

GOVT. COLLEGE FOR MEN (AUTONOMOUS)

Kadapa



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Policy on COE



Controller of Examinations
Govt. College for Men (Autonomous)
KADAPA-518 004



PRINCIPAL
Govt. College for Men (Autonomous)
KADAPA.

Government College for Men (Autonomous), Kadapa

Examination Branch Manual

Standard Operating Procedures

1 Objective and Scope

The conduct of examinations and declaration of results is one of the important activities of the **Govt. College for Men(A), Kadapa**. The Examination Section is the backbone of the examination system. It is of paramount importance that the examinations are conducted with utmost precision, fairness and objectivity to gain public credibility and esteem. In order to achieve this, all rules and procedures relating to the examinations should be so well delineated as to leave nothing to chance and assumption.

This Ordinance/ Manual is an effort in that direction. It defines the roles, responsibilities of the people involved, protocols, procedures to be followed and various steps that have to be taken at all the levels associated with the conduct of the **examinations of the Govt. College for Men(A), Kadapa**.

All the Forms/Proforma for use in the examination process / system and documentation have been drawn out in standardized formats. Measures to curb unfair and malpractices have also been listed along with the penalty and punishments.

1 Definitions

- 1.1 'Academic Year' means a year commencing on such date in June and ending with such date in May of the following year as may be decided by the Academic Council.
- 1.2 'Answer-booklet' means a stitched booklet of fixed pages issued by the College to the students in the examination Hall to write answers to the questions listed in the question paper of a subject of Examination.
- 1.3 'Answer script' means the Answer-booklet in which the examinee has attempted/ written his answer in response to the questions found in the question paper on the examination day. It shall only bear a dummy number in case of theory paper at the time of evaluation and the identity of the examinee shall NOT be revealed.
- 1.4 'Applicant' means a person who has submitted an application to the College in the prescribed form for admission to an examination.
- 1.5 'Arrear Candidate' is a student, who, having once been admitted to an examination of the College is again required to take the same examination by reason of his failure or absence in examination.
- 1.6 'Attempt' means either partial or complete appearance by a candidate at an examination. Mere remittance of examination fees shall not amount to an attempt at an examination. Absent for exam/s will not be considered as an attempt.

- 1.7 'Board of Examiners' means Board, approved by the Academic Council Members, consisting of Examiners from among the panel of Examiners prepared and submitted by the respective Board of Studies of each department of study.
- 1.8 'Board of Studies' means the Board constituted in every Department of Teaching/ Study and chaired by the Head or equivalent of the Department with the responsibilities of formulating the Academic regulations and curriculum for various programmes offered by it. It shall also be responsible for enrolling the examiners from various institutes into the Panel of Examiners for each of the courses/ subjects.
- 1.9 'Candidate' means a person, who has been admitted to an examination.
- 1.10 'Candidates List' means the list of all eligible candidates registered for an examination which includes the name, register number and the subjects/ courses which the candidate has registered to take the examination.
- 1.11 'Spot Valuation Centre' means well secured premises with restricted entry where the evaluation of the theory answer papers of the College examination is normally conducted.
- 1.12 'Camp Officer of Examiners' means any Examiner appointed by the Principal from among the panel of Examiners to act as the Camp Officer of Examiners.
- 1.13 'Chief Superintendent' means any person appointed by the Principal/Controller of Examinations (COE) to be in overall control and supervision of the Examination Centre for a specified period/ session(s) of The Govt College for Men(A), Kadapa examination.
- 1.14 'Data Centre' means the computer centre established by the College to exclusively service the examination related work in confidentiality.
- 1.15 'Code of Conduct' means the norms to be followed in conducting oneself in the context of the functions/ duties assigned to an individual.
- 1.16 'Controller Room' means the room which serves as the office at the Examination centre for the Chief Superintendent(s) during the examination session.
- 1.17 'Course' means a paper of any subject of study either in theory or practical during an academic period such as semester. A set of several courses constitute a Programme.
- 1.18 'Coding' means a number printed on each Answer-booklet after the examination in order to hide the identity of the examinee to prevent bias and malpractice in the examination.
- 1.19 'Entire Examination' means the examination normally held at the end of an academic period such as a semester/ academic year and includes all the papers of theory, practical and viva-voce examination if any. When used in the context of present examination, it is referred to as 'Current Examination'.
- 1.20 'Errant Examinee' means an examinee who has been caught in an act of misconduct/ unfair-means/ malpractice and booked.
- 1.21 'Examination Centre' means any premises consisting of examination halls, controller room, service room and other necessary facilities such as drinking water and toilets etc.
- 1.22 'Examination Fee' means the fee for registering and securing admission to an examination. It is inclusive of the fee payable for the statements of marks as may be prescribed by the Govt College for Men(A), Kadapa from time to time.
- 1.23 'Examination Hall' includes any Room, Laboratory, Workshop or any other premises used for conducting examinations.

