Kamala Nehru College
University of Delhi

Instructions for Invigilators

Instructions for the Invigilators on duty for May- June 2022 DU Examinations:

1. The reporting time for the invigilators on duty is 08:30AM for the Morning Session, and 02:30PM for the Afternoon Session. Please report on time for the duty.

2. The writing time for the examinations is 09:00AM to 12:30PM, Morning Session; and, 03:00 to 06:30PM, Afternoon Session.

For PWbD students, the writing time is 4 hours including additional 40 minutes as a special one time measure and extra time of 20 min/hour i.e. 1/3 of the prescribed duration of the examination.

3. Invigilators must count the number of answer sheets and the question papers before they leave the examination room with the script bundles.

4. Invigilators must give instructions to the students about the time alloted for writing and give the students a heads up 15 mins early before the writing time is over; to check whether the sheet provided has the seal for the day (J/K/L of english alphabet) on the first page; to fill up correct information; to enter the number of continuing sheets on the correct column which reflects their roll no.

5.Invigilators must distribute the sheets to the students as per serial number wise which is stamped on the first page.

6.In case a student is absent, the Invigilator will write the roll number of the adsentee with the details of the UPC, course name and Semester, paper name and the date of exam on the first page. The word ABSENT should be written in bold and circle the word.

7. However, the Invigilator must wait for a full one hour before a student is marked 'ABSENT' due to the physical non-appearance of the concerned student.

8. Students must be informed that they must enter the correct serial number of the answer script on the attendance sheet which is mentioned on the top of the first front page before they sign their attendance.

9. There should be no personal information provided by concerned students on the answer scripts except what is asked for.

10. Invigilators must mention the Serial no of the question no, Unique Paper Code(UPC), Name of the Course and Semester, and the Name of the paper on the attendance sheets.

11.Check the Admit card of each student before the Invigilator sign on the answer script for verification.
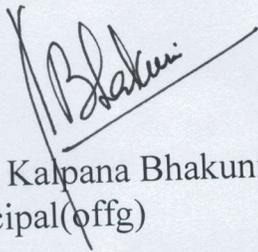
Prof. Kalpana Bhakuni
Principal(offg)