

AL-FAID MEMORIAL INSTITUTE WATERHAIL

EXAMINATION RULES & REGULATIONS

The following rules and regulations shall be applicable to all students appearing in examinations/assessments conducted by **Al-Faid Memorial Institute, Waterhail**. All students are expected to observe these provisions in letter and spirit to ensure the smooth, fair, and disciplined conduct of examinations.

1. Attendance & Punctuality

Students must report to the examination venue **at least 30 minutes before** the scheduled commencement of the examination. Late arrival may be permitted only at the discretion of the Examination Authority and in accordance with the instructions issued for the particular examination.

2. Admit Card / Identity

Students must carry their **valid Admit Card/School Identity Card**, wherever applicable, and produce it whenever required by the examination staff. Students should verify all details on the Admit Card before appearing for the examination and immediately report any discrepancy to the School Office/Examination Section.

3. Seating & Examination Conduct

Students must occupy only their **allotted seats** and shall not change their seats without permission from the invigilator. Silence and proper discipline must be maintained throughout the examination. Students must strictly follow all instructions given by the invigilator and examination authorities.

4. Stationery & Permitted Materials

Students must bring their own **pens, pencils, mathematical instruments, and other permitted stationery** required for the examination. Borrowing or lending stationery during the examination shall not be permitted except with the explicit permission of the invigilator.

5. Electronic Devices

The use or possession of **mobile phones, smart watches, earphones, electronic gadgets, calculators or any other unauthorized electronic device** shall be strictly prohibited unless specifically permitted for a particular examination.

6. Question Paper & Answer Script

Students must carefully read the instructions printed on the question paper before attempting the examination. They must write their **name, roll number, and other required particulars** correctly on the answer script. Students shall use only the answer scripts and supplementary sheets provided or authorized by the Institution.

7. Unfair Means & Academic Integrity

Any form of **cheating, copying, impersonation, communication with other candidates, possession or use of unauthorized material, or any attempt to gain unfair advantage** shall be treated as a serious examination offence. Appropriate disciplinary action may be taken by the Institution in accordance with its examination rules.

8. Communication During Examination

Students shall not communicate with, signal to, disturb or seek assistance from other candidates during the examination. Any clarification regarding a question or examination procedure must be sought only through the **invigilator**.

9. Leaving the Examination Hall

No student shall leave the examination venue without the permission of the invigilator. Students must remain seated until their answer scripts and other examination materials have been properly collected/submitted. Early departure shall be subject to the instructions of the Examination Authority.

10. Submission of Answer Scripts

Students must ensure that their answer scripts are properly arranged and submitted to the invigilator before leaving the examination venue. **No answer script or examination material shall be removed from the examination hall.**

11. Discipline & Behaviour

Any act of **misconduct, disruptive behaviour, disrespect towards examination staff, damage to school property or violation of examination discipline** shall be dealt with appropriately by the Institution. Students are expected to maintain decorum throughout the examination process.

12. Absence from Examination

A student who remains absent from an examination must provide a valid explanation through the parent/guardian to the School Administration. Any provision for a re-test or alternative assessment, where applicable, shall be subject to the decision of the Institution.

13. Examination Schedule & Updates

Students and parents/guardians are advised to regularly check the **official school website** and other authorized communication channels for the latest Date Sheets, syllabi, examination notices, changes in schedule, and other important instructions.

14. Authority of the Institution

The **Examination Authority/School Administration** reserves the right to issue additional instructions, modify examination arrangements where necessary, and take appropriate decisions in matters not specifically covered under these regulations, in the interest of the fair and smooth conduct of examinations.

15. Compliance

All students, parents/guardians and concerned staff members are expected to **read, understand and comply with these Examination Rules & Regulations**. Ignorance of any examination rule shall not be considered an excuse for non-compliance.

IMPORTANT

Students are advised to approach every examination with honesty, discipline, punctuality, and confidence. Academic integrity and fair conduct are fundamental to the examination process.

Note: *These rules may be supplemented by specific instructions issued for individual examinations/assessments whenever required.*

Issued by:
Examination Section
Al-Faid Memorial Institute, Waterhail