

# Frequently Asked Questions (FAQs) – related to Examination

## General Information

### 1. Where is the Examination Centre located?

Ans. – RIT New Building – Ground Floor, near Science and Humanity Department.



## **2. What are the reporting timings for the exam?**

Ans.- Students must report the Examination Hall fifteen (15) minutes before the start of examination along with their Identity Card and Hall Ticket.

## **3. What documents should I carry to the exam hall? (e.g., admit card, ID proof)**

Ans. – College Identity Card and Hall Ticket.

Writing material: Pen; Pencil; Scale; eraser; non-programmable calculator.

## **4. What items are prohibited inside the examination hall?**

Ans. – Following items are prohibited inside the examination hall:

- Any kind of study material: books, paper, notes, printed material, cheat sheets, written papers, formula sheets etc.
- Stationary material: sacks/pouches/pencil boxes/compass boxes, writing pads;
- All kind of electronic devices/gadgets viz. Mobile phones (telephone), digital diary, tablets (tabs), laptop/computer, Personal Digital Assistant (PDA), Smart-watches, digital watches, Bluetooth devices, Earphones/headphones, WiFi devices, pen-drive, Digital pens or smart glasses, Programmable Calculators etc.
- To write anything on the Question Paper apart from the Enrolment number.
- To exchange question/answer paper or any drawing instruments or material like pen, pencil, eraser, compass, divider, pro-circle, scale/ruler, non-programmable calculator etc.
- Overcoats and other surplus clothing
- Wearing socks and shoes/sandals

## **Seating & Hall Arrangements**

### **• How do I know my seating arrangement/room number?**

Ans. - **Email Notifications** –

- Exam authorities send seating details via institute email (One hour before Examination) where seating location and bench number with exam number sequence is mentioned along with Course Name, Course Code, Branch and Exam time.
- Make sure to check your institute email inbox.
- Any query - contact the exam control room.

## **During Examination**

- **What is the procedure if I arrive late for the exam?**

Ans. – The procedure, if arrived late for the exam:

1. Report to the Exam Control room
2. Explain your reason for being late
3. Entry Decision (Depends on how late you are)
  - a) Less than 30 minutes late: You are allowed to enter and sit the examination for genuine reason, but no extra time is given.
  - b) More than 30 minutes late: You are not allowed to sit for the particular examination.

- **What should I do if I face any issue with the question paper / Answer book (misprint, missing pages, etc.)?**

**Read all the Instructions carefully given on the second page of the Answer Book.** Do not try to fix any issue yourself or talk to other candidates.

- a) **Query regarding Answer Book: Before writing anything on the Answer Book, check the page and page number sequence i.e.**

for Unit Tests: Pg. No. 1 to 12;

for Mid-Sem Examination: Pg. No. 1 to 24;

for End Sem Examination: Pg. No. 1 to 40

- b) **Query regarding Question Paper:**

- i. Bring the issue to the notice of invigilator (Jr. Supervisor) immediately. Do not leave your seat or start writing about the issue in the answer booklet. Do not discuss with other students.
- ii. Explain the problem clearly and tell the invigilator exactly what is the issue. For example:
  - Total marks in Question Paper (QP) are not correct (for UT-25; MSE-50; ESE -100) /
  - Pages are missing from my QP /
  - Any question seems to be incomplete /
  - There's a printing error in the QP /
  - The Figure / Table / Equations are not visible clearly /
  - Same questions are present
- iii. Wait for the invigilator's (Jr. Supervisor) instructions.
  - a) If there is issue in the question paper print, it will be addressed.
  - b) If issue is in the question(s) of the Question Paper (QP), then invigilator will carry out the required process to resolve the issue.

- **Are Logbooks, or Graphs are allowed?**

- Logbooks / IS Codes / Steam Table / Steel Table - provided by the exam section.
- Normal Graph / Semi-log Graph Papers are given by the exam section.

