

## DIRECTIONS FOR STUDENTS

1. Entry in the examination centre will be from 9.00 a.m. to 10.00 a.m.
2. **No student will be allowed to enter in the examination centre after 10.00 a.m. whatsoever may be the reason. This should be strictly complied with.**
3. The doors of the examination hall/room will open 45 minutes before the time specified for the commencement of Examination i.e., at 09.45 A.M. Students are advised to be in their seats 30 minutes before the scheduled commencement of the examination. After 10.00 A.M. no student will be allowed to enter the examination centre. Admission of any student to the examination hall in contravention of these instructions shall be considered invalid for that particular paper.
4. Students are required to bring their own pen, pencil and ink. Only blue black or royal blue ink/ball point pen is to be used.
5. A seat marked with his/her Roll number will be allotted to each student. Students will be required to find out and occupy their allotted seats.
6. No student, without permission of the Assistant Superintendent, shall leave his/her seat or the Examination Hall until the end of the examination. No student shall speak without permission. If it is necessary for the student to communicate, he/she shall stand up in his/her place and one of the Assistant Superintendents will see to his/her requirements.
7. Before beginning his/her paper, he/she shall write on the title sheet of his/her answer book the subject and question paper code number. He/she shall write his/her Roll No. in the space provided on title sheet and nowhere else in the answer book. He/she shall also write Roll No.

on his/her question paper as soon as it is received by him/her. Roll No. shall also be written on the slip in the supplementary answer-book.

8. Answers shall be written on both sides of the answer book supplied to the student and on both sides of the answer book. No student shall tear out any leaf from the answer book.
9. If a student writes his/her Roll No. or puts any special mark in any part of the answer book or drawing sheet, map etc. other than the space provided for the purpose, he will render himself liable to have his paper cancelled.
10. On the expiry of time the answer book must be handed over to the Assistant Superintendent irrespective whether the student has answered the paper in full or in part or not at all.
11. Smoking & using of intoxicants is strictly prohibited in the Examination centre. Student found doing so during the course of the examination shall be liable to be expelled from the Examination Centre by the Centre Superintendent.
12. Students can be physically searched by the Centre Superintendent/Assistant Superintendent/Inspectors deputed by the Board before or during the examination at any time.
13. In case any page(s) of the answer book or Supplementary Answer book is/are found missing/ torn at the Examination Centre or is/are reported so by the student the same may be recorded on the answer book by the Assistant Superintendent and a written report be given to this effect with details to the Centre Supdts. for onward transmission to the concerned Regional Office.
14. The student shall not ask for supplementary answer sheet till the main answer book/the earlier supplementary answer book is filled.
15. The Student can visit the examination Centre prior to the date of examination.
16. Apart from what is stated to be unfair means in the rules, regulations and Bye-Laws of the Board, if a student during the course of examination, is found indulging In any of the following, he/she shall

specifically be deemed to have used unfair means at the examinations and as such his/her result shall not be declared but shall be marked as UNFAIRMEANS (U.F.M.):

- (a) *Having in possession any item or article which has been prohibited in examination centre or may be used for unfair practices including any stationery item, communication device, accessories, eatable items, ornaments or any other material or information relevant or not relevant to the examination in the paper concerned;*
- (b) *Paying/Placing someone else to write examination (impersonation) on student's behalf or preparing material for copying;*
- (c) *Breaching examination rules or any direction issued by CBSE from time to time, in connection with the conduct of EXAMINATIONS;*
- (d) *Assisting other student to engage in malpractice, giving or receiving assistance directly or indirectly of any kind or attempting to do so;*
- (e) Writing questions or answers on any material other than the answer book given by the Centre Superintendent for writing answers;
- (f) Tearing of any page of the answer book or supplementary answer book etc.;
- (g) Contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time in the examination centre;
- (h) Communicating with another student or the Assistant Superintendent directly or indirectly.
- (i) Taking away the answer book out of the examination hall/room/centre;
- (j) Smuggling out Question Paper or its part or smuggling out answer books/ supplementary answer sheet or part thereof;
- (k) Threatening any of the officials connected with the conduct of the examinations or threatening any of the students;
- (l) *Using or attempting to use any other undesirable method or means in connection with the examination;*

- (m) Forceful entry/exit in/from Examination Centre/Hall;
  - (n) Use or attempted use of any electronic device after entering the examination centre;
  - (o) Uploading/sharing any examination related material, correct or wrong, on social media.
  - (p) Affixing/uploading of fabricated photograph on the admit card;
  - (q) Erasing or obliterating any information printed on the ANSWER BOOK(S);
  - (r) Providing wrong information on the answer sheet;
  - (s) Having in possession Question papers of previous years;
  - (t) If a student approaches any Authority(ies)/person(s) related to the conduct of exams soliciting unauthorised privilege(s) in these Examinations.
  - (u) taking legal course or any other means to influence CBSE for gaining advantage in their favour, by providing false information
17. A student found guilty of any of the unfair means mentioned at above-
- (a) may be disqualified by the Board from the examination in that year (i.e., his/her examination for that year may be cancelled);
  - (b) may further be debarred by the Board from appearing at any examination of the Board for a period which may extend upto five years; and
  - (c) in serious cases, may permanently be debarred by the Board from taking any examination of the Board.

