

Chittagong Independent University

Minhaj Complex, 12 Jamal Khan Road, Chattogram

Office Circular

Date: 10th December 2024

Subject: Exam Hall Code of Conduct

To maintain a fair and orderly environment during examinations, all students and invigilators are required to strictly adhere to the following guidelines:

1. Students must arrive at the examination hall at least 15 minutes before the scheduled start of the exam. Faculty should advise students of this requirement when announcing the exam schedule.
2. Adequate spacing between students must be maintained throughout the examination to ensure fairness.
3. Students must wear their valid student ID card around their neck and present their Admit Card when signing the examination script.
4. Personal belongings, including bags, books, notebooks, sunglasses, caps, mobile phones, smart devices, notes, and any other electronic gadgets, are not allowed during the examination. Only essential stationery items (e.g., pens, pencils, erasers) and approved calculators are permitted on desks.
5. Silence must be observed from the moment students enter the hall until they exit after submission.
6. Students must comply with all instructions provided by invigilators. Disrespectful behavior or non-compliance will result in immediate removal from the hall and may attract further disciplinary action. Minor disruptions, such as speaking without permission, will be recorded by the invigilator and addressed with a verbal warning.
7. Acts of cheating, shoulder-surfing, the use of unauthorized materials, or any form of academic misconduct will lead to immediate expulsion from the exam hall and cancellation of the answer script.
8. Students seeking clarification during the exam must raise their hand and wait for the invigilator's assistance. Communication with other students is strictly forbidden.
9. Students arriving late may be allowed to enter the exam hall at the invigilator's discretion, but no extra time will be granted.
10. Students are not allowed to leave the examination hall within the first 30 minutes or the last 15 minutes of the exam period.
11. For restroom breaks or temporary absences, students must seek prior permission from the invigilator. Only one student is allowed to leave at a time.
12. Students completing their exams early may submit their answer scripts quietly and exit the hall without disturbing others.
13. Invigilators shall remain in the exam hall for the entire duration of the exam. If an invigilator needs to leave temporarily, a replacement invigilator must be present before they exit.
14. The Course Instructor or Invigilator shall sign the top of each exam script and all attached sheets to verify authenticity.

By entering the examination hall, students agree to fully comply with this Code of Conduct. Any violation will invite appropriate disciplinary action in accordance with university policies.

Sarker Kamrul Mamun
Controller of Examinations