

Instructions for Students during Examinations

1. **On exam days, students should come to school on time and immediately report to their allotted examination venue.**
2. Students who are late will not be given extra time.
3. Students are required to bring their own stationery items. No borrowing, lending or exchange of any material is allowed during the exam.
4. Students should carry their own transparent water bottle.
5. Only essential writing materials are allowed on the student's desk. All bags and books should be left at the front of the respective classroom.
6. **Students should not carry any electronic gadget such as mobile phones, calculators, smart watches, communication devices, etc. to the examination venue. If any such item is found in possession of the student, it will be confiscated on non-returnable basis and the student will be liable to strict disciplinary action.**
7. Without the permission of the invigilator, students are not allowed to move outside the classroom during examination for any reason.
8. **During the course of examination, if a student is found indulging in any of the following, he/she shall be deemed to have used unfair means for examination and the paper will be cancelled and he/ she will be marked zero for that particular examination.**
 - having in possession, papers, books, notes, calculators, electronic gadgets, communication devices or any other material or information relevant to the subject examination concerned;
 - giving or receiving assistance directly/ indirectly of any kind or attempting to do so;
 - writing questions or answers on any material other than the answer book;
 - tearing of any page of the answer book or supplementary answer book, etc.;
 - contacting or communicating or trying to do so with any person, other than the invigilator, during the examination time;
 - taking away the answer book out of the examination room;
 - smuggling out answer book/ supplementary answer sheet or part thereof.
 - using or attempting to use any other undesirable method or means in connection with the examination.
9. Students to maintain discipline inside the classroom and are required to abide by the instructions of the invigilator.
10. Leave the examination hall quickly and quietly after the exam. Remember to take all your belongings with you.