

UNIVERSITY OF DELHI

GUIDELINES

FOR

**THE CONDUCT OF
UNIVERSITY EXAMINATIONS**

**PROCESS, NORMS AND
IMPORTANT INSTRUCTIONS**



EXAMINATION BRANCH
DELHI-110 007

INSTRUCTIONS FOR THE CANDIDATES APPEARING IN
UNIVERSITY EXAMINATIONS

1. Each Candidate must show his/her "Admission Ticket" to the Superintendent of Examination at the time of examination(s) and may be required to produce the same at any time during the course the examination.
2. Candidates are admitted to the examination under the conditions laid down in the relevant Ordinances and Regulations of the University.
3. Candidates are not allowed to take with them any unauthorized material, including calculator (except in examinations where its use has been permitted), their mobile telephones or any other electronic devices to the examination hall. These will be treated as unauthorized materials.
4. Candidates must reach the examination centre at least half an hour before the commencement of the examination. Candidate/s will not be allowed to enter into the examination hall after half an hour of the commencement of the examination.
5. No Candidate shall be allowed to leave the examination hall before half an hour of the commencement of the examination.
6. The Superintendent of Examination, the Invigilation Staff, the Members of the Visiting Team/s and the Observer/s are free to do physical search of the candidates at any time during the course of examination or before entering into the examination hall to ensure that they do not have any unauthorized material in their possession.
7. The cases of the candidates booked for use of unfair means and/or for resorting to disorderly conduct in University examinations shall be dealt in accordance with the University rules, the extracts of which are given below :-

**PENALTIES IMPOSED FOR THE USE
OF UNFAIR MEANS IN EXAMINATIONS**

Part	Offence	Punishment
A	(i) Talking to another candidate or any person inside or outside the Examination Hall during the examination hours, without the permission of a member of the supervisory staff. (ii) Committing breach of any other direction given to candidates.	Cancellation of the examination in the paper of the day of incident only and declaring the result on the basis of the performance of the candidate in the remaining papers/ subjects. The candidate shall be deemed to have secured zero mark in the paper cancelled.
B	(i) Keeping in possession papers, books or notes or is found having written notes on the question paper or on any part of the clothes worn by him/her or on a part of his/her body or table or desk or is found in possession of ruler and/or instruments like: Set-squares protractors, slide rules, etc. with notes written on them and which notes, papers or the material written on ruler or instrument, or on the question paper or on clothes worn by him/her or any part of his/her body, table or desk could be helpful or of assistance to him/her in answering the paper etc. he/she is taking or could be helpful or of assistance to other candidate in that examination hall, but the candidate has not attempted to	Cancellation of the entire examination

	<p>take any assistance himself/herself or give any assistance to any other candidate from such material.</p> <p>(ii) Intentionally tearing off the answer book or a part thereof or a continuation sheet.</p> <p>(iii) Deliberately disclosing his/her identity or making any distinctive mark in the answer book for that purpose in contravention of any general rules in this behalf.</p> <p>(iv) Using abusive or obscene language in the answer book.</p> <p>(v) Misbehaving in connection with the examination with the Superintendent, the Invigilator on duty and the other staff working at the Examination Centre or with any other candidate in or around the Examination Centre before, during or after the examination.</p> <p>(vi) Leaving the examination room before expiry of half an hour without the written permission of the Superintendent of the Examination and/or without handing over the answer book to the Invigilator/Incharge and/or without signing the attendance sheet.</p>	
C	(i) Keeping in possession papers, books or notes or is found having written notes on the question paper or on any part of the clothes	Cancellation of the entire examination taken by the candidate during the

worn by him/her or on any part of his/her body or table or is found in possession of foot rule and/or instruments like set-squares, protractors, slide rules with notes written on them and which notes papers, books or the material written on foot rule or instruments, or on the question paper or on clothes worn by him/her or any part of his/her body, table or desk etc., could be helpful or of assistance to him/her in answering the paper he/she is taking or could be helpful or of assistance to other candidates in that examination hall and if the candidate has made actual use of material himself/herself or given assistance thereof to any other candidate during the examination.

