



ANNA UNIVERSITY : CHENNAI 600 025
 OFFICE OF THE CONTROLLER OF EXAMINATIONS
 GUIDELINES FOR AWARDING PUNISHMENT TO MALPRACTICE CASES OF STUDENTS
 DURING THE REMOTELY PROCTORED ONLINE EXAMINATION
 (For University Departments, Affiliated Colleges, Distance Education Programmes)

*To CoE
 May be put forward
 to all
 Sum
 21/21/2021*

S. No.	Nature of Malpractice	Maximum Punishment
1.	Unidentified face in front of camera (first time)	Warning
2.	Irrelevant/unwanted comments in the chat window (first time)	
3.	Improper dress code	
4.	Not showing the face in the camera	Invalidating the examination of the particular subject attempted by the candidate.
5.	Microphone is muted or low volume	
6.	Reading the questions orally and loudly and speaking irreverently	
7.	Focus changed away from screen (often)	
8.	Unidentified face in front of camera (more than once)	
9.	Candidate using earphones during the examination.	
10.	Irrelevant/unwanted comments in the chat box (more than once)	
11.	Candidate speaking to someone on mobile phone to get answers	Invalidating the examinations of the subject concerned and all the theory and practical subjects of the current semester registered by the candidate. If the candidate has registered for arrears subjects only, invalidating the examinations of all the arrears subjects registered by the candidate.
12.	Candidate referring the external sources such as person seated next to the candidate, using books or any other material, web resources or any other means to retrieve the answers.	
13.	More than one face seen in the video for helping the candidate.	
14.	Candidate along with the other people collectively discussing to arrive at the answers	
15.	Getting help from the external sources through phone call or from neighbours (seen in the video or unseen) but the voice recorded.	
16.	Vulgar/ offensive writings by the candidate in the chat box.	
17.	Uttering vulgar/ offensive words by the candidate.	
18.	Using additional device (electronic gadgets) to facilitate malpractice	
19.	Involved in any one or more malpractice and awarded punishment(s) in the earlier semester examinations.	

		<p><u>Additional Punishment:</u></p> <p>If the candidate has not completed the programme, he/she is debarred from continuing his/her studies for one year i.e., for two subsequent semesters. However, the candidate is permitted to appear for the examination in all the arrears subjects during the debarred period.</p> <p>If the candidate has completed the programme, he/she is prevented from writing the examinations of the arrears subjects for two subsequent semesters.</p>
20.	Cases of Impersonation	<p>i. Invalidating the examinations of the subject concerned and all the theory and practical subjects of the current semester registered by the candidate. If the candidate has registered for arrears subjects only, invalidating the examinations of all the arrears- subjects registered by the candidate.</p> <p>ii. <u>Additional Punishment:</u></p> <p>Handing over the impersonator to the police with a complaint by the Principal to take appropriate action against the person involved in the impersonation. If a student of this University is found to impersonate a 'bonafide student', the impersonating student is debarred from continuing his/her studies and writing the examinations permanently. He/ She is not eligible for any further admission to any programme of the University.</p> <p>Permanently debarring the 'bonafide student', for whom the impersonation was done, from continuing his/her studies and from writing the examinations. He/ She is not eligible for further admission to any programme of the University.</p>
21.	General Recommendations	If any other type of malpractice reported, the enquiry committee is authorized to recommend appropriate punishment.