

ETHIRAJ COLLEGE FOR WOMEN
OFFICE OF THE CONTROLLER OF EXAMINATIONS

CODE OF CONDUCT FOR EXAMINATIONS

Ethiraj College for Women is committed to providing a fair and transparent assessment and evaluation process ensuring the strictest confidentiality throughout the process. The methods of assessment and evaluation are detailed in the respective syllabus of each programme of study.

Students are required to observe the following code of conduct while taking up the End Semester Examinations in the college:

1. Students should check the **examination dates and timings** mentioned in the Hall Ticket with the Time Table published on the website or displayed on the Notice Board of the college.
2. The Timetable is subject to change in case of any emergencies such as extreme weather conditions or exigency such as orders received from the government or other regulatory bodies. Changes in timetable will be posted on the college website and displayed on notice boards and it is the duty of the student to check the same periodically for any updates.
3. Students should download and print **Hall Tickets** from their student profiles before the commencement of the examination each semester. They must check the Hall Ticket for accuracy regarding the dates and sessions and also other details such as register number and photo.
4. Hall Tickets must be produced on demand along with the valid ID card issued by the College at every session of the examination. ID Cards and Hall Tickets are compulsory and no student will be permitted to take up the exam without both.
5. Passed out students writing arrears must bring any government approved valid identification document such as Aadhar, PAN Card, Driving Licence along with their Hall Tickets.
6. Candidates lacking in attendance for any paper and who have been **withheld** are forbidden from attending the respective examination session/s.
7. Candidates must adhere to the session **timings** of the examination. Late-coming is not permitted and no extra time will be given for time lost in entering. They must cooperate with the invigilating faculty and follow all the instructions given in the Hall.
8. No candidates will be permitted to enter the Examination Hall after 30 minutes of commencement of the exams. Once they enter, candidates will also not be permitted to leave the examination hall for the said 30 minutes.
9. Candidates are strictly warned against indulging in any form of **malpractice** or unfair means or academic misconduct during the examinations. Use of unfair means or

malpractice will lead to implementation of strict disciplinary action against the candidates.

10. Such academic misconduct/malpractice/unfair means is defined but not limited to the following:

- Writing hints or markings on the question paper;
- Talking or gesturing to other candidates in the Examination Hall;
- Sharing answer books or stationery with one other inside the Examination Hall;
- Bringing or attempting to bring inside the Examination Hall any written or printed material;
- Bringing or attempting to bring any mobile phone, smart watches, micro-audio, bluetooth or electronic devices of any kind on oneself or into the Examination Hall.
- Removing any material such as unused or used answer books from the examination hall.
- Any other form of examination malpractice

11. **Disciplinary action** will include the disqualification of the candidate from the exam in question and imposition of a fine. Parents of the candidate will be informed of the academic misconduct and will have to collect the candidate if found guilty.

In cases of subsequent malpractice during the course of study, the candidate may face stricter penalties which include being debarred from further examinations during the semester/all semesters or expulsion from the college.

12. Candidates will be provided **answer booklets** for writing their answers. No additional sheets will be provided.

13. Candidates must **clearly and legibly write** the Register Number, Paper Code and Title with date on both front cover/marking sheets of the Answer Booklets.

14. Candidates are advised that they must ensure that they have been issued/have received the **correct question paper** for which they have registered themselves. In case of any doubt they must alert the invigilating faculty.

15. They must bring their own **stationery** such as pencils and pens which may be carried in a clear pencil case or clear cover. They must bring their own calculators. Scientific calculators are not permitted and sharing of calculators is also not permitted

16. Candidates are not permitted to bring in Log tables/mathematical/statistical tables. Such tables will be provided when approved by the department. Such tables must be returned to the invigilator after use.

17. Candidates are permitted to bring one transparent bottle of water to drink during the examination.

18. Candidates cannot leave the hall to return and write the exam. In case of emergencies where they require to visit the restroom they must be accompanied by a faculty member to escort them.

19. At the end of the examination the students may leave the Hall only when they hand over the answer script and it has been verified by the Hall Superintendent. They must write the total number of pages and secure the answer booklet with the tags provided for the purpose. They should not remove any material from the Hall such as unused answer scripts or other property that does not belong to them.
20. Candidates are advised not to bring any valuables to the exam. The college cannot be held liable for any property lost during examinations including mobile phones and valuables.