



*St. Mary's High School*

*Mount Abu - 307 501*

*Rajasthan*

Affiliated to CISCE, New Delhi  
School Code: RA 003

## Protocol for Handling Cases of Unfair Means During Examinations

1. If a student is using unfair means, the invigilator should quietly collect the material, take the current answer sheet, and issue a fresh answer sheet immediately to avoid disturbance to other students.
2. The matter will then be reported to the Brother Principal and the concerned Coordinator (Senior or Junior, as applicable). No final decision is taken in the exam hall.
3. The student will be allowed to continue writing the examination to maintain a calm environment and avoid disrupting other students.
4. The teacher in charge (classroom/hall) must document the incident immediately after the exam and submit the written report along with any collected material to the concerned Coordinator and the Brother Principal.
5. No teacher (invigilator and teacher in-charges) should communicate with parents or guardians regarding the incident. All communication will be decided and handled by the Brother Principal after reviewing the report and evidence.
6. If the student raises any objection during or after the exam, the invigilator or teacher in charge should not engage in discussion. They must only document the matter and forward it to the concerned Coordinator and the Brother Principal.
7. Teachers must not announce or declare any punishment (including 'zero marks') in the examination hall. All decisions will be taken by the Brother Principal after reviewing the report and evidence.

Principal  
Br. William D' Souza

