



## Assam Nurses' Midwives' & Health Visitors' Council

(A statutory autonomous body constituted under the Assam Nurses', Midwives' and Health Visitors' Act, 1944.)

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O/o Director of Health Services Assam, 3rd Floor, Hengrabari, Guwahati-36

No. NRC/43/2012/610

Dated Guwahati, the 24/04/2026

### ***Comprehensive Guidelines for Invigilators for Conduct of Final Council Examinations.***

1. Invigilators must report to the examination centre at least 60 minutes before the examination and enter the hall at least 30 minutes before commencement.
2. They must wear proper professional attire along with a lab coat and carry a valid ID at all times.
3. Invigilators from the same institute must not be posted in the same examination room under any circumstances.
4. All mobile phones and electronic devices must be deposited with the Centre In-Charge before entering the examination hall, and carrying such devices inside is strictly prohibited.
5. Taking photographs of question papers or answer scripts and circulating them during the examination is strictly prohibited and will be treated as a serious offense.
6. Invigilators must ensure that all benches, desks, walls, and surroundings are thoroughly checked before the examination to remove any unauthorized or written material.
7. They must ensure that bench stickers provided by the Council are properly pasted and that proper seating arrangements with adequate spacing are maintained before allowing candidates to enter.
8. Ideally, one student should be seated per bench; however, if unavoidable, two students may sit on one bench provided they belong to different years, and sufficient distance is maintained between them.
9. Students of the same year must not be seated nearby to prevent malpractice.
10. Invigilators must verify the identity of candidates using their Admit Card and ID Card and ensure that all candidates are in proper uniform.
11. All candidates must be physically checked before entry, with male candidates checked by male staff and female candidates by female staff, ensuring no unauthorized materials are carried inside.
12. Only essential stationery such as pens, pencils, and transparent writing pads is allowed, and items like pouches/box must be kept outside.
13. Invigilators must clearly instruct candidates that talking and writing on the question paper, admit card, desk benches or anywhere other than answer scripts are strictly prohibited and ensure absolute silence in the hall.
14. They must not disturb candidates unnecessarily and must remain constantly vigilant by moving around the hall without engaging in personal work or conversation.


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15. Invigilators must not leave the examination hall during the examination for any personal reason such as tea or breakfast.
16. The question paper packet must be checked for intactness and opened inside the hall in front of students, with signatures obtained from the student representative, invigilators, and Centre In-Charge.
17. Question papers must be distributed strictly at the scheduled time (ideally 5 minutes before the starting of the examination).
18. Any case of unfair means must be immediately reported to the Centre In-Charge, documented properly, and unauthorized materials must be confiscated.
19. Invigilators may take disciplinary action against students found using unfair means during the examination, in consultation with the Centre-in-Charge. The severity of the action shall be determined based on the gravity of the offence and must be properly documented and reported to the Council. Disciplinary actions may include, but are not limited to:
  - Issuing a formal warning
  - Confiscation of unauthorized materials
  - Imposition of negative marking
  - Cancellation of the concerned paper
  - Expulsion from the examination hall
  - Debarment from appearing in subsequent examinations
  - Recommendation for further disciplinary action as deemed appropriate by the Council
20. Invigilators must remind students of the time at **one-hour intervals throughout** the examination.
21. Invigilators must ensure that all required details are duly filled in both the main answer sheet and all additional sheets. It is mandatory for students to complete the necessary particulars on every additional sheet.
22. After the examination, invigilators must collect all answer scripts, check them thoroughly, and sign each script including all additional sheets.
23. The number of additional sheets must be clearly written on the main answer sheet and signed by the invigilator.
24. All answer scripts must be sealed inside the examination hall in front of students, and the sealed envelope must be signed by the student representative, invigilators, and Centre In-Charge.
25. Invigilators must ensure that answer scripts match the attendance records before sealing.
26. The sealed envelope must contain question paper, answer scripts, attendance records, mark sheets, and applications for submission of papers, and sealing outside the hall is strictly prohibited.
27. Invigilators must remain present in the examination centre for the entire duration of the day and are not permitted to take half duty under any circumstances.

  
Director of Health Services Assam cum President,  
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Registrar  
Assam Nurses', Midwives' and Health Visitors Council,  
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