- 1.24 'Examination Malpractices Enquiry Committee' means the committee constituted by the Principal for the purpose of conducting necessary enquiry on matters of the examinations related misconduct/ malpractice.
- 1.25 'Examinee' means a person who actually presents himself/herself for an examination or a part thereof to which he/ she has been admitted.
- 1.26 'Examiners' means Lecturers appointed by the COE from among the Board of Examiners approved by the Academic Council Meeting for valuation of theory/practical papers/UG dissertation etc.
- 1.27 'Fine' means a sum of monetary penalty imposed on the candidate for valid reasons such as misconduct/ malpractice or any other undue acts of omission by the candidate/ student.
- 1.28 'Hall Assistant' means a non-teaching staff member of appropriate rank to help in issuing the Answer Booklets and render other assistance to Invigilators during the conduct of examination in the assigned hall.
- 1.29 'Invigilator' means any teaching faculty of the Departments of Teaching/ Study appointed by the Controller of Examinations (COE) for invigilation work.
- 1.30 'Internal Assessment' means the assessment based on continuous internal assessment (CIA) tests and assignments given to the students during an academic period.
- 1.31 'Late Fee' means a sum of money by cash or other valid bank instrument that may need to be paid to the College as a result of failure to meet the deadlines.
- 1.32 'Malpractice' means any one or more of the acts prescribed as malpractice in examinations which is elaborated in Section 13.
- 1.33 'Misconduct' means any one or more of the acts such as disobeying the instructions, insolent/ violent behaviour, and causing hindrance to the duties of the staff on examination duty etc. as elaborated in Section 13.
- 1.34 'Near-Relative' means wife, son, daughter, son-in-law, daughter-in-law, grandson, granddaughter, grandson-in-law, granddaughter-in-law, sister-in-law, brother-in-law, cousin, nephew, niece, brother, sister, uncle, aunt and such ones as may be indicated by the College.
- 1.35 'Panel of Examiners' means pool of all available examiners from the College and other external Institutions who are enrolled by Board of Studies after the due process.
- 1.36 'Paper of Examination' means that particular paper belonging to a subject for which examination is being held on that day.
- 1.37 'Paper setter' means any person appointed by the Controller of Examinations from among the Board of Examiners or from among the Panel of Examiners in cases of any exigency with the approval of Principal of the Govt. College for Men(A), Kadapa.
- 1.38 'Photocopy of answer paper' means a reprographic reproduction of the original Answer Booklet used for answering the questions by the student in the examination.
- 1.39 'Programme' means A Programme consists of several courses that need to be studied by the candidate over the duration of the Programme.
- 1.40 'Re-evaluation' means a repeat evaluation of the written answer-booklet by a different examiner based on submission of appropriate application with due fees thereof by the candidate, after announcement of the result and obtaining a photocopy of the answer-booklet, when sufficient grounds exist for such a request.

- 1.41 'Reviewers' means the examiners who have been appointed by the COE to Review the papers valued by the Examiners.
- 1.42 'Scrutiny' means validating the question papers set by paper setters for conformity with the pattern and academic regulations in force. Any errata/ aberrations/ formats/ choice/ pattern deviation etc. are subjected to necessary corrections before printing.
- 1.43 'Scrutinizer' means any person appointed by the COE to scrutinize the question papers received from the paper setters to detect any aberrations, provide remedy and validate it before it is accepted and taken up for the printing process.
- 1.44 'Semester' means the duration of an academic period normally consisting of not less than 90 working days and applies to all programs of study which are conducted in the semester system. There shall be two semesters in an academic year.
- 1.45 'Session Report' means the report prepared by the Chief Superintendent(s) of the Examination centre for that session regarding the number of candidates present/ absent, Malpractice/ Misconduct if any, Attendance record of Invigilator and other examination staff on duty and such related matters with necessary enclosures.
- 1.46 'Student' means and includes a person who is enrolled as such by the College/ Department, to pursue education, receive instructions, write examination(s) and qualify for any degree or certificate awarded by the Govt. College for Men(A), Kadapa.

2 Work to be attended to by the Office of the Controller of Examinations

The following work shall be attended to by the Office of the Controller of Examinations and if necessary, any external agency may be appointed after due selection process with the approval of the Academic Council to assist the Branch.

