



The Begum Nusrat Bhutto Women University Sukkur
Examination Department

Guideline for Invigilators and UFM Committee

Category of Offence	Nature of offence	Action to be taken / punishment	Authority
1	<ol style="list-style-type: none"> 1. If student is found whispering / talking to another student in the examination-hall. 2. Whispering/talking to a person/another student outside the examination-hall while going to the washroom or drinking water etc. 3. Responding to others whispers and assisting others in seeing their answer sheet. 4. Students started writing on the answer sheet before the exam time started (e.g., writing math formulas, equations) 	<p>Verbal Warning Change of Seat Collection of answer booklets</p>	Invigilator
2	<ol style="list-style-type: none"> 1. Getting / giving assistance by exchange of personal items like calculators, stationery etc. 2. Carrying mobile phones or any other electronic devices during examination hours. (except allowed by course instructor) 1. If students unnecessarily argue or disobey with invigilation team or any other staff or faculty member. 2. Changing of allocated seat intentionally without the permission of Vigilance Team / CoE / Invigilator. (Seating contrary to seating plan) 3. Writes abusive or offensive language in the answer book/question paper, (Leaving any kind of sign or marking which shows personal identity) or requesting examiner for any kind of favor. 4. Writing on the desk before the start of the exam. 5. Repeating of offences of Category-I. 	<p>Removal from the Examination Hall Cancellation of Paper Mobile phone / device shall be Confiscated</p>	Invigilator with Controller of Examinations or Vigilance Team
3	<ol style="list-style-type: none"> 1. If student leaves the examination hall due to natural needs or any other and returns with any helpful material (either relevant or irrelevant to the subject paper). 	<p>Final Term/ Mid Term Paper will be cancelled. Issuance of warning letter by UFM.</p>	UFM Committee



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	<ol style="list-style-type: none">2. If student is found in possession of items listed below:3. Handwritten or photocopied or printed material or notes or torn pages of books4. Material written on any part of the body / clothing or instrument such as pouch, scale etc.5. An ordinary mobile phone with or without material stored in it.6. A smart mobile phone: programmable calculator or another storage device or blue tooth-based communication device etc.7. Using pre-meditated chits containing helpful material.8. Exchanging question papers9. Any other offense of same nature after making assessment.10. Repeating of offences of Category-II.		
4	<ol style="list-style-type: none">1. Exchanging Answer Sheets during the examination.2. Writing each other's Reg. No. on own answer sheet.3. Replacing answer sheets with other answer sheets not distributed for this exam (e.g., prepared at home, prepared in class).4. Cheating and being argumentative, rude, aggressive etc. with the invigilator.5. Provoking herself or other students for boycott against the examiner.6. Making chaos, chanting, and noise and disturbing other candidates.7. Sending the question paper outside and/or get it back solved by outsider.8. A student/person, who is not a candidate for examination, is found committing or abetting any of the offences mentioned above.9. Any other offense of same nature after making assessment.	Cancellation of attempted Paper. Issuance of Warning Letter	UFM Committee



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	10. Repeating of offences of Category-III.		
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