18. All cases of Unfair Means will be dealt as per the following

### **GUIDELINES**

<b>CATEGORY 1</b>		
1.1	Having Question papers of previous years. Supported by report of invigilator/checking staff.	Cancellation of current examination in the
1.2	Writing questions or answers on any material other than the answer book for writing answer.	

	Supported by report of invigilator/checking staff.	concerned subject.  Shall be allowed to take the examination in that subject in the Compartment examination, if otherwise eligible.  The benefit of doubt shall be given to such student against whom no evidence is available to testify to the foul intents on their part.
1.3	Tearing of any page of the answer book or supplementary answer book etc.  Supported by report of invigilator/checking staff that the student has torn the page(s) of Answer-Book.	
1.4	Contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time in the examination centre.  Supported by report of invigilator/checking staff	
1.5	Having copying material (hard copy and Mobile Phone etc.) in his/her possession but did not use it.  Supported by report of invigilator/checking staff	
1.6	Breaching examination rules or any direction issued by CBSE from time to time, in connection with the conduct of Examinations.  Supported by credible evidence.	
CATEGORY 2		
2.1	Affixing/uploading of fabricated photograph on the admit card.  Supported by documentary evidence	Cancellation of current examination in full subjects.  shall have to take the examination in full subjects in the next year
2.2	Erasing or obliterating any information printed on the Answer Book(s).  Supported by report of invigilator/checking staff or Evaluator	
2.3	Providing wrong information on the answer sheet.  Supported by documentary evidence.	
2.4	Having copying material in his/her possession (hard copy and Mobile Phone etc.) and having used it.	

	Supported by report of invigilator/checking staff or Evaluator.	
2.5	Having communicated with another student or the Assistant Superintendent directly or indirectly. Supported by report of invigilator/checking staff.	
2.6	Assisting other student to engage in malpractice Supported by report of invigilator/checking staff.	
2.7	Giving assistance to other students directly or indirectly of any kind or attempting to do so. Supported by report of invigilator/checking staff.	
2.8	Taking assistance from other students directly or indirectly of any kind or attempting to do so. Supported by report of invigilator/checking staff.	
<b>CATEGORY 3</b>		
3.1	Taking away the answer book out of the examination hall/room/centre.	Cancellation of current as well as next year's examination in full subjects.  shall have to take the examination in full subjects thereafter.
3.2	Smuggling out Question Paper or part thereof, out of the examination hall. Supported by report of invigilator/checking staff.	
3.3	Smuggling out answer books/supplementary answer sheet or part thereof, out of the examination hall. Supported by report of invigilator/checking staff.	
3.4	Possession, Use or attempted use of any electronic device (other than mobile phone), which can be used as communication device, after entering the examination centre.  Supported by report of invigilator/checking staff.	
3.5	Using abusive language, threatening the staff on duty.  Supported by report of invigilator/checking staff.	Cancellation of current as well as next year's

3.6	Indulging in violence at the time of examination or thereafter in the examination center.  Supported by report of invigilator/checking staff.	examination in full subjects.  shall have to
3.7	forceful entry/exit in/from Examination Centre or Hall. Supported by report of invigilator/checking staff.	take the examination in full subjects thereafter.
CATEGORY 4		
4.1	Impersonation. Paying/placing/making someone else to write examination.  Supported by report of invigilator/checking staff.	Cancellation of current as well as of next three years' examination in full subjects.  shall have to take the examination in full subjects thereafter.
4.2	Uploading/sharing any examination related material, correct or wrong, on social media.  Supported by credible evidence.	
4.3	Approaching any Authority(ies)/person(s) related to the conduct of exams soliciting unauthorized privilege(s) in these Examinations.  Supported by report of such authority.	
4.4	Taking legal course or any other means to influence CBSE for gaining advantage in their favour, by providing false information.  Supported by documentary evidence.	
CATEGORY 5		
5.1	Using obscene/derogatory language in the answer book.  Supported by report of invigilator/checking staff or Evaluator.	Counseling by UFM Committee so that he/she

5.2	Using threatening language in the Answer-Book for the evaluators with or without any appeal.	<p>abstains from using such language in the answer book in future examinations.</p> <p>Currency notes etc. shall be forfeited and deposited in Board's account.</p>
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