

THE APOLLO UNIVERSITY

Chittoor, Andhra Pradesh

Established Under Section 3 of the Andhra Pradesh Private Universities
(Establishment and Regulation) Act, 2016

OFFICE OF THE CONTROLLER OF EXAMINATIONS

INSTRUCTIONS TO THE STUDENTS APPEARING FOR THE UNIVERSITY SEMESTER END EXAMINATIONS

1. Timings for Examinations:

Session	For all Programmes
FORENOON	10.00 AM - 01.00 PM
AFTERNOON	02.00 PM - 05.00 PM

2. Identify the correct Hall Number from the display board before going to the examination hall. If your Registration/Roll number is not displayed, contact the chief superintendent immediately.
3. If you have not bought the Hall ticket, you can approach the Chief Superintendent for getting the duplicate hall ticket after the payment of prescribed fees.
4. If the Hall Ticket is lost, students shall approach the office of COE immediately, to obtain duplicate hall ticket.
5. Identify the seat number from the seating arrangement which is available outside the examination hall.
6. Do not come late for the examination. You will be expected to be available in the examination hall at least **15 minutes** before the commencement of examination. In rare situations, you will be permitted to enter into the examination hall during the 1st half an hour from the commencement of examination. **Students will not be admitted after 10:30 am (Forenoon)/ 02.30 pm (Afternoon).** Students who are late to an examination do not get extra time.
7. Before entering into the hall, check yourself to ensure, you do not possess mobile phones, programmable calculators, electronic gadgets, any material notes pertaining to the examination etc.
8. Show your **HALL TICKET** and **IDENTITY CARD** to the hall invigilator before entering into the hall.
9. Collect your answer script with OMR and write/check the registration number, subject code, subject title and date of the examination along with session in the BAR-CODING SHEET attached in the answer booklet properly. Shade the appropriate boxes / circles by using **BALL POINT PEN**. IMPROPER SHADING will lead to rejection of your answer scripts. Put your signature in the OMR sheet.
10. **DO NOT WRITE YOUR REGISTER NUMBER OR NAME INSIDE THE ANSWER BOOK / ADDITIONAL BOOK / DRAWING SHEET/ GRAPH SHEET.**
11. **MOBILE PHONES / SMART WATCHES/ PROGRAMMABLE CALCULATORS OR ANY OTHER ELECTRONIC GADGETS ARE STRICTLY PROHIBITED INSIDE THE EXAMINATION HALL.**
12. Check whether you have collected correct question paper. Also see that all pages are printed or not. If not, intimate to the Hall invigilator immediately.
13. Do not commence reading or writing until instructed to do so. Write clearly; illegible answers will not be awarded marks.
14. **DO NOT WRITE ANYTHING IN THE QUESTION PAPER OTHER THAN YOUR REGISTER NUMBER. WRITING ANY HINT OR NOTE IN THE QUESTION PAPER IS ALSO A KIND OF MALPRACTICE.**
15. Put your signature in the attendance sheet, along with answer booklet serial number.
16. Do not tear any pages out of the answer book. Rough working may be done in the last page of the answer book. Clearly cross out rough working before handing over your answer book.
17. Bring pen, pencil, scale, calculator, eraser etc. that are required for the examination. **DO NOT BORROW ANY ARTICLES INSIDE THE EXAMINATION HALL.**
18. Normally students will not be permitted to go outside the examination hall before handing over answer booklet. In rare situations, students will be permitted to go outside the examination hall for toilets, accompanied by a teacher / attendant.
19. Do not leave the hall during the examination and sit for the whole duration.
20. If you require any assistance, please raise your hand.
21. Stop writing when you are instructed to do so at the end of the examination and **REMAIN SEATED UNTIL ALL PAPERS HAVE BEEN COLLECTED** and you are told that may leave the hall.

Answer Presentation: Write answers continuously, on both sides of the page & legibly.

Booklet Submission: Return the answer booklet to the invigilator in person after verification.

STRICTLY PROHIBITED CONDUCT

Candidates are strictly prohibited from the following actions:

- Writing their Registration/Roll number anywhere of the answer booklet
- Writing their name or any other identifying mark on the answer booklet or question paper
- Addressing, communicating with, or attempting to communicate with the examiner or invigilator in any manner in the answer booklet. Violation of this rule will result in non-evaluation of the answer script
- Writing, drawing, or displaying religious symbols, political slogans, or inappropriate content
- Carrying or using mobile phones, smartwatches, electronic gadgets, or any device capable of storing/displaying information inside the examination hall
- Discussing, exchanging, copying, or carrying any printed material, manuscripts, or unauthorized notes
- Making rough work, scribbling, or writing practice notes on the question paper itself *strictly prohibited* (use the designated space provided in answer booklet)
- Leaving the examination hall without permission from the invigilator or supervisor
- Removing or attempting to remove any examination material from the examination hall
- Engaging in any form of malpractice, cheating, or academic dishonesty

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