- 2.1 Issue of calendar of events and schedule of examination, notification of examination fees and inviting applications from the candidates for admission into examination, Convocation and such other related work.
- 2.2 Preparation of detailed Time Tables and their publication in time.
- 2.3 Setting up centres of examinations for theory and practical examinations.
- 2.4 Scrutiny of examination application forms of candidates before the commencement of Practical/ Theory examinations.
- 2.5 Allotment of Register Numbers to the applicants and to prepare statement of the amount of fees paid, date of payment, whether paid in full to cover the subject/subjects offered including the carry-over subjects
- 2.6 Printing of candidates' lists and issue of the same to the centre of examinations and posting on the website.
- 2.7 Preparation of the subject-wise, paper-wise and date-wise statement to print question papers with code. Question Papers to be printed shall be 10% in excess of what is actually required in each subject.
- 2.8 The question paper packets shall indicate course, subjects, semester, date of examinations, Code and name of examination centre, time of examinations, number of question papers in each packet etc.
- 2.9 Maintenance of all records, statistics, stock registers and database of candidates pertinent to examinations.
- 2.10 Processing and passing of Bills of remuneration of TA, DA, other Conveyance/Allowance, and Maintenance of correspondence thereon.

- 2.11 Registration, Distribution and dispatching of day to day communications/ letters.
- 2.12 Appointment of Invigilators for each session of the examination for each of the examination Halls and issue of instructions regarding the conduct of examinations.
- 2.13 Appointment of officials and other staff required for conduct of examination.
- 2.14 Arrangements for the work for dispatching of all examination material to examination centres, valuation centres etc.,
- 2.15 Arrangement for conducting examination, collection of answer papers, valuation, processing and declaration of results
- 2.16 Preservation and disposal of valued answer scripts at least for six months after the announcement of results.
- 2.17 Arrangement for preparation and distribution of marks cards and other certificates to the candidates.
- 2.18 Collection and maintenance of statistical data regarding the number of examinations, number of candidates registered for each examination, the number of boys, girls, regular candidates and repeaters, percentage of passes, receipts and expenditure on each category of examination etc.,
- 2.19 Preparation of merit lists and their transmission to appropriate authorities/bodies.
- 2.20 Preparation of the lists of lapses and irregularities committed by the evaluators and others and forwarding the list to the competent authorities for consideration and necessary action.
- 2.21 Arrange for photo-copy/re-evaluation of valued answer-booklets requested by the candidates on prescribed application form with due fees.
- 2.22 Scrutiny and passing of the bills of printing and purchase of stationery etc.
- 2.23 Sanctioning of contingent expenditure to departments/valuation centres to conduct practical examinations.
- 2.24 Assisting the Principal in constitution of committees to deal with all types of cases of misconduct/ malpractices, detected before, during and after examinations.
- 2.25 Dealing with matters of examination fees and refunds if any.
- 2.26 Passing of conveyance bills, postal reimbursement bills and such other remuneration matters.
- 2.27 Announcement of results of examinations, dealing the cases of withheld results for future announcement and follow up work in cases of any discrepancies.
- 2.28 Issue of migration certificates, duplicate marks card/ duplicate degree certificate, consolidated marks card, provisional Degree certificate, rank certificate, etc.,
- 2.29 Preparation of Merit scholarship lists, in collaboration with the various Departments of Teaching/ Study and Faculties of the College.

3 Powers and Functions of the Controller of Examinations (COE)

- 3.1 The Controller of Examinations shall be the in-charge of the conduct of examinations of the College and declaration of the results and shall work directly under the directions and control of the Principal.
- 3.2 The Controller shall be responsible for all the work that has to be attended to by the office of the Controller of Examinations as listed in Section-2 above.

- 3.3 The Controller of Examinations shall be responsible for maintenance of records, maintenance of marks lists and valued answer scripts. The valued answer scripts shall be preserved for six months after the announcement of results. He shall also be responsible for safe disposal/ destruction of the answer-scripts thereafter through tenders except the scripts regarding which court cases are pending.
- 3.4 He/ She shall draw up and notify a Calendar of events for various examinations in the beginning of each Academic year. It is incumbent on the part of the Controller of Examinations to ensure adherence to the Calendar of events
- 3.5 He/ She shall arrange for the tabulation and announcement of results expeditiously and arrange for the distribution of Marks statements and Certificates to the department.
- 3.6 He/ She shall arrange to prepare the eligibility list of candidates and presentation lists for convocation and arrange to write/print the distribution of the Degree Certificates to be conferred at the convocation.
- 3.7 He/ She shall arrange to prepare the merit list and rank list and list of prize winners and medal winners list.
- 3.8 He/ She shall be responsible for the proper custody and maintenance of marks registers and other valuable and permanent records of the section.
- 3.9 He/ She shall pass the DA and TA bills and other remuneration bills of the staff drafted for the examination work subject to rules.
- 3.10 He/ She shall arrange for the photocopy of valued answer scripts, re- totaling in case of any reported totaling mistakes, re-valuation, redress the grievances of students.
- 3.11 He/ She shall arrange to make enquiries into all types of malpractices committed during examination, valuation, revaluation and processing of results etc. through appropriate committees.
- 3.12 The Controller of Examinations shall take disciplinary action wherever necessary against the candidates, paper setters, examiners, scrutinizers, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations.
- 3.13 The Controller of Examinations shall keep a record of those persons who have committed lapses in discharging the examination related responsibilities entrusted to them and refer them to the Board of Studies for appropriate action.
- 3.14 He/ She shall arrange for printing of question papers and supply them to the centre of examinations.
- 3.15 He/ She shall issue marks statement, duplicate marks statement, consolidated marks statement, Transcripts, rank certificates, duplicate Degree Certificates.
- 3.16 He/ She may make any structural changes in the examination administration as and when required

