

**INSTRUCTIONS FOR STUDENTS:
TIPS FOR GOOD EXAMINATION**

- Read the policies pertaining the examination published vide AU Academic Regulations available on AU Intranet.
- **Reach the examination hall in time (15 minutes before the start of examination) as entry to the exam hall will be denied 10 minutes before the start of paper.**
- Requirements like use of washroom etc must be fulfilled prior to entering the examination hall as these will be prohibited during the conduct of exam.
- **Place your belongings (bags, purses, books, notes, mobile phones, smart watches, laptops, tablets etc.) besides front wall of exam room. It would be proper to keep all the loose items in the bags.**
- Confirm your seating plan before entering the examination hall and ensure that you sit in your seats.
- **Confirm before entering the exam hall that you are not in possession of any external material, mobile phone, smart watch or any other unauthorized electronic device.**

- Read the important instructions printed on the answer book/question paper carefully.
- **Carry your water bottle to exam room filled with water.**
- Please ensure that the answer book / continuation sheets are signed by the invigilator. An unsigned answer book / continuation sheet may jeopardize its credibility.
- Serial no of the answer book and continuation sheet must be entered on the attendance sheet.
- Write your Roll no, Subject, Class and section properly in the spaces provided on the top of the answer book. Serial no of all continuation sheets used must be entered properly in the spaces provided on the answer book.
- **Arrange your answer books, objective part, continuation sheets and staple it properly before final submission.**
- Serial number of all continuation sheets should be entered in the attendance sheet.
- Also write your particulars on the question paper. Do not write anything else on the question paper.
- Use both sides of the answer sheets.

- Use last page of your answer book for rough work.
- **If you observe anybody using Unfair Means, report immediately to the invigilator concerned or authorities after the examination.**