

SREE SANKARACHARYA UNIVERSITY OF SANSKRIT, KALADY

M.S.W ENTRANCE EXAMINATION 22.05.2017

INSTRUCTIONS/TIME SCHEDULE TO THE INVIGILATORS

1. 9.15 am Invigilators should report before the Campus Director/HOD
2. 9.30 am Invigilators should collect the Question booklet cum answer marking sheet and Attendance sheet from the Campus Director.
3. 9.35 am Enter the Examination Hall and help the Candidates to locate their respective seats.
4. 9.55 am Distribute the question booklet cum answer marking sheet. Put your initials on the answer marking sheet. Candidates should write their Roll Number and put their signature on the space provided into the answer sheet.
5. 10.00 am Announce "Start, now you can write". Answers have to be marked by darkening the respective boxes with HB pencil.
6. 10.05 am Verify the Hall Tickets. Get the signature of the candidates in the attendance sheet.
7. 10.10 am Complete the marking of the attendance. (no candidates should be permitted to enter the hall after 10.10 a.m)
8. 10.20 am Verify the attendance sheet and Hall tickets. Put your signature on the attendance sheet. Hand over the hall tickets and attendance sheets to the Campus Director.
9. 11.55 am Announce "Five minutes more".
10. 12.00 noon Announce "Stop writing. Please hand over the question booklet cum marked answer sheet".
11. 12.05 pm Collect the marked answer sheets cum question booklet. Count and ensure that you have collected all the materials.

Permit the Candidates to leave the Hall.

Sd/-
Pro Vice Chancellor

Kalady
Date: 18.05.2017