



THE ICF AI UNIVERSITY, SIKKIM

(Established under Section 4(2) of the Institute of Chartered Financial Analysts of India University, Sikkim Act, 2004)

Lower Sichey, Ranka Road, Gangtok, East Sikkim – 737101

Date: 3/04/2018

END-TERM EXAMINATION APRIL 2018 INSTRUCTIONS FOR STUDENTS

1. No student is allowed to enter into the examination hall after **15 MINUTES** and leave before **2 hours** from the commencement of Examination.
2. Students are not allowed to enter the examination hall unless their class attendance confirms to the Minimum Attendance Criteria, currently 75% class attendance, or any other conditions as specified by the Academic Department from time to time.
3. Students are not allowed to bring any written or printed material, cell phone, pager or any kind of electronic device into the examination hall and keep the same in his/her possession. The management will not be held responsible in case of any loss/damage to the above said properties. Students are strictly advised not to talk to each other during the examination.
4. Resorting to unfair practices in examination hall is strictly prohibited. If any malpractice by the students is found during examination, his/her paper will be seized and will be asked to leave the examination hall. **HE/SHE WILL NOT BE GIVEN A SECOND CHANCE TO WRITE THE PAPER.** If the same student repeats any unfair practice in any other examination during his/her study in ICF AI University, he/she will be reported against which is may lead to cancellation of registration.
5.
 - a. No student is allowed to go to wash room within first **one hour** and during the last **one hour** of the examination.
 - b. A student is allowed to go to the wash room only for 3 minutes and for one time during the three hour examination. If anyone requires using wash room for more than 3 minutes or more than one time due any medical reason, he/she must take written permission from Exam coordinator/ Chief Examination Supervisor by writing an application along with the medical certificate before the examination starts. If anyone takes 4 to 10 minutes at the wash room, his/her answer paper will be held back by the invigilator for **Fifteen Minutes**. If any one takes more than 10 minutes, his or her answer paper will be taken and **the student will be asked to leave the exam hall.**

- c. If any student requires sick-bed or sick room he/she must get written permission from the Exam coordinator by writing an application along with the medical certificate.
6. Student must leave the exam hall as well as campus peacefully without making any noise.
7. No one is allowed to keep any Exam Material or text book in the corridor or toilet. All belongings must be kept inside the exam hall with the permission of Invigilator. If a student is found referring any material or discussing with their friends in the corridor or toilet, he/she will be asked to submit the answer booklet and leave the Examination hall.
8. Students **must not enter** into the Examination Hall until they are asked to. Any writing on desk, body, cloth, wall, board or anywhere inside the classroom is strictly prohibited and if found, he/she will be asked to leave the examination hall.
9. There may be surprise physical check of the examinee to ensure he/she is not carrying any materials which are not allowed.
10. Only non-programmed scientific calculator is allowed.
11. Students if found arguing with the Invigilator, Exam – Coordinator and/or Chief Examination Supervisor in any matter during the examinations will welcome Disciplinary Action against him/her.
12. The Examination Department reserves the right to amend any of the above instructions.
13. For any queries/complaints/suggestions, kindly mail us at *exams@iusikkim.edu.in*. The identity of the student will be kept confidential.
14. The students appearing for Supplementary Examination April 2018 will also have to follow the above stated rules and regulations.

Panita Lama,
Exam Co-ordinator, IUS.