MARIAN ENGINEERING COLLEGE, THIRUVANANTHAPURAM
(AUTONOMOUS)

END-SEMESTER EXAMINATIONS

INVIGILATOR QUICK GUIDE

CORE RESPONSIBILITY: Remain vigilant, impartial and present in the allotted hall throughout. Protect examination integrity and report issues promptly.

1 | REPORT & PREPARE

- Report to the Examination Control Room at least 30 minutes before commencement; sign the duty register. Reach the hall at least 15 minutes before commencement.
- Do not leave the hall without prior permission from DCoE (EXAM) and suitable alternate arrangements.
- Verify Hall Ticket, College ID and Uniform; check allotted seating and prevent entry of prohibited materials.

2 | BEFORE THE QUESTION PAPER

- Distribute answer booklets 10 minutes before commencement, only to candidates physically present. Ask candidates to check condition/page count and fill only designated particulars.
- Read the malpractice/discipline declaration (Annexure E2-A); obtain signatures of two student witnesses.
- Distribute sealed question-paper packets personally only after the commencement bell. Never ask candidates to distribute question papers.
- Match course code on question paper with Hall Ticket and answer booklet. Report any mismatch to DCoE (EXAM); do not resolve or alter it independently.
- Check permitted reference materials for unauthorized notes, markings or additional sheets.

3 | QR CODE LABELS — INVIGILATOR'S DUTY

- The affixing and verification of labels are the Invigilator’s responsibility. NEVER assign this task to candidates.
- Each set has 5 parts: affix 3 at the designated places on the answer booklet and 2 on the attendance sheet—one in the candidate name/Register Number column and one in the QR code column.
- Verify that all 5 labels \ are correctly placed, legible and undamaged.
- Candidates must not affix, remove, exchange or tamper with labels. If a set is lost/damaged, use a spare only as prescribed and record/report the replacement.

4 | DURING THE EXAMINATION

- Record attendance and obtain signatures; initial each Hall Ticket in the prescribed column.
- Mark absentees and prepare the absentee list only after 15 minutes. Send attendance sheet, unused booklets and unused question papers to the Control Room through designated staff.
- No entry after 15 minutes; no exit during the first 60 minutes; no re-entry after leaving. Collect the question paper from candidates leaving before the last 30 minutes.
- Move through the hall; prevent communication, copying and exchange of materials. Escort candidates to the restroom; discourage repeated visits.
- Provide scribe/compensatory time only as approved by the CoE. Report incidents, suspected malpractice or emergencies immediately to DCoE (EXAM).
- No mobile use except emergency contact with the Control Room. No photography/videography, disclosure of confidential information or unrelated work.

5 | SUSPECTED MALPRACTICE — FOLLOW THE SEQUENCE

1. Confiscate the unauthorized material and the candidate's answer script.
2. Inform DCoE (EXAM) immediately; issue a fresh booklet and allow the candidate to continue.
3. Keep the candidate in the hall until DCoE assumes charge.
4. Prepare the Malpractice Incident Report (Annexure E2-B) with evidence. Obtain the candidate's statement (Annexure E2-C); do not compel a statement. Record refusal as prescribed.
5. Keep the confiscated script/material separate and hand over with supporting records.
6. No action need be initiated if a candidate voluntarily surrenders unauthorized material before question-paper distribution.

6 | AT THE END

- ► Announce "Last Five Minutes". At the end bell, stop writing immediately and ensure unused pages are cancelled as prescribed.
- ► At the last bell, ask students to stop writing.
- ► Collect and arrange scripts course-wise/programme-wise; reconcile the count with attendance records.
- ► Hand over scripts, attendance sheets and all materials to the Control Room. Submit malpractice scripts separately with evidence.
- ► Report every discrepancy in script count, attendance, barcode or unused materials before leaving.

KEY TIMINGS

ACTION	TIME / RULE
Report to Control Room	**≥ 30 min before**
Reach examination hall	**≥ 15 min before**
Distribute answer booklets	**10 min before**
Last entry	**Within first 15 min only**
Absentee list / unused materials	**After 15 min**
Candidate exit	**Not during first 60 min**
Last-minute announcement	**5 min before end**

NOT PERMITTED Leaving without approval • Unauthorized mobile use • Photographing/recording the hall or materials • Favoritism or unfair assistance • Disclosure of confidential information • Allowing prohibited entry, exit or candidate distribution of question papers.

Controller of Examinations