4 Panel of Examiners

- 4.1.1 Panel of Examiners shall be enrolled for each subject of study with the approval of Board of Studies of each Department. All faculty members of College will automatically become the internal examiners in the respective department board.
- 4.1.2 The Camp Officer shall call for a list of all eligible examiners from various every three years which shall be duly forwarded by the respective head of the institution.
- 4.1.3 All such eligible list of examiners shall be placed in the respective Board of Studies for

enrollment of the eligible examiners into the Panel of Examiners as per the College norms after due approval.

- 4.1.4 The Board of Examiners shall be constituted from among the panel of Examiners prepared and submitted by the Board of Studies of the respective Departments for each Programme offered in the Department of Study.
- 4.1.5 The Board of Examiners shall be appointed by the COE from the panel of examiners listed by the BoS and shall continue to function for three academic years. A new Board of Examiners shall be constituted for the subsequent period. Except in the case of non-availability of eligible examiners, no person shall be reappointed as examiner in the same board for the same subject/ course.
- 4.1.6 It shall be the duty of the Heads of the Departments to prepare seniority-wise detailed panels of examiners and place the same before the respective Boards of Studies for approval. The Chairperson shall extend all cooperation in preparing the list of examiners. Only names of such lecturers from other Institutions who have a minimum of 5 years of full time teaching experience shall be included in the panel.
- 4.1.7 The Question Paper setter must also be a member of the Boards of Examiners. Whenever assigned, it shall be the duty of the member of the Board of Examiners to scrutinize and approve sets of question papers, with necessary translation wherever necessary, and submit the same to the confidential section of the Office of the COE.
- 4.1.8 The Board of Examiners shall scrutinize the tabulated marks of the examination before publication of the results objectively and recommend the award of grace marks or apply general moderation if required.

5 Question Papers

- 5.1 All arrangements shall be made to get the required sets of question papers for each paper of examination sufficiently in advance to the commencement of the examination period.
- 5.2 The question paper(s) shall meet the specifications/ pattern as per the academic regulations of each programme of study in the College. Question papers for each subject shall be available in multiple sets to meet any eventuality.
- 5.3 The question paper-setters shall be communicated regarding their appointment together with the necessary instructions, syllabus, model question papers, question paper pattern, forms of acceptance, inner cover and outer cloth cover, remuneration forms and other related stationery etc.
- 5.4 Whenever, a paper setter declines the offer, alternative arrangements shall be made expeditiously to get the paper set by a suitable alternative paper-setter.
- 5.5 Appointment of Question Paper setters/ Scrutinizers
 - 5.5.1 No one can claim appointment as paper setter/ scrutinizer or any other examination work as a matter of right. The COE shall finalize the question paper setters/ scrutinizers from the BoE.
 - 5.5.2 No person shall be appointed as a paper- setter for an examination if any of his/her near relatives are appearing for that examination.
 - 5.5.3 The paper setters/ scrutinizers are required to submit their intention of acceptance/ decline of the offer.

- 5.5.4 The Internal paper setters/ scrutinizers shall normally not decline the assignment of examination work except in extraordinary situations since examination duty is treated as an essential service by the College. The external paper setters/ scrutinizers shall intimate their acceptance or otherwise as soon as they receive the communication from the College or in the prescribed time limit. The acceptance of the offer may also be informed by email to the COE. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the paper setter/ scrutinizer.
 - 5.5.5 If by chance, a wrong subject has been assigned to the paper-setter, he shall indicate the same and decline the offer. He shall NOT accept an offer that is NOT related to his subject/ expertise/ knowledge domain.
 - 5.5.6 The paper setters/ scrutinizers/ examiners shall follow all the regulations of the College from time to time in respect of setting of question papers, scheme of evaluation etc.
- 5.6 Functions and Responsibilities of Paper Setters
- 5.6.1 The Paper setter shall set the papers only on the texts and courses of study prescribed, and ensure that no question on topics not included in the prescribed syllabus is set.
 - 5.6.2 The Paper Setter shall take all the necessary precaution for the maintenance of confidentiality of his/ her appointment and the question paper(s) submitted set by him/ her.
 - 5.6.3 The Paper setter shall set the number of sets of question papers as requested, as per the prescribed pattern containing questions covering a wide range of contents of the courses for which they are set and send them all in sealed packets to the COE.
 - 5.6.4 The Paper setter shall ensure that the question papers set carry the correct name of the subject, Title and code of the paper, applicable Regulation(s). He/ she shall also indicate the duration of the paper, the maximum marks allotted to each question of the paper, choice, and maximum marks of the full paper. If the question paper is common to one or more schemes/courses, it shall be clearly indicated.
 - 5.6.5 The Paper setter shall provide necessary instructions for the guidance of candidates at the top of the question paper. Any Mathematical, Physical tables, charts, data and handbooks permitted to be used should also be clearly indicated.
 - 5.6.6 The question paper should be fairly distributed over the whole syllabus of study and not concentrated on any one or a few units/ portions only.
 - 5.6.7 The question paper setter shall indicate the permissible use of mathematical, Physical tables, Charts, data or hand books, gazettes etc. which are permitted to be used by the examinee in the INSTRUCTIONS. He/she shall affix his/her signature on each page of the question paper without fail.
 - 5.6.8 If there are any sections which need to be answered in different answer-booklets, the paper setter shall provide clear instructions for the same. The number of questions to be answered in each section shall also be indicated clearly. All questions and subdivisions shall be marked clearly as per the pattern

