


# **INSTITUTE OF MANAGEMENT SCIENCES, PESHAWAR**

## **INSTRUCTIONS FOR STUDENTS FOR EXAMINATION HALL/ROOM**

- i. Students must enter the examination hall/ room Classes 10 minutes before the start of the examination and get seated according to seating plan arranged for a paper for the day.
- ii. The students shall sit in the examination hall/ room according to their attendance roll.
- iii. Students will be allowed to enter the examination room for up to 20 minutes after the start of the examination. No extra time shall be given to latecomers for any reason.
- iv. No student will be allowed to appear in an examination without Clearance Slip (attendance, finance and QEC) and student ID Card; ID Cards must be kept displayed during the examination.
- v. Students are allowed to leave if they finish their exam early, but not during the first and last 20 minutes of the examination.
- vi. Each student is required to bring his/her own calculator (wherever allowed), ruler, pen and drinking water bottles during the examination; borrowing of these items is strictly prohibited.
- vii. Writing anything on the question paper, except examination details, is prohibited.
- viii. Use of digital diary, note-book computer, mobile phone or any kind of electronic device during examination is strictly prohibited. If the students bring these devices then they must switch off there devices and keep under their chairs during exam.
- ix. A student caught using such devices will be penalized as per the Institute rules.
- x. Students / candidates are not allowed to talk to each other inside the examination hall / room.
- xi. It is the responsibility of the student / candidate to check the Notice Board regularly for any Notice /Announcement regarding examination and point out any clash in papers to the Examinations Section.
- xii. Students must read the question paper carefully and make sure to observe/follow the instructions given therein.
- xiii. No written material in any form is allowed inside the examination hall until and unless allowed by the duty incharge (In case of open book examination).
- xvi. A student's misbehaviour, disturbance in and outside the examination hall / room may lead to his expulsion from the hall / room and shall be proceeded against as per the Institute rules.
- xv. In case of any emergency the students should obtain approval of examination staff before leaving the paper/ examination room.

  
**Controller of Examinations**  
Controller of Examination  
Institute of Management Sciences  
Peshawar