be considered malpractice and once confiscated will not be returned.** They must keep their electronic gadgets like mobile phones (in switched-off mode), smart watches, etc inside their bag. Anything written on the part of the body is also considered malpractice. For any malpractice reported by the invigilator, the student should follow the instructions of the examination committee.

The action taken for each act of malpractice is posted on the examination section notice board.

- Students are not allowed to use the washroom during the examinations. Medical conditions, which require frequent use of the wash room must be reported to the invigilator before starting the examination.
- Students are expected to write the correct course code number as given on the question paper. After the examination the question paper must be attached with the answer scripts before handing over them to the invigilator.
- Seating arrangements are posted on the college website and also the hard copies of the same are posted on the notice board opposite to the examination office. Supplementary seating arrangements will be posted one day prior to the examination on the college website and also the hard copies of the same are posted on the examination notice board every day.
- If the registration number is not found in the seating arrangement, kindly approach the examination help desk (outside the office of the Controller of Examinations).

Special instructions to the 6th semester (UG) and 4th semester (PG) (except Chemistry) students:

- The answer scripts will be evaluated digitally and the students are advised to write their registration number inside the box provided on the answer scripts. These students need not have to attach the question papers along with the answer scripts.
- As the answer scripts are to be scanned, it is advisable to **write the examination using black ink pen only. Do not use a pencil for writing or drawing.**
- All answer scripts for core courses will have 28pages (including facing sheet) and all open elective answer scripts will have 12 pages (including facing sheet). Graph sheets and maps are attached in the answer booklet. **No additional sheets will be given to the candidates.**



Controller of Examinations