

# SUMMER 2018



# FINAL EXAMS



## Final Examination Summer 2018

**Exam Date:**

13, 15, 16, 17 August 2018

**Exam Timings :**

Group A: 0900 to 1200

Group B: 1300 to 1600

**Please note that all students are to be seated in the exam room 15 minutes before start of exam.**



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## Dear Students!

- Possession of Cell phone, Smart Watch, or any other electronic device is not allowed during the examination.
- Any violation or negligence will result in imposition of 'F' Grade and other penalties.
- After entering the exam room, place your bags besides front wall of the exam room.



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## USE OF UNFAIR MEANS IN EXAMINATION

- AU rigidly observes Zero Tolerance policy for use of unfair means during exams.
- Any student caught using unfair means or possessing prohibited device / Cell phone, Smart watch etc will be liable to imposition of penalty i.e. award of 'F' grade and dismissal etc.



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## What Constitutes Unfair Means ?

- Attempt to know contents of Question paper prior to examination.
- Arguing with Invigilator/being rowdy.
- Possession / Use of external / written/ printed material inside the exam room.
- Possession of Mobile phone or unauthorized device.
- Use of mobile phone / device.



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## What Constitutes Unfair Means ? Con..

- Exchange of Answer Book / Question Paper or any other cheating material.
- Attempt to cheat outside exam room, Seeking help from other students inside / outside the exam room, Abetment in cheating.
- Borrowing of calculator or any other device during examination.
- No ID card/Proof of being bonafide student of AU not held by student.
- Oral communication, whispering, looking around.



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## What Constitutes Unfair Means ? Con..

- Impersonation: Wherein a student is represented by someone else in the examination to attempt a paper.
- Suppressing or hiding any evidence of use of unfair means.
- Mass Cheating where more than one student is involved.
- Tampering of Results.



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## Penalties for Use of Unfair Means

- 'F' in Subject.
- 'F' in all Subjects to all students involved
- 'F' in Subject to all students involved (mass cheating)
- Down gradation of grades in subjects
- Fine of Rs.5000/-.
- Confiscation of mobile phone / device.
- Letter of warning



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## **Penalties for Use of Unfair Means. Cont..**

- In a repeat case of penalty due to use of Unfair Means or act of indiscipline, student will become ineligible for need based scholarship, fee concession or grant of any type in next semesters.
- Students availing Merit Scholarship will become ineligible for the same in next semester if penalized for use of Unfair Means or any act of indiscipline.
- Dismissal, Termination / Expulsion from the university without grades.





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## Do's of Examination

- Read the Policies, Regulations and procedures pertaining the examination available at AU Intranet, LCD Screens and panaflex banners.
- Reach the examination hall at least 15 minutes before the start of examination. Entry to the exam hall for late comers will be denied after start of the exam.
- Ensure you are in possession of AU ID Card.
- Humanly requirements like use of washroom etc must be fulfilled prior to entering the examination hall as these will be prohibited during the exam.



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## Do's of Examination. Cont..

- Place your belongings (books, notes, switched off mobile phones, laptops, tablets etc) in your bags which are to be placed beside front wall of exam room.
- Sit according to the seating plan.
- Before entering the exam room, must re-confirm that you are not in possession of any cheating material, mobile phone or any other unauthorized electronic device.
- Read the instructions printed on the answer book and question paper carefully.
- Please ensure that the answer book/ continuation sheets are signed by the invigilator. An unsigned answer book / continuation sheet may be jeopardize its credibility.



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## Do's of Examination. Cont..

- Serial no of the answer book and continuation sheet must be entered on the attendance sheet.
- Use last pages of answer book for rough work.
- Write your Roll Number, Subject, Class and section properly in the spaces provided on the top of the answer book. Serial no of the all continuation sheets must also be entered properly in the spaces provided on the answer book.
- Arrange your answer books, continuation sheet and staple properly before submitting to the invigilator.



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## Do's of Examination. Cont..

- Serial number of all continuation sheets should be entered in the spaces given above.
- Use both sides of the answer sheets.
- If you observe anybody using Unfair Means, report immediately to the invigilator concerned.



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## Don'ts of Examination.

- Do not remove any sheet from the answer book.
- Do not attempt to copy or take or give help during the examination. Such offences are punishable even by termination from the university.
- Do not write anything on question papers except your Reg ID.
- Do not borrow anything from one another.



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## Don'ts of Examination. Cont..

- Do not seek clarification or ask question from each other.
- Do not use lead pencil (except for diagrams/ graphs etc.) or any ink other than blue or black.
- Do not leave the examination hall before the half time elapse.
- Do not wonder in front of examination hall while examination is in progress.

