IMPORTANT INSTRUCTIONS TO EXAMINEES

FOUNDATION PROGRAMME (OLD SYLLABUS) EXECUTIVE PROGRAMME
AND PROFESSIONAL PROGRAMME

Candidates enrolled for appearing in June, 2013 examinations are advised to carefully read and observe the “Instructions to Examinees” printed on the Admission Certificate (Roll Number) and enclosures thereto; on the Question Papers, and also on Answer Book. However, attention of candidates is especially invited to the following important instructions:

(i) Immediately, after taking print-out of the Admission Certificate from the website of the Institute, every candidate is advised to verify all the facts mentioned in his/her Admission Certificate, i.e., Name, Registration Number, Address, Stage and Module of Examination enrolled for, Particulars of Examination Venue, Details of Paperwise exemption granted, date and timings of examination, etc. In case of any discrepancy, the same may please be brought to the notice of the Institute immediately through e-mail at: enroll@icsi.edu; Telephone Number(s) 0120-4522081-86 and/or by speed post communication addressed to The Director (Students Services), The Institute of Company Secretaries of India, C-37, Sector 62, NOIDA – 201 309 for necessary rectification well in time before the commencement of the examination.

(ii) Candidates are required to bring daily to the Examination Hall their Admission Certificate and Student Identity Card failing which they would not be allowed admission to the Examination Hall and/or to appear in the examination.

(iii) Candidates will be allowed to enter into the Examination Hall 15 minutes before the time specified for the commencement of each examination and occupy their allotted seats in the examination hall. No candidate shall be allowed to enter into the examination hall after the expiry of half-an-hour of the commencement of examination.

(iv) Candidates must attempt questions in accordance with the directions given on each Question Paper. If the questions are attempted in excess of the prescribed number, only the questions attempted first up to the required numbers will be valued and awarded marks and the subsequent questions answered shall be ignored.

(v) Questions requiring preparation of diagram/graph or making précis should be attempted only on Graph/Précis sheets appended as last page to the Answer Book wherever required. Candidates should not write their name, roll number, etc., on the Graph/Précis Sheets and additional Answer Book No.2.
(vi) Candidates shall start answer to each question on a fresh page and all sub-questions are required to be attempted consecutively.

(vii) While attempting a fresh question, candidates should distinctly mention respective question number [(e.g. Ans. to Q. No. 3(a) OR 5(a), as the case may be)] on the top left-hand side on the concerned page of the answer book. Simultaneously, candidates must put a cross mark (X) at the space provided on the cover page of the main answer book against the respective question number attempted by them.

(viii) Candidates must not, for any reason whatsoever, tear out any page(s) from the answer book or leave any blank page or unused space in between the pages of answer book(s). If a candidate uses additional answer book, he/she should indicate on the cover page of main answer book, the total number of additional answer books used by him/her. Candidates are forbidden to write invocation to God, appeal to examiner, or any other irrelevant matter in the answer books.

(ix) Candidates are expected to write to the point answers to questions set in for the examinations in neat and legible handwriting citing relevant provisions of the Act/Rules quoting case laws, etc., in support of the answers wherever applicable. Illegible and bad hand-writing will be penalized.

(x) No candidate shall leave/be allowed to leave the Examination Hall; (i) within first one hour of commencement of examination (ii) during last 15 minutes of examination timing; (iii) without signing the attendance sheet; and (iv) without properly handing over his/her answer books to the Invigilator on duty.

(xi) A few minutes prior to the time of conclusion of examination or before handing over the answer books to the supervisory staff candidates must re-check and ensure that they have filled up relevant particulars on the cover page of their Answer Books and properly tied up all the additional Answer Book(s) No.2 along with the main answer book.

(xii) Candidates are strictly forbidden to carry with them into the Examination Hall/Room any book or printed/handwritten material, notes, pager, mobile phone, any other electronic/communication device/gadgets, OR to talk or converse \textit{inter se} with other candidates in the Examination Hall/Room.

(xiii) Any candidate found in possession of any banned item(s) inside the Examination Hall/Room/Premises will be deemed to have willfully infringed the “Instructions to Examinees” amounting to misconduct and liable to be expelled.
(xiv) Candidates are strictly warned against any attempt to copy from the answer book of any other candidate. They shall neither allow their answers to be copied nor give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description. It will be the responsibility of each and every candidate to maintain proper decorum in the Examination Hall/Room and to ensure that his/her answers are not copied by any other candidate. Failure to do so will invite stern disciplinary action and penalty for adoption of unfair means.

(xv) No candidate shall, leave his/her seat in the examination hall/room during the course of examination for any reason whatsoever without the specific permission of the Invigilator on duty;

(xvi) On completion of examination or expiry of the prescribed examination timings, the answer book(s) must be immediately handed over to the Invigilator on duty and Invigilator’s signature be obtained in the relevant column of acknowledgement printed on the Admission Certificate in token of handing over the answer book(s).

(xvii) It shall be the personal responsibility of the candidate concerned to properly hand over his/her answer book(s) to the Invigilator on duty in the Examination Hall/Room and obtain acknowledgement therefor. Any representation regarding omission to handover the written answer book(s) or not obtaining the acknowledgement from the Invigilator at the time of handing over his/her answer book(s) for any reason whatsoever shall not be entertained after the conclusion of that particular session of examination.

(xviii) Candidates are warned that any attempt to misbehave in any manner or create disorderly scene in and around the examination hall or to harass or bodily harm any other candidates or the staff deployed for the conduct of examination shall be viewed seriously and severely punished.

(xix) Any attempt or act of violation of “Instructions to Examinees” shall be viewed seriously and entail disciplinary action under the “Company Secretaries Regulations, 1982” apart from other action under the law.

(xx) Candidate’s eligibility to appear in any paper(s) and/or examinations and/or exemption there from shall be subject to the provisions of the Company Secretaries Regulations, 1982, as in force.

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