

ISKCON BOARD OF EXAMINATIONS

GUIDELINES FOR CLOSED-BOOK EXAM SUPERVISORS

- Photocopied exam papers must be kept strictly confidential before the exam.
- Arrange seating in such a way that there is sufficient distance between students to ensure that students cannot view each others' papers.
- Display the Standards Applicable to Closed-Book Assessment Sessions and the Policy on Cheating and Penalties in the classroom well in advance of the assessment session and review them with the students before commencing.
- Before beginning, remind students to approach the exam in a mood of devotion.
- Students may consult dictionaries during the exam. Randomly check dictionaries being used for any concealed notes.
- Ensure that a supervisor is present during the entire exam session. The supervisor must vigilantly ensure that Standards Applicable to Closed-Book Assessment Sessions are maintained.
- The supervisor may take questions from the students, but only to clarify any questions on the paper.
- All question papers must be collected and not taken away by students, and then destroyed. A single copy may be retained under lock and key in the permanent files of the center.