



Centre for Open and Distance Learning(CODL) Tezpur University

NAPAAM: TEZPUR-784028

GENERAL INSTRUCTIONS FOR EXAMINEES

(Candidates are advised to carefully go through these instructions for their strict compliance)

1. Examination hall will be made open 15 minutes before the commencement of the examination
2. Examinees are required to maintain proper examination hall decorum, including decent behavior and body language
3. Carrying of Admit Card and Learner's Id Card issued by TU-CODL is mandatory for entering the examination hall
4. No examinee shall be allowed to enter the examination hall after 15 minutes of commencement of the examination
5. Examinees will be allowed to leave the examination hall only after expiry of 60 minutes of examination (except for usage of facility)
6. Carrying of mobile phones, tablets, or any such electronic, printed or handwritten materials during the exam hours will not be allowed. Non programmable calculators will be allowed only for those courses where it is authorized by CODL, Tezpur University.
7. Refreshment or break of any other kind is prohibited during the examination hours
8. Admit Card issued by TU-CODL must be produced to the Centre Invigilator and Centre Superintendent as and when asked for
9. The seating arrangements of the candidates shall be displayed on the notice board at the entrance of the examination centre. Candidates will find their roll numbers written against the seats allotted to them at the examination hall/ room. They should occupy their allotted seats only
10. Examinees must mandatorily put their signatures and time on the Movement Register during the usage of facility. Examinees must return within 10 minutes time
11. Adoption of unfair means will be treated strictly
12. Taking the answer script in any form by the candidate out of the examination hall will be considered as a punishable offence
13. For any matter, not covered above, the decisions taken by appropriate authorities of TU will be final.

**-By Order
Director, CODL**