

	QUALITY MANUAL Scheme for Voluntary Certification of Yoga Professionals		MUDRA YOG CERTIFICATION
	APPLICANTS OBLIGATIONS , RIGHTS , DUTIES		
Version No.1	28 02 2017	Rev. No. 00	MYC/F/PM/06/3.1/04
PREPARED BY: MR		APPROVED BY: CEO	

1. Instructions to candidates

- 1.1 Applicants are advised to leave all non-essential items at home as MYC cannot accept responsibility for the loss of your property or guarantee its safety.
- 1.2 If applicant brings a bag, coat, revision notes or other similar items with him on the day, the invigilation staff will guide, where to put them before the start of the examination. All timetables and valuables, including wallets, mobile phones, must be placed away.
- 1.3 It is an examination offence to have unauthorized items on or under his/her desk or about his/her person and will be deemed to have used any items found.

2. Approved means of identification

- 2.1 To gain admission to the hall, applicant will need to present his admit card along with any Govt. issued Id proof such as Adhar card, Pan card. If he/she fail to produce this, he/she will not be allowed to appear for exam.
- 2.2 Check the lists below to make sure you know what items are allowed in any written, practical, oral or similar examination:

3. Articles allowed:

- ID card or other approved means of identification
- Candidate admit card
- Examination stationery
- Materials approved by the invigilator
- Bottle of water.

4. Articles not allowed:

- Revision or course notes
- Books
- Paper for rough work
- Laptops, audio players, or devices with internet or data storage capabilities

NOTE : Except on medical grounds (prior approval required).

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5. Examination hall regulations

5.1 Applicant must observe all of the following regulations and any other instructions given to them on the day by invigilation staff, examiners or other staff responsible for the conduct of examinations.

- a. DO sit in your assigned seat
- b. Seating lists will also be displayed outside each hall. Each desk will be numbered to help you locate the correct seat.
- c. Your seat number will be used to verify your attendance and to ensure that marks are awarded to the correct candidate.
- d. DO NOT speak to other candidates once you have entered the hall
- e. Examination conditions apply as soon as you enter the hall. If you have any queries, raise your hand and speak to a member of invigilation staff only.
- f. Ensure admit card does not have any additional notes or markings to avoid being suspected of an examination irregularity.
- g. DO NOT keep unauthorized items about your person or put them on or under your desk. If you are found with unauthorized materials on or under your desk, or about your person, you will be deemed to have used them. It will not be a defense to say they were not used. Random checks will be made by staff during the course of each examination.
- h. You may not leave the hall during the first 30 minutes or the last 15 minutes of the examination. Toilet visits are not normally permitted during these times.
- i. If you wish to leave the hall permanently after the first 30 minutes but before the designated finish time for your examination, you must raise your hand and remain in your seat until your answer books have been collected. Once the final 15 minute warning has been announced, you must remain in your seat until the answer books for all candidates have been collected and you are told you may leave.

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- j. All rough work should be done in your scrap sheet provided.
- k. DO stop writing as soon as time is called, remaining silent in your seat until all answer books have been collected.
- l. You must ensure your answer books have been secured together and are ready for collection when time is called.
- m. You must not speak to other candidates while the answer books are being collected.
- n. DO NOT take out of the hall any used or unused answer books or restricted question papers.
- o. It is an examination offence to remove from the examination hall any used or unused answer books or other items of examination stationery. With the exception of those papers clearly marked not to be removed from the hall, you may take away your copy of the question paper. If you remove your completed answer books from the examination hall this will constitute an examination offence and your work will not be marked.
- p. There may be longer duration examinations taking place in the same hall or in neighboring rooms so please exit the hall quickly and quietly and do not loiter outside the room or in other areas of the building.
- q. DO switch off your mobile phone before you put it. All mobile phones and other communication devices must be switched off before you enter the examination hall. If you are found with a communication device on your desk or about your person it will be treated as an examination offence. It is also an offence to send or receive calls or messages during an examination, or allow ringtones or preset alarms to cause a disturbance.

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- r. DO NOT read the question paper until told to do so but check you have the correct paper. It is an examination offence to begin reading the question paper before the start of the examination. However, you should check the examination level and title on the front cover of your question paper are correct. Alert a member of invigilation staff immediately if you have been given the wrong paper.
- s. DO NOT write your name on any answer books to ensure your anonymity is maintained.
- t. DO fill in the front cover of your answer book and listen to the invigilator's announcements You may enter the following information on the front cover of your answer book prior to the start of the examination:
1. Your Name, Application number/ Roll number
 2. The examination level, date and answer booklet number.
 3. Centre Number
- u. DO NOT write anything else on your answer book or question paper before the start of the examination unless told to do so by the Invigilator.
- v. DO write clearly in English (or the language specified for the examination) using blue or black ink only.
- w. All written examinations must be completed using blue or black ink. Pencils may also be used, if preferred, for the drawing of diagrams, charts, graphs or other illustrations. Examiners may refuse to mark any answer books which are illegible.
- x. DO NOT leave your seat without permission once the examination has started

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6. Examination offences

6.1 The following are examples of actions that constitute examination offences:

1. Cheating, attempting to cheat or assisting someone else to cheat
2. Having unauthorized items on or under your desk or about your person
3. Writing before the start of the examination or after the time has passed
4. Writing notes on hands, arms or other parts of the body
5. Leaving the hall without permission
6. Tampering with answer books, question papers or other examination stationery
Committing plagiarism or self-plagiarism
7. Causing a disturbance or disrupting the examination process.
8. Anyone suspected of an examination offence will be reported to the authorities and may be called to appear before head of the Examination center. Penalties for examination offences include, but are not limited to, formal reprimand, disqualification from the examinations for the session, and exclusion from MYC on a temporary or permanent basis.