

Exam Regulations for CIS Candidates

Candidates are advised to read the following instructions carefully before sitting any examination and comply with them.

1. Candidates must at times comply in all respects with any instructions issued by the Registrar, Examination Supervisor and Invigilators before and during an exam. Failure to do so will be considered misconduct.
2. Candidates must not attempt to deceive the Registrar, Examination Supervisor and/or Invigilators by giving false or misleading information.
3. On receipt of their admit card/slip the candidates are advised to check the particulars entered therein. Inaccuracy, if any, must be brought immediately to the notice of the Director of Examination.
4. The examination timetable is supplied along with the exam/centre advice to the candidates. They should carefully note the examination centre, date and timings of the papers and also ascertain in advance, the exact location of the examination centre.
5. Candidates must possess and be ready to produce on demand their Student Registration Card and Exam/Centre Advice issued by the Examination Department of the Institute, failing which they may not be allowed to appear in the examination.
6. If a candidate is late by more than thirty minutes he/she will not be allowed to enter the examination premises. Similarly no Candidate shall be allowed to leave the examination hall earlier than one hour after the commencement of the examination.
7. No candidate is allowed to change the seat allocated to him/her for a particular examination paper without the permission of the exam centre supervisor, who has the authority to change or interchange seats of any candidate, if circumstances so demand. Candidates found reluctant will be liable to disciplinary action.
8. Candidates are not allowed to bring into the examination halls, possess, use or intend to use while at their exam desks, any books, notes or other materials except those authorised by the Registrar.
9. If candidates are found to have taken to their desks, or possessed while at those desks, unauthorised materials which are relevant to the syllabus being examined, it will be assumed that they intended to use them to gain an unfair advantage in the exam. In any subsequent disciplinary proceedings, it shall be for such candidates to prove that they did not intend to use the materials to gain an unfair advantage in the examination.
10. Candidates are not allowed to assist, attempt to assist, obtain or attempt to obtain assistance by improper means from any other person during the examinations.
11. The Examination Supervisor and Invigilators are empowered to discontinue the examination of any candidate suspected of misconduct and require him or her to leave the examination room.
12. Candidates found talking, whispering, gossiping or seeking assistance, giving assistance or exchanging notes, answer scripts, and so on with any person, possessing any notes or using any unfair means shall be asked to leave the examination premises at once and a note to this effect will be inserted on his answer script for the attention of the examiner along with a simultaneous report to the Examination Department for further necessary action.
13. Candidates must make sure that they receive the appropriate question paper from the invigilator, so as to avoid any mix-up in this regard.
14. Candidates finding any mistake in the examination paper may point it out to the invigilator, who will do the needful after which the candidate should continue solving the paper accordingly.
15. The Candidates on receipt of blank answer scripts and supplementary sheets in the examination hall should instantly record their seat numbers and registration number thereon.
16. Fountain pen or ballpoint with blue or black ink only should be used for writing answer scripts. No marks will be given for the questions attempted in pencil or red ink.
17. Candidate must answer the questions exactly in the manner as they are printed on the paper. Amendments and corrections may be accepted only if they are announced officially by the Head of Examination.
18. Candidates must start the answer of every question on the next page. They should put down question number, its parts and sub-parts so as to facilitate correct assessment of the answer.

