



DAYANAND EDUCATION SOCIETY'S

DAYANAND COLLEGE OF COMMERCE, LATUR

Affiliated to

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

Website: dcomm.org

Phone No. 02382-221349

Examination Code of Conduct

1. **Code of Conduct Violations:** Failure to report a violation of the Code of Conduct is itself a violation of the Code.
2. **Improper Disclosure:** Students must not disclose the form, content, degree of difficulty or any other information about an examination to a person who the student knows or should have known has not taken the exam.
3. **Examination Numbers:** Random examination numbers are used instead of names on all exams. Students must obtain their exam numbers from office. Student must get exam number before the first day of exams.
4. **Time and Place:** Students must be in the exam room and ready to start the exam at least 15 minutes before the designated start time. RESCHEDULED AND SPECIAL CIRCUMSTANCE EXAMINATIONS will be conducted in rooms designated.
5. **Starting the Examinations:**
 - A. When the exam proctor so instructs, students must place all materials that are not specifically designated "permissible materials" in the front of the classroom, including but not limited to, backpacks, computer bags, cell phones, notebooks, texts,

papers, electronic devices, ipods, headphones, purses, and bags. Nothing except an article of clothing (sweater, etc.) or food and drinking water may be kept at the student's seat.

B. Once the Proctor begins handing out the question paper, students may not write anything (except if instructed by the Proctor to write your examination number on the outside of the exam).

C. Students must not open the question paper until the exam proctor starts the exam and/or instructs students to do so. Students must check to ensure they have all pages of the answer sheet, must fill out their examination numbers in the appropriate locations, and must read the instruction carefully.

6. Examination Materials: The answer sheets and question papers will be handed out by the exam proctor. Scrap paper will be provided by the proctor as per necessity.

7. Leaving the Examination Room: Students may leave the room during the examination but may go only to the restrooms. The library, student lounge, lockers, faculty or student organization offices, the dining room and Café, and cars are expressly off limits to students taking examinations. Students may not leave the building during the examination. Students may not take any materials (including bluebooks, answer sheets, the examination, laptops, scrap paper, and permitted materials) from the examination room during the examination. Books or other materials may not be placed in any area to which the students are permitted access during the examination. During the time the student is out of the exam room he/she may not talk with anyone except the proctor.

8. Concluding the Examination: Students will be notified when there are five minutes and 1 minute remaining in the examination and when time has expired. Immediately upon the announcement that time has expired must stop, all pens/pencils must be put down. A student should not leave the exam room or immediate proximity of the exam room until they have received confirmation that their exam was successfully submitted. A student may not review the examination or make any additions or deletions to the answers after time is called. Students who need to perform an administrative detail, such as adding their exam numbers on the answer sheet, must ask the proctor for permission to do so. Writing after time has been called is a violation of the Code of Conduct. Students may not remain in the room after completion of the examination.

9. Turning Answer Sheets and Scrap Paper: At the conclusion of the allotted time for the exam, or when finished before the allotted time, students must observe the following procedure:

A. The student must gather all examination materials, including the examination, used answer sheets, used and unused scrap paper, and all other materials provided to the student at the start of the exam and hand them to the proctor.

B. Each student must write his/her exam seat number and the number of the supplement on the cover page of the main answer book.

C. Students completing the exam before time is called must turn in their exam materials to the proctor. Students turning in exams when time is called must turn in their exam materials as instructed by the proctor.

D. Once the answer book has been handed in it may not be given back for any reason.

10. Emergency or Illness: Should an emergency or serious illness arise preventing a student from getting to school to take an examination, he or she must immediately contact the Principal/Examination Officer. If a sudden emergency or serious illness arises during an examination, the student must contact the proctor/Examination Officer.

11. Lateness: Students must report on time for examinations. In the event that a student is late for an examination, he or she must report immediately to the Principal/Examination Officer and specify the cause for the lateness. A request for full time to complete the examination will be granted only upon showing of truly extraordinary circumstances out of the student's control. If permission is granted, the examination will be administered under direction of the Principal. Otherwise, the student will begin the exam when he or she is ready, and will finish at the scheduled time. A student who begins the examination late and is given permission to remain after the allotted time will be responsible for submitting the examination on time to the proctor.

12. Questions arising during the Examination: Questions during an examination are handled only by proctor. Do not attempt to contact the professor directly.

13. Materials: Only the materials or equipment allowed by the professor may be brought into the examination room and may only be used by the student bringing them into the room. Coats, books, bags, cell phones (and other electronic devices) and other items must be placed at the front of the room or in another specified location well before the answer sheet is distributed. All cell phones must be off.

14. Electronic Devices: No electronic devices of any kind will be permitted at the students' seats including, but not limited to, cell phones, PDAs, headphones, iPods, iPhones, or Android

devices. Should the professor specifically permit a calculator in the “materials permitted,” this refers only to a basic function, non-memory calculator. No other device will be permitted.

15. Answer Sheets and Scrap Paper: Unless otherwise specified by the professor, examinations must be hand written on an answer sheet. Only the scrap paper distributed in the examination room may be used.

19. Talking: Talking in the examination room is not permitted. Students taking the exam who leave the examination room during the exam may not speak to anyone except proctor. Upon completion of an examination students must quietly leave the examination room to allow those not finished to do so in silence. Students must not congregate outside the examination room.

20. Seating: Whenever practicable, students should sit in every other seat, unless conditions dictate otherwise or at the direction of the proctor.