

# **Office of the Deputy Controller of Examinations**

Amrita Vishwa Vidyapeetham, Amritapuri Campus

## **GUIDELINES FOR THE STUDENTS ON COMPUTER BASED SEMESTER EXAMINATION**

1. Allocation of computers to attend the examination will be published prior to the examination, in front of the lab.
2. Students are required to occupy the seats in front of the workstations allotted to them in the lab at least 15 minutes before the scheduled time of examination. This is to ensure that the login issues if any is resolved before the examination.
3. Students are required to login before the examination so that, in case of any issues, the same shall be reported to the concerned faculty member/staff.
4. Login Credentials – Login Credentials is issued to the students prior to the examination. The same will be kept in front of computers.
5. No printed material or gadget or electronic device of any kind is permitted in the computer lab during the examination. Students carrying/using any of the prohibited devices will be disqualified.
6. No other software shall be accessed during the examination. Accessing any other software/website during the examination may attract disciplinary action. Report by the invigilator will be treated as final.
7. Only the lab staff / the faculty concerned in the lab shall be called in case of any issues related with the software or hardware faced during the examination.
8. Late entry is permitted within 20 minutes of the scheduled commencement time of the examination. No extension of the duration is allowed for students who turn up late.
9. Students are not allowed to leave the computer lab before 30 minutes of the scheduled end time of the examination.
10. Students should inform the invigilator before submitting the exam and sign out. Students should also sign out the attendance sheet manually.
11. Results will be finalized only after the compilation of the report generated by the software and checking the plagiarism.
12. Discussion or any kind of communication during the examination for any purpose may attract cancellation of the course registration.