19. Candidate should not, as far as possible, leave any blank page in the answer script. In case it is unavoidable, candidates should put a cross line (/) meeting the two ends of the blank page.
20. If so required, candidate may ask for additional supplementary sheets, graph paper and required statistical tables from the invigilator.
21. The answer scripts and other submitted materials are the property of the Institute and candidates must not in any circumstance remove them from the exam halls. No candidate is allowed to take examination stationery from the examination hall either during or after examination time.
22. Every candidate must ensure to sign the attendance sheet for each examination paper available with invigilator.
23. During the examination, a candidate may use the toilet facility subject to permission by the Examination Supervisor.
24. Smoking is not permitted in the examination hall.
25. Foods/refreshments are not permitted in the examination hall.
26. Candidates must stop writing when instructed by invigilators.
27. Candidates are not allowed to bring programmable calculators, organizers, PDA, laptop, computer notebooks, mobile phones, blackberries, pagers or any other device capable of transmitting, storing or receiving information into the examination halls.
28. No irrelevant /appealing sentences should be written in the answers scripts. This will be treated as an unfair means and dealt with accordingly as exam malpractice.
29. Extra question(s) should not be attempted. Only required numbers of questions are awarded marks. The best question (s) are treated extra and rejected, if more than required questions are attempted.
30. Candidates who are unable to attend the examination will be regarded as “ABSENT”.
31. CIS will not be liable for any loss, theft or personal damage to any items brought in to or left outside of the examination venue. All personal items are brought at the owner’s own risk.
32. The above mentioned rules pre-suppose that the candidate has duly submitted the requisite examination application on the prescribed form and completed all the other formalities in this regard and that the same have been accepted and approved by the appropriate authority of the Institute.

Examination Misconduct

Candidates writing any examination organized by the Institute are prohibited from engaging in any activity likely to give him/her an advantage. Such activity by any student will be considered misconduct or malpractice. Examination misconduct or malpractice includes but is not limited to cheating, colluding or impersonating.

Examples of these and recommended sanctions are:

OFFENCES	PENALTIES
Bringing calculators, cell phones and other items/equipment not approved for the examination into the examination hall	<ul style="list-style-type: none"> • Cancel all the candidate’s papers at that particular examination diet
Being caught in possession of forged or fake students I.D cards, Examination Admit letters and other related materials	<ul style="list-style-type: none"> • Cancel all the candidate’s papers at that particular examination diet • Ban him/her from taking the examination for life • Inform his/her employer
<ul style="list-style-type: none"> • Removing blank or completed answer scripts from the examination hall • Bringing prepared materials into the examination hall 	<ul style="list-style-type: none"> • Cancel all the candidate’s papers at that particular examination diet • Ban him/her from taking the examination for life • Inform his/her employer
Assisting another candidate to gain an advantage by any means, facilitating or receiving such	<ul style="list-style-type: none"> • Cancel all the candidate’s papers at that particular examination diet

assistance, spying or copying from another candidate	<ul style="list-style-type: none"> Ban him / her from taking the examination for two years, i.e. four consecutive examinations
Impersonation, acting, appearing, or producing work on behalf of another candidate in order to deceive the examiners, or soliciting another individual to act, appear or produce work on your own behalf	<ul style="list-style-type: none"> Ban the persons concerned from taking the Institute's Examinations for life. Removal from the student register Inform his/her employer If any member of the Institute is involved, report his case to the investigating panel. Hand over the affected persons to the police.
<ul style="list-style-type: none"> Disturbing other candidates and other disruptive conduct in the examination venue. Arguing with or refusing to take lawful instruction from the invigilators 	<ul style="list-style-type: none"> Ejection from the examination venue Cancel that particular paper and send candidate away from the venue of the examination
Seeking or obtaining assistance from Invigilator	<ul style="list-style-type: none"> Ban the Invigilator from future invigilation If a member of the Institute, report him/her to the investigating panel Cancel all the candidate's papers at that particular examination diet Ban him / her from taking the examination for two years, i.e. four consecutive examinations

Note:

- All cases of irregularity, misconduct or malpractice in connection with an examination should be reported by the invigilators at examination centres.
- Invigilators are empowered to discontinue the examination of candidates who conduct themselves improperly and require them to leave the examination room.
- CIS reserves the right to contact a candidate's employer, law enforcement agency and other appropriate authorities with regard to cases of misconduct.
- CIS will investigate any candidate suspected of involvement in any irregularity or misconduct. Where a case for misconduct is to be considered, the student will be notified and given opportunity to explain in writing the circumstances of the case. Where the Institute believes a case of misconduct exists this will be referred to the CIS Investigating Panel for investigation and potential disciplinary action.