(ii) Assisting or attempting to assist in any manner whatsoever any other candidate in answering the question paper during the examination hours.

(iii) Where the candidate takes assistance or attempts to take assistance from to other candidate or any other person or from any book, paper, notes or other material in answering the question paper during the examination.

(iv) Where the answer book of the candidate shows or otherwise established that he/she has

year and further debarring him/her from appearing at any examination of the University within a span period of one year (12 months).

<p>received or attempts to receive any help from any other candidate or any source in a mala fide manner or has given help or attempted to give help to another candidate in a manner during the examination hours.</p> <p>(v) Gross mis-behaviour i.e. threatening with physical force in connection with the examination with the Superintendent, the Invigilator on duty or any other staff working at the Examination Centre or with any other candidate in or around the Examination Centre, before, during or after the Examination.</p> <p>(vi) Where the candidate disturbs the examination or attempts to do so.</p> <p>(vii) Where the candidate on being challenged or searched during the course of examination by the Superintendent or any Invigilator or by any member of the examination staff on duty, swallows a note or paper or runs with it or is guilty of causing disappearance or destroying any such material with the intention of obliterating the evidence of his/her having possessed material.</p>	
<p>D (i) Where the candidate brings in the examination room unauthorised answer book or continuation sheet.</p>	<p>Cancellation of the entire examination taken by the candidate and</p>

<p>(ii) Where the candidate sends out an answer book or paper thereof or a continuation sheet or the question paper or any material concerning thereto.</p> <p>(iii) Where the candidate replaces or gets replaced during the course of the examination his/her answer book or any page or continuation sheet with any other unauthorised book, page or continuation sheet.</p> <p>(iv) Where the candidate communicates or attempts to communicate directly or through a relative, guardian, friend or any other person with an examiner with an object of influencing him/her in the award of marks.</p> <p>(v) Where the candidate replaces or gets replaced an answer book or its any page or continuation sheet after the examination or manages to write or gets written an answer book including the continuation sheet, if an answer to any of the questions which he had not written earlier during the examination.</p>	<p>Further debarring him/her from appearing at any examination of the University during a span of two years (24 months).</p>
<p>E (i) Where the candidate is guilty of gross misbehaviour in connection with the examination with the Supdt./the Invigilator on duty or the other staff working at the Examination Centre, before or during or after the examination and has also extended to such</p>	<p>Cancellation of the entire examination taken by the candidate and further debarring him/her from appearing at any</p>

<p>person a threat of violent action with a weapon of offence.</p> <p>(ii) Where the candidate has impersonated at the examination.</p> <p>(iii) The impersonator, so impersonating, (if a student of any course or a candidate for any examination) shall also be liable to the same punishment.</p>	<p>examination of the University during a span period of three years (36 months).</p>
<p>F (i) Where the candidate incites others to leave the examination room to disrupt the examination or attempts to do so.</p> <p>(ii) Where the candidate is guilty of gross misbehaviour in connection with the examination with the Invigilator on duty or the other staff working at the examination and is also guilty of assault or inflicting any injury on such person. (iii) Where candidate is guilty of forging the signatures of an authority on the record book presented as a part of practical examination or on any document required in connection with the examination.</p>	<p>Cancellation of the entire examination taken by the candidate and further debarring him/her from appearing at any examination of the University during a span of five years (60 months).</p>

Note :

- (1) Having once made use of dishonest or unfair means or having once indulged in disorderly conduct in the examination, if the candidate again makes use of dishonest or unfair means or indulges in disorderly conduct in the same examination, he/she shall be awarded punishment prescribed in that sub-clause which is next to the one in which his/her case falls or any higher punishment.
- (2) Cases of use of unfair means or disorderly conduct of the examination, for charges not covered by the foregoing provisions shall be decided by the Executive Council on individual merits of the case.