



ANDHRA UNIVERSITY
Office of the Controller of Examinations
Visakhapatnam - 530 003

CIRCULAR

Guidelines for the Conduct of Examinations

1. Pre-Examination Requirements

- Principals to instruct all students to create their ABC ID, complete enrolment and registration for examinations, and ensure entry in the Gnana Bhoomi portal within two months of admission.
- The Chief Superintendent and Principal to convene a pre-examination meeting with invigilators and non-teaching staff at least two days prior to the commencement of examinations to brief them on all operational protocols.

2. Handling of Question Papers and Answer Booklets

- Question Paper (Q.P.) bundles to be opened only in the presence of the Chief Superintendent and the Observer at the scheduled commencement time.
- After each examination, answer booklet bundles to be packed and sealed in the presence of both officials, duly signed and stamped by them.
- A short video recording showing both the opening of Q.P. bundles and the sealing of answer booklet bundles (clearly capturing the Chief Superintendent and Observer) to be taken and emailed to the Controller of Examinations (CEO) without fail.

3. Conduct inside Examination Halls

- Invigilators to verify the photograph on the Hall Ticket to prevent impersonation.
- Cell phones and electronic gadgets are strictly prohibited inside examination halls.
- OMR answer booklets and question papers to be issued strictly as per the candidate's Hall Ticket.
- Students to write the examination only on the OMR booklet allotted to them; any booklet other than the allotted one will not be considered for evaluation.
- Buffer booklets may be used only when OMR booklets are not supplied by the University, and all details shall be filled on the first page of the OMR Booklet in the presence of the invigilator.
- At the conclusion of the examination, all unused pages shall be cancelled by the student and verified by the invigilator.

4. Attendance and Record Submission

- Every student is instructed to sign the SEF-7 form in the designated space.
- Day-wise attendance to be uploaded on the University web portal by the examination centre. The attendance statement, duly signed by the Chief Superintendent, to be submitted to the Spot Valuation Centre along with the OMR answer booklet bundles.
- All answer booklet bundles to be dispatched to the University Spot Valuation Centre or the designated Deposit Centre on the same day of the examination without fail.

5. Infrastructure and Surveillance

- All colleges to ensure proper maintenance of washrooms, drinking water facilities, electrical connections, and furniture for the convenience of candidates and staff.
- Each examination centre to install CCTV cameras at the entrance, all classrooms, and the Principal's room, and the live feed shall be monitored continuously by the Principal during the examination period.

All the above instructions are to be implemented scrupulously without any deviation. Any lapse or non-compliance will be viewed seriously by the University.



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