provided.

- 5.6.9 The Paper setter shall write the questions legibly in Ink or type personally, avoiding additions, alterations and erasures. Abbreviations are to be avoided. Special care shall be taken in the delineation of mathematical signs of index figures. He/she should workout the numerical problems before including them in the question papers.
 - 5.6.10 The paper setters shall write/type the questions in the blank booklets specifically supplied for the purpose by the College or on / A4 papers. The questions should be written/typed clearly and legibly. Sufficient space should be provided between two questions.
 - 5.6.11 The Paper setters shall observe strict secrecy regarding the work allotted to them. The Paper setter is not permitted to keep carbon copies of hand written question paper. Drafts or copies of the paper set should be destroyed as soon as the papers set have been sent to the COE.
 - 5.6.12 The paper setter shall not delegate the task of setting the question paper partially or entirely to anyone else.
 - 5.6.13 The paper setters shall submit the Scheme of valuation whenever demanded while setting the question papers and send them in the same envelope.
 - 5.6.14 The question papers and scheme of valuation, if any, shall be enclosed in the labeled inner cover, sealed and included along with other information/ forms and claim bills in an outer cover.
 - 5.6.15 The check list shall be marked to ensure that all required documents/ components have been included in the cover.
 - 5.6.16 The Paper setter must carefully paste the inner cover provided by the College and affix his/ her signature on the joints of the cover and fix a cellophane tape on the signatures. The Paper setter shall fill in all the details required on the inner cover. This inner cover shall then be enclosed in a cloth- lined outer envelope marked "CONFIDENTIAL" and sent through Speed Post/ Registered post to the Controller of Examinations, or delivered to the COE in person.
 - 5.6.17 The paper setter shall also submit the remuneration and postal expenses claim bills in the outer cover/ or separately with all the details to the COE.
 - 5.6.18 The paper setter shall send the declaration and check list along with the Question papers set.
- 5.7 Handling Question Papers Received from Paper Setters
- 5.7.1 The question paper(s) received from the respective paper setters are received processed and stored securely maintaining full confidentiality warranted of an examination system. An account keeping must be done in order to send reminders to the paper setters if question papers are not received within the stipulated time.
 - 5.7.2 All the question papers received from the paper setters are subjected to scrutiny in order to validate its conformity with the pattern and academic regulations in force. Any errata or aberrations are subjected to necessary corrections.
 - 5.7.3 The printing of the question papers shall be done in a classified zone with restricted entry. The printing process shall NOT leave any trail which may

eventually result in the leakage of full or part of the question paper.

- 5.7.4 All the printed question papers shall be packed in cover and sealed securely for storage under the custody of the COE.
 - 5.7.5 The sealed envelopes containing Question papers should be arranged examination-wise, and Paper-Code Number-wise and kept under strict secrecy and vigil. The almirah, in which these Question papers are kept, should be sealed every time it is opened.
 - 5.7.6 Relevant sealed envelopes containing the Question-papers should be taken out of the confidential almirah strictly in accordance with the Examination Programme. Envelopes should be counted and an entry made in the Stock Register before the envelopes are carried to the Control Room of each of the Examination Centres.
- 5.8 Duties of Question Paper Scrutinizers
- 5.8.1 Question paper scrutinizers are appointed from the current Board of Examiners as a validation process for the purpose of carefully examining the question papers for any aberrations, errors, spelling mistakes, pattern, scope, distribution of marks etc. or any other lapse and providing necessary corrections.
 - 5.8.2 The Question paper scrutinizer shall be present at the scrutiny room at the office of the COE of the College on the assigned date and time to fulfill the given responsibility. He/ she shall express his/ her consent or otherwise to the COE as soon as such an appointment of duty is received as suggested in the communication.

