



ST ALOYSIUS
(DEEMED TO BE UNIVERSITY)
MANGALURU 575003 - INDIA
Category-1 University by UGC

The Office of Controller of Examinations
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INSTRUCTIONS TO INVIGILATORS- CBT EXAMINATIONS END SEMESTER EXAMINATION (UG) – OCTOBER/NOVEMBER 2026

General Timings

- Report Time: At least 20 minutes before the commencement of the examination.
- Collect the examination materials from the Control Room (COMPUTER LAB, MAFFEI BLOCK).

Pre-Examination Duties

1. Report to the allotted computer laboratory and verify the seating arrangement.
2. Ensure that all computer systems are switched on and functioning properly.
3. Verify internet connectivity (if required) and ensure that the examination portal is accessible.
4. Coordinate with the Lab Technician/Technical Support staff to resolve any technical issues before the examination begins.
5. Admit students only after verifying their University Identity Card.
6. Direct students to occupy only their allotted computer systems.

During the Examination

1. Announce the examination commencement time and end time clearly.
2. Ensure that students log in only after the official instruction to begin.
3. Verify that every student has successfully accessed the correct examination.
4. Maintain strict discipline throughout the examination.
5. Continuously monitor candidates to prevent malpractice.
6. Students shall not communicate with one another during the examination.
7. No browsing of unauthorized websites or opening of applications other than the examination portal is permitted.
8. In case of any technical issue:
 - Immediately inform the Lab Technician/Technical Support staff.
 - Record the nature of the issue and the time lost.
 - Inform the Office of the Controller of Examinations if the issue affects the conduct of the examination.
9. Do not attempt to rectify technical issues personally unless authorized.

10. Invigilators shall remain present in the laboratory throughout the duration of the examination.
11. Any discrepancy, technical issue, or untoward incident shall be reported immediately to the Office of the Controller of Examinations.

Attendance

1. Mark absentees clearly on the Invigilator's Diary.

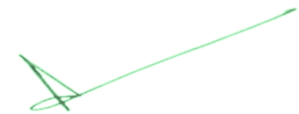
Malpractice

1. Any instance of malpractice or suspected malpractice must be reported immediately to the Chief Superintendent/Office of the Controller of Examinations.
2. Prepare a detailed report and collect supporting evidence, if any.
3. Do not permit students involved in malpractice to leave without following the prescribed procedure.

Conclusion of Examination

1. Ensure that all students successfully submit their examination before leaving the laboratory.
2. Verify that no student remains logged into the examination portal.
3. Submit all records to the Control Room immediately after the examination.

"A vigilant invigilator ensures that merit alone determines success."



Dated: 09.10.2026

Controller of Examinations