



Rules for Unfair Means Cases for School Based Examinations: 2024-25

Ref. DPSG/Cir/24-25/Admin:18

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Dear Parent,
Greetings!

As you are aware that examinations are round the corner, and we are confident that students are preparing in all seriousness. With a view to ensure that examinations are conducted in a fair manner, certain rules have been framed (also enumerated on pg. 157/158 of school almanac) which merit your kind attention. Please be informed that, if during any internal examination of the school, a student is found indulging in any of the following, he/she shall be deemed to have used unfair means at the examinations, and his/her answer sheet will be marked as UNFAIR MEANS (U.F.M).

- a) having in possession papers, torn pages, books, notes or any other material or information relevant to the examination in the paper concerned during the conduct of examination.
- b) giving or receiving assistance of any kind directly or indirectly or attempting to communicate with other students, teachers, invigilators during the examinations;
- c) writing questions or answers on any material other than the answer script provided by the school;
- d) tearing of any page of the answer script, question paper or supplementary sheets. etc.;
- e) contacting or communicating or trying to do so with any person (teaching or non-teaching), during the examination time in the examination room or in washrooms and corridors;
- f) exchanging question Paper or Answer Scripts during exam with any other student;
- g) found reading/discussing answers with other students in washroom/corridors during exam;
- h) found in possession of any electronic gadgets, smart watches in examination hall/school premises;
- i) not submitting answer script to the invigilator and taking it away out of the examination hall/room;
- j) taking Question Paper and Answer Scripts or its part and also pens and other stationeries out of the exam room during the exam time;
- k) threatening/misbehaving with invigilator, exam incharges, any other student or teacher;
- l) found copying the answer either from some other student or from any other source;
- m) use of abusive language or making derogatory remarks in the answer book;
- n) using or attempting to use any other undesirable method or means in connection with the examination;

Imposition of Penalties

A student found practicing/using any of the unfair means mentioned above, strict penalty will be imposed by the school authority, depending on the nature of the offence. Penalties will be as follows-

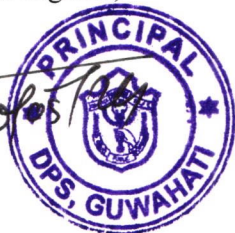
- a) ZERO MARKS will be awarded in a particular subject/paper if found in possession ^{with} papers, books, notes or any other material or information relevant to the examination in that paper concerned during the conduct of examination.




- b) Marks for a particular subject/paper will be deducted for use of any other unfair means as per the home examination policy;
- c) May be disqualified from appearing in rest of the examinations or that particular examination or in serious cases, he/she may be debarred from writing exams for that academic year;
- d) In the report cards of all candidates who have been reported to have used unfair means in examinations, remarks will be mentioned as 'U.F.M'.
- e) All cases of Unfair Means shall be reported to the Unfair Means Committee and the result of such student shall be disposed off in a manner and as recommended by the Unfair Means Committee of the School.
- f) Before any penalty is imposed on a student reported to have used unfair means, he/she shall be given an opportunity for explaining his/her conduct/position. He/she will be required to appear personally along with parents before the Unfair Means Committee to explain his/her conduct/position. In case he/she does not avail the opportunity by the given date, ex-parte decision taken by the Unfair Means Committee shall be final and binding.
- g) If the school is satisfied that the use of Unfair Means in a paper or papers has been widespread in a room, the school has the right to cancel the examination of that particular subject/paper concerned or even the entire examination, if several papers are involved.
- h) The names of students, who are penalised under any of the above rules, shall be communicated to all the teachers, various departments of the school dealing with academic and extracurricular activities. He/she will not be considered for any of school's academic award like "star of the month" etc.
- i) As soon as it comes or is brought to the notice of the Exam Incharges /Invigilators/Teachers that a student during the course of examination, has been found using or attempting to use unfair means, the answer script of the candidate along with the question paper(s) or other material(s), if any, found with him/her will be taken away and the invigilator will provide the candidate with a second answer book immediately.
- j) The invigilator will write the time when the Answer Script/Question Paper is taken away and new Answer Script is issued, and mark U.F.M on both old and new Answer Script and Question Paper, and put his/her signature. After the concerned examination is over the student shall be asked by the invigilator/exam incharge/other incharges to submit his/ her explanation in regard to the allegation against him/her. If the student refuses to give an explanatory statement, the fact of refusal will be recorded and forwarded to the UFM committee.

With sincere regards,

Principal



Home Examination Department