6 Registration of Candidates for The Examination

- 6.1 Call for Registration Application
- 6.1.1 A notification regarding the time schedule for issue of exam application forms from the Office of the COE to the Departments and deadlines for submission of application forms to the Office of the COE shall also be notified.
 - 6.1.2 Examination forms relevant to each Faculty shall be made available in sufficient quantities in each of the Departments of Teaching/ Study. Instructions to students for filling the examination forms shall be displayed on the examination notice-board of the Departments or a printout provided. Online registration is also available in the College website.
 - 6.1.3 Examination forms duly filled and verified should be collected by the Departments' office. The forms are to be arranged programme/branch-wise / semester-wise/ year-wise and submitted to the Examinations section by due date. Forms submitted after the due date shall be accepted only if due penalty/ fine applicable for late submission.
- 6.2 Scrutiny of Examination Applications
- 6.2.1 All application forms received from the Candidates shall be subject to thorough scrutiny for the validity/ correctness of details.

- 6.2.2 All valid applications are processed further for data entry into the appropriate database systems at the examination computer centre. Such data entry shall also be cross-checked and validated.
- 6.3 Examination Fee Method
 - 6.3.1 A list of all eligible candidates for each examination shall be prepared after thorough scrutiny and accounting for attendance or other deficiencies.
 - 6.3.2 The list shall contain the candidate's name, Register number and the Code numbers of the courses/ subjects in which he/ she has need to register for appearing in the Examination.
 - 6.3.3 The eligible list will be uploaded to the Server in examination Data centre, to pay Fee through Gateway in the Examination website.
- 6.4 Preparation of Candidates list
 - 6.4.1 After Fee Closes the List will be printed and verify thoroughly for any mistakes and final list will be signed by the COE.
 - 6.4.2 Programme-wise list shall also be made available at the Control Room of theory examinations centres for verification in certain exigencies/ circumstances by the Chief Superintendent.

7 Pre-Examination Work/ Activities

- 7.1 Hall Ticket
 - 7.1.1 The Hall Ticket is issued to all the eligible candidates admitted to the College examination. Any Candidate found ineligible due to valid reasons such as attendance deficiency etc. shall not be issued the Hall Ticket.
 - 7.1.2 Hall Ticket shall contain information regarding the Name of the candidate, Register number, Photograph, Programme of Study, Semester/Year, Department and the Code numbers of the Subject(s) in which he/ she is registered for the current examination.
 - 7.1.3 The office of the COE shall upload the Hall Tickets to the website at least 3 days before the commencement of the examinations. If any discrepancy or error is found in the Hall Ticket, it should be communicated to the concerned examination section with the recommendation of the Head of the Department.
- 7.2 Scheduling and Time Table of Examinations
 - 7.2.1 While scheduling examinations all care should be taken to ensure that NO overlap in the subjects/ papers of examination occurs for any regular or arrear candidate.
 - 7.2.2 The Examination time-table shall be cross validated for any overlap and necessary amendments made.
 - 7.2.3 The scheduling of all Practical Examination shall be provided by the Head of the concerned Departments to the COE sufficiently in advance of the scheduled commencement of the examinations.

- 7.2.4 The Time-table of examinations shall be dispatched sufficiently in advance to the Departments for record and display on the Notice boards.
- 7.2.5 The Time tables shall also be posted on the College website before the commencement of the examinations.
- 7.3 Initial Preparations for the Theory Examination Period
 - 7.3.1 The number of Candidates, day-wise, session-wise, shall be ascertained on the basis of the examination schedules, List of Candidates registered and admitted for the examination.
 - 7.3.2 On the basis of the Number of candidates and the seating capacity of halls available, the number of examination halls required should be fixed and necessary steps taken to make arrangements for the conduct of examinations.
 - 7.3.3 The order of appointment of invigilators be issued and communicated to the invigilators.
 - 7.3.4 A Control Room and Services Room that is considered accessible and at the same time secure (safe) are identified at the Examination centre for the entire period of examination.
 - 7.3.5 Attendance sheets/ register of candidates seated in each of the examination hall are prepared based on the Programme of study and Semester/ Year of study.
 - 7.3.6 Preparation of Answer-booklets Stock register at the examination centre which need to be updated after each session of examination.
 - 7.3.7 Specific number of Answer-booklets shall be prepared hall-wise. The College seal shall be affixed.
 - 7.3.8 Seating Charts be prepared for each room and displayed in the respective rooms.
 - 7.3.9 It should be verified that sufficient quantum of Question Papers of each paper have been received in sealed envelopes. The sealed envelopes are arranged date-wise, hall-wise and paper-wise and kept inside a sealed almirah/safe/locker. A copy of the time table is kept in the almirah/ safe with the envelopes of Question Papers. This should be available for ready reference everyday. It should be seen every day before taking out the envelopes before the scheduled time of the examination.
- 7.4 Appointment of Support Staff for Examination Centre

The COE shall appoint a team of members from various cadres of staff in the Office of the COE to facilitate the conduct of day-to-day affairs in the conduct of examinations at the Centre. Such staff shall be responsible for all the activities outlined in Section-11.

