



Rules and Policy regarding malpractice/unfair means / misconduct / misbehaviour in Examinations conducted in Centre Based Mode

The following acts will constitute as malpractice/unfair means in the Examinations conducted in Centre Based Mode. The list is indicative but not exhaustive:

(I) Acts amounting to Misconduct/Misbehaviour

- 1- Misbehaviour or use of abusive language with examination conducting staff or fellow candidates in the exam premises.
- 2- Threatening/arguing with the examination conducting staff/Test administrator on denying entry to the exam hall for issues including but not limited to candidates not carrying proper documents such as admit card and/or original identity proof, candidates entering the exam hall after gate closing time, candidates dressed inappropriately, carrying items not allowed inside the exam hall etc.
- 3- Carrying/ Possession/ Use of weapons (including but not limited to scissors, knife, any sharp objects etc) inside Exam venue/hall.
- 4- Not following the rules of examination & instructions of examination conducting staff.
- 5- Moving out of allotted seat at test centre without prior permission of invigilator.
- 6- Instigating fellow examinees to violate the rules of the examinations.
- 7- Intimidation or assault or attempt to assault an invigilator/exam conducting staff either inside or outside the examination venue.
- 8- Damage or attempts to damage articles or property of the examination venue, or of exam conducting staff.
- 9- Creating disturbance of any form in the exam premises.
- 10- Consuming food/ drinks (excluding water and essential medication)/ smoking/ consuming alcoholic beverages or entering Test Centre/ Exam venue in an inebriated/ intoxicated state.
- 11- To bribe/making attempts to bribe examination conducting staff in any form/ Intimidating/Enticing examination conducting staff for seeking favour/relaxations during examination.
- 12- Posting/Sharing/circulating questions of Institute's examinations or contents of question paper of the ongoing/held examinations conducted by the Institute either on social media or electronically or in physical hard copies.
- 13- Tampering with the computer network or a computer resource or a computer system in the exam premises.
- 14- Damaging/vitiating anything at the exam centre/hall including but not limited to furniture, computer systems etc.
- 15- Deliberate violation of security measures to facilitate unfair means in conduct of examination.
- 16- Noting down exam questions and/or options in rough sheet, and/ or formula /hints etc. on Admit letter or on any other material.
- 17- Reading questions aloud during examination.

- 18- Not returning the rough sheet provided during the examination to the authorities after the examination and caught taking the same outside the examination hall.
- 19- Misrepresentation/suppression of material facts in the scribe declaration form.
- 20- Any other suspicious behaviour during exam.

(II) Acts amounting to Seeking Assistance

- 1- Possession or use of any chits, notes, books, or information, typed or handwritten, study material whether related/ not related to examination in any form (hard copy or digital) including on the student's body or clothing or any form.
- 2- Possession or use of electronic devices in any form including but not limited to mobile phones, other transmitting or receiving devices, or other means of communication, laptop, tablet, camera, headphones, pen-drive, Bluetooth, scientific calculator etc. in the examination venue.
- 3- Cheating of any form during examination.
- 4- Giving or receiving assistance directly or indirectly in any form whether physically or digitally or in any form.
- 5- Talking to or communicating with/ looking into examination screen/ consulting with other candidates in any manner/form during the examination, including through gestures, signals, etc.
- 6- Exchanging any written material with other candidates including but not limited to admit card, rough sheet, chits etc. during exam.
- 7- Scribe answering the questions independently.

(III) Acts amounting to Impersonation:

- 1- Appearing in examination for another candidate or arranging/making someone else to appear in examination on their behalf.
- 2- Found to be sitting in another candidate's seat during examination.

(IV) Acts amounting to Forgery:

- 1- Altering any document or part thereof pertaining to IIBF including but not limited to Certificate, Marksheet, Scorecard, emails, admit card etc. and producing the same with an intent to defraud/ gain benefits.
- 2- Holding any document or part thereof pertaining to IIBF which is materially different from the records available with IIBF.

(V) Others:

- 1- Any other action which is perceived to be a violation of the rules of examination.