MARY MATHA
COLLEGE OF ARTS & SCIENCE
MANAGED BY CMIs - THENI, PERIYAKULAM

mmccoe/2025/23/01/Cir. 24
First Internal Exam - January 2025
EXAMINATION CELL

Instructions for Invigilators

1. Invigilators are expected to report to the exam cell 30 minutes before the commencement of the examinations.
2. Invigilators should reach the examination hall/classroom 10 minutes before the commencement of the examination.
3. Students should not be allowed to bring mobile phones inside the Examination hall. They should be guided to keep them safely outside in silent mode.
4. No students are allowed in the exam hall without their ID card. Those who don't have an ID card should get a Provisional ID from the Exam cell.
5. Students should not be allowed to share writing materials or Calculators.
6. Student should not be allowed to leave the exam hall before finishing the examination duration.
7. Invigilators should sign on each answer sheet.
8. No Malpractice of any kind is permitted. If students are involved in any kind of malpractice invigilator should bring the matter to the notice of exam cell as early as possible.
9. Invigilators should not use mobile phones inside the hall except on emergency situations.
10. Absentees should be marked in the attendance sheet with red ink.
11. Answer Scripts should be collected class wise according to the Register number and absentees should be noted on each set of papers.
12. It is strictly instructed from the desk of the controller of examinations that students should start writing their exam exactly at 10 AM and 2 PM. It means that the invigilators should reach the exam hall/classroom in advance and distribute the question papers and make them ready to start writing in time.
13. Invigilators are to keep strict discipline within the exam hall. If not necessary, you should not also speak loudly in the exam hall which might in turn disturb the students.
14. Any matters that goes beyond your capacity to handle should be informed the exam cell as early as possible.

Dr. Joshy Varghese Paramthottu CMI
Vice-Principal and Controller of Examinations