8 Duties and Responsibilities of Chief Superintendents

- 8.1 The Principal of the College shall appoint the Chief Superintendent(s) and communicate his/her appointment order in sufficient advance of the commencement of examinations.
- 8.2 The Chief Superintendent (CS) who finds it impossible to attend to the work assigned shall submit the appropriate form to the office of the COE expressing the reasons and the details of alternative arrangement sufficiently in advance to the assigned time of duty.
- 8.3 The Chief Superintendent(s) shall be responsible for the proper and smooth conduct of examinations. He/ She shall take all necessary action before, during and after the

examination for the smooth conduct of examination and dispatch of answer-booklets promptly to the office of the COE.

- 8.4 The CS shall arrange to prepare a 'Session Report' of candidates present during the examination session for each programme of study and each subject of examination and forward the same to the office of the COE. A record of the usage of Answer-booklet in an examination session shall also be prepared.
- 8.5 The CS shall ensure satisfactory seating of candidates taking the examination and resolve any contingency issues that may arise in seating arrangement. He/ She shall ensure that all candidates are treated equally without any discrimination.
- 8.6 The CS shall depute the required number of Invigilators to each examination hall. One Invigilator shall be allotted for every 24/30 students or part thereof as far as possible.
- 8.7 The CS shall make sure that as far as possible, Invigilators are allotted Halls at random and that no Invigilators shall have prior information of the Hall to which he/ she shall be posted.
- 8.8 The Chief Superintendent shall briefly address all the supervisory staff prior to the commencement of examination and remind them of their duties and responsibilities. He/ She shall particularly impress upon them the need to prevent malpractices by scrupulous observation of rules. He/ She shall also explain to the supervisory staff the procedure of reporting when a case of malpractice is detected.
- 8.9 The CS shall inform the Invigilators and candidates personally that no additional Answer Booklet will be provided and the candidates have to write their answer only in the Answer Booklet supplied to them.
- 8.10 The CS shall not leave the Centre of Examinations during the period of examination without the prior permission of the Principal/COE. In case of emergency, he/ she shall make arrangements for the proper conduct of examinations by entrusting the responsibility to an eligible member of faculty, and report the arrangements made to the Principal/COE and obtain approval, before leaving the centre of examination.
- 8.11 The CS shall arrange to collect back the undistributed question papers from the examination halls at the end of the examination session along with the Answer scripts.
- 8.12 The CS shall attempt to resolve any serious misprint, wrong code, mistranslation, omissions or ambiguity etc, noticed or reported to him in the question papers by referring to the original scripts of the respective question paper and shall not, on his own accord or at the instance of any other person, give any clarification, unless it is a clear case of apparent misprint. Serious disparity in the question paper shall be immediately reported to the COE by phone and the issue resolved according to his instructions.
- 8.13 The CS shall see that only candidates with valid Hall tickets issued by the Office of the COE are allowed to take the examination. If a candidate has lost the Hall ticket, the Chief Superintendent shall arrange to issue ad hoc one-session conditional permission after verification of his/ her Identity and credentials in candidates list and getting an undertaking from the candidate.
- 8.14 When the subject/paper is wrongly indicated in the hall ticket issued, the Chief Superintendent shall give the correct subject/paper provisionally after an undertaking by the candidate. Such provisional permission is subject to the approval of the College. The student shall be made aware that incase the contention of the candidate is found to be not valid; his/her answer script may not be valued. All such cases of admissions are provisional till they are approved by the Office of the COE.
- 8.15 The CS shall ensure that no candidate is admitted to the examination hall 30 minutes after the commencement of the examinations and no candidate is allowed to leave the

examination hall within 30 minutes of the commencement of the examination. The Chief Superintendent shall arrange for the ringing of bells to mark the examination timings as per Section-10 below.

- 8.16 The Chief Superintendent shall take action against an examinee indulging in malpractice or attempting to use unfair means as defined in Section-12.1&12.2 below, in the examination hall or within the premises of the examination centre. All malpractices shall be reported and shall be handled as per the guidelines given in the Examination Malpractice Handling guidelines provided in Section-12.3 below.
- 8.17 All the Answer-booklets confiscated in malpractice cases during the examination session should be packed separately in one bundle and marked "Malpractice Case" on the label. Such answer-booklets shall NOT be mixed with the regular answer-booklets.
- 8.18 The CS shall sign all relevant records such as invigilators attendance sheet, answer booklet usage in the session, Programme & subject-wise attendance summary for a session, remuneration acknowledgement sheet etc., relevant to the examination session.
- 8.19 In case of any major law and order problem or in the event of any external factor causing a disturbance in the Examination centre, the Examinations Office should be notified immediately by the CS. It is essential that any incident or condition which could potentially cause disturbance or discomfort to students is reported.
- 8.20 The Chief Superintendent shall have the power to expel an examinee from examinations on subsequent examination days; on any of the following grounds:
 - 8.20.1 That the examinee created a nuisance or serious disturbance at the examination centre.
 - 8.20.2 That the examinee showed a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.
 - 8.20.3 If necessary, the Superintendent may get security guard assistance. Where a candidate is sent out of the examination hall, the COE shall be informed immediately.

