



**Rules and Policy regarding malpractice/unfair means / misconduct / misbehaviour
in Examinations conducted in Remote Proctored Mode**

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

(I) Acts amounting to Misconduct/Misbehaviour

- 1- Misbehaviour or use of abusive language while communicating with the proctor during the examination.
- 2- Use of obscene language/ gestures towards proctors.
- 3- Appearing for the remote examination dressed inappropriately.
- 4- Sitting indecently for the examination.
- 5- Muting mic during the examination.
- 6- Not following the instructions given by proctors.
- 7- Moving out of seat during the examination without prior permission of the proctor for any reason whatsoever.
- 8- Keeping video in switched off mode/obstructing camera view during the examination.
- 9- Not showing/ not properly showing 360-degree view of examination area when asked by the proctor.
- 10- Clicking pictures/noting down/copying questions from the screen.
- 11- 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/ physical hard copies or any other means.
- 12- Consuming food/drinks (excluding water)/ smoking during the examination.
- 13- Misrepresentation/suppression of material facts in the scribe declaration form.

(II) Acts amounting to Seeking Assistance

- 1- Communicating with/ consulting with any other person in the exam area.
- 2- Possession of books, notes, typed/handwritten study material whether related/ not related to examination.
- 3- Possession/ Use of any kind of electronic device including but not limited to mobile, tablet, laptop/PCs (other than used for giving the examination), headphones, pen-drive, Bluetooth, scientific calculator etc.
- 4- Often and continuously looking away from exam screen.
- 5- Constant lip movement, reading questions aloud during examination.
- 6- Giving or receiving assistance directly or indirectly in any form whether physically or digitally.

- 7- Talking to or communicating with others in any manner during the examination including through gestures, signals, etc.
- 8- Cheating in any form during examination.
- 9- Scribe answering the questions independently.
- 10- Any other suspicious behaviour during exam.

(III) Acts amounting to Impersonation:

- 1- Appearing in examination for another candidate or arranging/making somebody else to appear in examination on their behalf.
- 2- Somebody else found to be sitting in the 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.