

Appendix 7

Instructions to be Followed in the Examination Hall

- (i) Five minutes before the commencement of the test, each candidate will be given a sealed Test Booklet and OMR answer sheet.
- (ii) The OMR answer sheet is of special type which will be scanned by an optical scanner.
- (iii) Immediately on receipt of the Test Booklet, each candidate shall fill in the required particulars on the cover page of the Test Booklet with a ballpoint pen only. He/she shall not open the seal of the Test Booklet until asked to do so by the invigilator.
- (iv) Candidate will then write the required particulars on OMR answer sheet with a black ballpoint pen. After this, they will wait for the signal by the invigilator to start marking the responses.
- (v) The Test will start exactly at the time mentioned on the Admit Card and an announcement to start will be made by the invigilator.
- (vi) While the test is in progress, the invigilator will check the Admit Cards of the candidates to satisfy himself/herself about the identity of each candidate. The invigilator will also put his/her signature in the space provided for the purpose on the OMR answer sheet as well as on the Admit Card.
- (vii) The candidate will have to sign the Attendance Sheet against his/her CET Roll Number.
- (viii) A signal will be given at the beginning of the Test and at half the time. A signal will also be given at the closing time when the candidates must stop marking the responses.
- (ix) No candidate, without the specific permission of the Centre Superintendent or the invigilator concerned, shall leave his/her seat in the examination hall until he/she has finished his/her paper and handed over the Test Booklet and the OMR answer sheet to the invigilator on duty.
- (x) After completing the Test and before handing over the Test Booklet and the OMR answer sheet to the invigilator, the candidates are advised to make sure that all the particulars required in the Test Booklet and the OMR answer sheet have been correctly written, i.e. CET Roll Number, Name of the Candidate, Centre Number, Test Booklet Number, Test Booklet Code, Test Code etc.
- (xi) No candidate will move out of the examination hall until the time prescribed for the test is over.
- (xii) No candidate will take away the Test Booklet and/or the OMR answer sheet from the examination hall.
- (xiii) **A candidate must bring his/her own black ball point pen to fill the answers in ovals of OMR answer sheet.** In case the ovals are filled by any instrument other than the ball point pen, then the answer sheet may be rejected by the optical scanner when the same is being scanned. In all such cases, the responsibility shall rest on the candidates.
- (xiv) The candidate must ensure that the answer sheet is not folded. Also, he/she should not make any marks or write any kind of description on it.
- (xv) Candidates are advised to be sure about the correct answer before they darken the oval with ball point pen. They should also ensure that the each oval is completely darkened with ball point pen, partially or faintly darkened ovals may be rejected by the optical scanner. It may also be negatively marked.
- (xvi) Each question carries four marks. For each incorrect response, one mark will be deducted from the total number of marks obtained by the candidate. No deduction from the total marks will, however, be made if no response to a question is indicated. Candidates are advised not to attempt a question if they are not sure of the correct answer. If a candidate darkens more than one oval against a question, it will be deemed to be an incorrect answer and will be negatively marked.
- (xvii) The Test Booklet Code filled in by the candidate in the OMR answer-sheet will be accepted as final for the purpose of evaluation. When the space for the



Booklet Code is left blank or more than one booklet code is indicated therein, it will be deemed to be an incorrect booklet code and the answer sheet will not be evaluated. **The candidate himself/herself will be solely responsible for all the consequences arising out of any error or omission in writing the Test Booklet Code.'**

- (xviii) No candidate should do any rough work on the OMR answer-sheet. Rough work, if any, is to be done only in the Test Booklet at the space provided.
- (xix) Candidates should check to make sure that the Test Booklet contains the number of pages as mentioned on the top of the first page. In case the numbers do not tally, it should be immediately brought to the notice of the invigilator. The candidates shall not remove any page(s) from the Test Booklet and if any page(s) is (are) found missing from a candidate's booklet, he/she will be proceeded against and shall be liable for prosecution under relevant provisions of Indian Penal Code.
- (xx) Smoking in the examination hall during the conduct of the test is strictly prohibited ;
- (xxi) Tea, coffee, cold drinks or snacks are not allowed inside the examination hall during the test.
- (xxii) Candidates shall maintain perfect silence and attend to their papers only. Any conversation, gesticulation or causing disturbance in the examination will be deemed to be an act of misbehaviour and is, therefore, strictly prohibited. Also, if a candidate is found impersonating or using unfair means, his/her candidature will be cancelled and he/she will be liable to be debarred from taking the entrance tests either permanently or for a specified period depending upon the nature of the offence, in addition to any other action which may be taken under the Indian Penal Code.
- (xxiii) If any candidate is found using any unfair means or does not observe discipline during conduct of the Entrance Test, the University will take necessary disciplinary action against such candidate as per its rules.
- (xxiv) In case of any confusion, invigilator may be contacted.