Code of Conducts for Examinations

1. General principles

1.1 All students, instructors, teaching assistants (TAs), invigilators, and staff shall uphold fairness, confidentiality, impartiality, examination integrity, and dignity of all stakeholders.

1.2 Only those involved in the examination may enter examination venues.

1.3 No unauthorised person shall facilitate malpractices, communicate confidential examination content, or interfere with supervision or evidence.

1.4 The examination premises will be monitored including the use of the CCTV cameras, and the Institute may use other mechanisms to restrict the unauthorized Digital Communication during examinations.

2. Students

2.1 Students must check their examination timetable well in advance and verify the dates, times, venues, and any approved examination adjustments.

2.2 On the examination day, students carry valid Institute ID, occupy the assigned seat and follow entry, exit, seating, and identity-verification instructions, if any.

2.3 Do not bring or possess mobile/analogue phones, smartwatches, smart glasses, earbuds, Bluetooth devices, or other communication/recording devices at the examination venue during examination hours.

2.4 Bring only explicitly permitted materials. Course notes are prohibited unless the examination is designated open book and open notes. Calculators are subject to course rules and must not be shared during the examinations.

2.5 Do not communicate with or assist another student, copy, impersonate, and access unauthorized resources. Do not use AI tools without explicit permission.

2.6 Obtain permission before leaving the room, and do not access prohibited devices or materials during bio-breaks. Cooperate with security checks, which will follow the defined procedures.

2.7 For examinations under parental supervision or with some other person's assistance, if permitted or recommended by the appropriate authority, students must follow all examination rules. Parents/guardians must refrain from assisting in examination process and should sit at the designated places. The examination must be conducted under an Institute-approved supervision protocol.

3. Course instructors / examiners / invigilators

3.1 Announce clearly the mode of examination (closed or open book) well in advance.

3.2 State permitted materials, calculator policy, examination format, and special instructions in advance.

3.3 Prepare, transmit, print, and store question papers and answer keys securely. Restrict access to unauthorized personnel.

3.4 Arrive before the examination and check room readiness. During the examination, verify student's identity, designated seating, permitted materials, and attendance.

3.5 Provide clear invigilation instructions, promptly resolve examination-related queries, and report suspected irregularities in detail without prejudging guilt.

3.6 If a student is suspected of using malpractices, the instructor(s)/invigilator(s) shall discreetly collect the relevant evidence and the student's answer booklet, may provide a fresh answer booklet to allow the student to continue the examination, and shall report the incident in the examination report form. The entire process must be conducted calmly and discreetly, without confrontation, public embarrassment and humiliation, or disruption to other students. The student who is under scrutiny should also be handled with care and dignity.

3.7 Record timing for bio-breaks, and re-entry. Report suspected prohibited devices or malpractices promptly.

3.8 Record the incident of violation of conduct rules, its time, gather relevant evidence and witnesses wherever possible, candidate's response. Refer the matter through the prescribed process. Allow the candidate to complete the examination, and DO NOT impose any ad-hoc penalties during the examination.

4. Teaching assistants and examination support personnel

4.1 Assist only within assigned duties.

4.2 Do not disclose examination content beforehand, discuss examination questions with the students, alter answer scripts, or privately communicate with candidates during the examination. All the examination-related queries must be brought to the notice of the course instructor(s).

4.3 Report any suspected breach immediately to the instructor(s) or invigilator(s). DO NOT engage with the candidate yourself.

4.4 DO NOT use any digital gadgets during the entire invigilation.

5. Administrative, LHC, security and technical staff

5.1 Control access to examination areas and the Student Lounge as per Institute policies. Verify eligibility wherever required.

5.2 Maintain secure custody and documented handover of examination papers, scripts, keys, and electronic records.

5.3 Keep authorized CCTV operational in designated areas, as per privacy and retention rules of the Institute. Promptly report failures.

5.4 Wherever approved, conduct device screening with trained personnel, abide by the procedures, and safeguard dignity and privacy.

5.5 Depute male and female support staff in the examination premises to keep a vigil.

6. Reporting, disciplinary action and implementation

6.1 All suspected violations shall be documented and referred to appropriate bodies as per the policy of the Institute. Evidence shall be preserved, handled and shared accordingly.

6.2 Existing Institute directions on prohibited devices and consequences remain applicable. Any revised sanctions or procedures require formal approval from appropriate authority.

6.3 The counselling service will be informed immediately of any situation that could be stressful to students

7. Guidelines for Handling Medical Emergencies During Examinations

7.1. Instructions for the Examination In-Charge (I/C)

(A) Attendance: Attendance may ideally be completed within 30 minutes of the commencement of the examination.

(B) Medical Emergency During the Examination:

a) In the event of a medical emergency, the student's answer script should be appropriately annotated, and the time of collection of the script should be recorded.

b) The student should be directed to the IITK Health Centre (HC) for initial medical assessment and treatment.

c) A chronological record of the incident and the actions taken should be maintained for documentation and reporting to the SUGC/SPGC/DoAA, if required.

7.2. Instructions for Students

(A) Illness Before the Examination: Students who are unwell before a mid-semester or end-semester examination should refrain from appearing for the examination if their medical condition warrants rest as per IITK Health Centre, and they can obtain an appropriate certificate from the IITK Health Centre recommending rest for the day of the examination. Students need to follow due procedure for make-up examination.

(B) Medical Emergency During the Examination: If a student becomes seriously unwell during the examination, the Examination In-Charge (I/C) should be informed immediately. The student should then be proceeded directly to the IITK Health Centre for initial medical assessment and treatment.