- **What should I do if I lost / forget to carry my Hall Ticket / ID Card?**

- a) **Hall Ticket:** Student must bring the Hall Ticket without fail to the examination hall. If student has lost the hall ticket, then student has to go to main office, get the Chalan for document charges and then submit it to the Examination Centre and then you will be issued the duplicate Hall Ticket, which you can carry for Examination.
- b) **College ID Card:** If student has forgotten the ID card, then only for that particular paper student need to fill the undertaking form from the examination control room, take permission from Sr. Supervisor, which will be valid only for that day particular examination. For next paper, student need to bring his/her ID card or if lost bring the new ID card.

## **Post Examination**

- **What should I do if I forget to write my roll number or sign the attendance sheet?**

- Inform the invigilator immediately during Examination.
- If you realize the mistake after leaving the exam hall, contact to the control room or Sr. Supervisor immediately or your respective Department Exam Coordinator (DEC).

- **Whom should I contact if I have a grievance regarding exam conduction?**

The grievance redressal hierarchy is

- a) Department Exam Coordinator (DEC)
- b) Head of Department (HoD)
- c) Examination Office
- d) Deputy Controller of Examinations (Dy.CoE)
- e) Controller of Examinations (CoE)

## Special Cases

- **What is the procedure for students with medical needs or disabilities?**

The following provisions/procedure for students with medical needs or disabilities is given below:

**(A) BLIND, DEAF AND DUMB**

- i. These candidates will be given suitable location.
- ii. Those Candidates who are Blind / Deaf & Dumb and who cannot write and who produce a certificate from Civil Surgeon to that effect be given a writer.
- iii. These candidates have to submit their application to the COE office through the Director, with his / her examination form along with a Certificate of Ophthalmologist /ENT Specialist /Orthopaedic Surgeon. The candidate need to enclose the photocopy (duly attested) of original Handicapped certificate issued by District disability board. In case of the temporarily handicapped, certificate must also be accompanied by the latest under treatment certificate and also carry the unfit certificate at the time of examination from the same authority.
- iv. The COE will appoint the writer, which will be of the candidate's choice and should be below the educational standard of the candidate.
- v. Only those candidates who are provided a writer as per above rules will be given 30 minutes extra.
- vi. The applicant should submit the medical certificate of competent authority.
- vii. (Stand in (ii) & (iii) above) and two Identity Card size photographs of writer.

**(B) SICK CANDIDATES OR PHYSICALLY DISABLED**

- i. Those candidates who are physically handicapped and who cannot write and who produce a Certificate from Civil Surgeon to that effect will only be given a writer.
- ii. These candidates have to submit the application to the COE office through the Director, with his/her examination form along with a certificate of Ophthalmologist /ENT Specialist /Orthopedic Surgeon (except suddenly ill candidates).
- iii. A candidate is suddenly taken ill shall have to apply through the Director along with a certificate of Government Medical Officer directly to Exam section well in advance.
- iv. The COE will appoint the writer which will be of the candidate's choice and should be below the educational standard of the candidates.
- v. These candidates will be given extra thirty minutes to solve the question paper.
- vi. The applicant should submit the medical certificate of competent authority and Two Identity Card size photographs of writer.
- vii. Those Handicapped candidates who do not write with normal speed, and who produce a certificate from Civil Surgeon to that effect be given an extra time of thirty minutes.
- viii. Those students, who have disability / physical handicap-ness less than 40% will not be allowed to have concession.

- **What is the procedure to apply for Make-up examination?**

Student need to take Make-up examination application form from the Institute Library. Then student need to submit the make-up exam application form within **7** days from the date of conduction of particular course examination to the Department Exam Coordinator within the given time-line with all necessary proofs/documents by taking all appropriate signatures.

- ***Under what circumstances will I be considered eligible to appear for a make-up examination?***

A student will be permitted to appear for a make-up examination only under genuine and approved circumstances such as:

- a) Documented medical emergencies (serious illness/hospitalization of the student) supported by valid medical certificates
- b) Participation in college-approved academic, cultural, or sports events, and taken pre-permission from respective Coordinator and HoD.
- c) Participation in placement drive approved by TPO
- d) Appearing for competitive examination whose dates are fixed and submitted the respective application duly signed by course in-charge, DEC, HOD. In such cases prior application needs to be submitted to DEC with all supporting documents and signs.
- e) Sad demise of family member (Mother, Father, Brother or Sister) only.

The student must submit the relevant supporting documents within the stipulated time-line (7-days).