

MADRAS SCHOOL OF SOCIAL WORK (AUTONOMOUS)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

November 2017 End-Semester Examinations - Instructions to Students

23-10-2017


1. Students should follow the ESE Time Table carefully and report to the designated Exam Hall and take the seats allotted to them at least ten minutes before the commencement of every examination.
2. The forenoon (FN) session will commence at 10 am and the afternoon (AN) session at 2 pm.
3. No student should make any noise in corridor before, during or after the examination.
4. No student is permitted to enter the examination hall after 10.30 am or 2.30 pm for FN & AN sessions respectively.
5. No student is permitted to leave the examination hall before 11.00 am or 3.00 pm for FN & AN sessions respectively.
6. As per University norms, students will be given extra 10 minutes to read the question paper. Hence, answer scripts will be collected at 1.10 pm and 5.10 pm for FN & AN sessions respectively. No other extra time will be provided.
7. Candidates with special needs (ex: Dyslexia) are required to attach certificate provided by Government Doctor to the answer script.
8. Every candidate should produce hall ticket and student identity card for verification.
9. Students without identity card must get the temporary identity card from the COE office on payment of Rs.100/- per document in the Accounts Section. Students can take multiple prints of their hall-ticket from their student login.
10. Every student has to fill-in all required details on the first page of the answer book and also the attendance sheet. Students should not sign the answer booklet.
11. Every student should confirm that the hall invigilator affixes his / her signature on the answer script.
12. Please ensure that the right question paper is distributed to you.
13. The candidate is required to write the register number on the question paper. Nothing else should be written on the question paper. Rough work should be done only in the space provided in the answer book.
14. Students should not bring mobile phones, scientific calculators, mp3 players or any other digital equipment inside the exam hall. The College will not be responsible for the safety of these gadgets when kept outside the hall during the course of the examination.

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15. No form of malpractice will be tolerated. In case any student is found indulging in or abetting in malpractice of any kind, the matter will be reported to the COE and all his / her exams for the semester will be cancelled. Bringing in even bits of answers, copying or helping other students with answers, possession of mobile phones or other electronic gadgets, appealing to examiners to award marks and impersonation are some examples of malpractices.
16. Strict silence should be maintained in the examination hall. Talking amongst candidates, borrowing of materials etc. is strictly forbidden. No candidate should seek clarifications regarding the content of the question paper. Any ambiguity / complaints regarding questions in the question paper should be notified in writing to the Controller of Examinations through proper channel, after the examination.
17. Use of statistical tables and simple calculators is allowed only if their use is required as per the instructions given in the question paper. Statistical tables will be made available by the COE Office. Students will have to bring their own simple calculators. Borrowing or lending of calculators or other stationery is strictly forbidden.
18. Water will be made available to the students outside the exam hall. Alternatively, students can bring their own water. No other eatables or beverages is permissible inside the hall.
19. Those students who need to attend to nature calls can be permitted on emergency basis to the nearest rest-room. Such candidates will be escorted by support staff to and from between exam hall and rest-room.
20. On completion of the examination, please formally handover the answer sheet to the hall invigilator.
21. Students having exams in the afternoon session can enter the campus only after 1 pm.
22. Any student who has finished the exam should leave the campus immediately.


Dr. K. Sathyamurthi, Ph.D.,
Controller of Examinations


Dr. S. Raja Samuel, Ph.D.,
Principal