9 Duties and Responsibilities of the Invigilators

- 9.1 The Invigilators are appointed by the Controller of Examinations to perform invigilation work during the specified sessions of theory examinations.
- 9.2 The Invigilators shall report to the Chief Superintendent (CS) at least 45 minutes before the commencement of the examination on the first day and 30 minutes before on successive days/ sessions of examinations at the Control room. The Invigilators should affix his signature in the duty attendance sheet of the session and wait for the allocation of the examination hall and issue of the question paper packet for the hall.
- 9.3 On allocation of the examination hall at the Control room, the Invigilators shall go to the examination hall allotted at least 10 minutes before the commencement of the examination with relevant examination materials and ensure that no incriminating or any other materials are found in the hall.
- 9.4 All the Invigilators must remain in the examination hall for the entire period of examination. Invigilators are advised to keep constant vigil on the examinees in the hall.
- 9.5 The candidates shall be admitted into the examination hall 10 minutes before the commencement of the examination. The Invigilators shall announce to the candidates to leave the books, papers and other reference materials etc., outside the examination hall.

- 9.6 The Invigilators should read out the warning note: "You should follow the instructions printed on the hall ticket and on the facing and last sheet of the answer-booklet. You should search your pockets, desks and tables and handover to the Invigilators any paper/ book/ notes/ manuscripts/ photocopies/ electronic gadgets which you may find there and close surroundings, before receiving the question paper in hand".
- 9.7 Invigilators shall ensure that any undesired materials brought by the candidates are left outside the room at his own risk.
- 9.8 The Invigilators should warn the candidates about the possession of Mobile phones, digital equipment's and other electronic gadgets except a simple wrist watch. The candidates should be advised to submit the same to the Invigilators if they have inadvertently brought to the examination hall.
- 9.9 If any student has not brought his/ her hall ticket and Identity Card, the matter shall be brought to the notice of the CS for issuing provisional permission after the candidate gives due undertaking in exceptional circumstances after verifying the identity of the candidate and verification in the Candidate List.
- 9.10 The Invigilators shall ensure that candidates are seated before the commencement of the examination. No candidate is allowed to enter the examination hall after the first 30 minutes for whatever reason.
- 9.11 The Invigilators shall distribute the Answer Booklets ten minutes before the commencement of examination, only to those candidates, who are seated in the examination hall and are not to be placed on the vacant seat.
- 9.12 The Invigilators shall distribute the question papers to the candidates seated in the examination hall only when the commencement bell of the examination is given.
- 9.13 When candidates seek clarification on question paper that cannot be dealt with by the Invigilators(s) in the Examination Hall, the HS shall immediately notify the Chief Superintendent who will endeavor to obtain and convey the necessary information to the student(s). If the matter cannot be resolved by the CS, the Examinations Office must be informed immediately to resolve the issue.
- 9.14 The Invigilators shall affix his signature at the appropriate place on the first page of the Answer Booklet only after checking the identity of the candidate with photo on admit card and also ensuring that the Candidate has written the correct Register number, Programme, Subject of examination, date of exam etc in relevant fields of the First page of the Answer Booklet. He shall also secure the signature of the candidates in the attendance sheet(s) provided for the hall.
- 9.15 The Invigilators shall mark the absentees only after the first 30 minutes of commencement of the examination. A consolidated statement of the number of candidates present, absent and the absentees register numbers shall be prepared.
- 9.16 The Invigilators should NOT allow any candidate who arrives later than 30 minutes into the examination hall. No extra time shall be given at the end of the examination to account for the late arrival of those candidates permitted within the first 30 minutes.
- 9.17 The Invigilators should NOT allow any candidate to leave examination hall for any purpose within the first half an hour of the commencement of the examination.
- 9.18 After half an hour of the commencement of the examination (the third bell), the spare Answer Booklets shall be returned to the Control Room along with the Consolidated Attendance Statement for the Hall.
- 9.19 The Invigilators shall NOT accept the Answer Booklet of any examinee without ensuring that, it bears his/ her Register number, other information asked on the title page of the Answer Booklets and that the blank pages in the Answer Booklet are crossed out by the

examinee with pen.

- 9.20 The Invigilators shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the graph sheets & other relevant material through the designated Staff.
- 9.21 All Invigilators are expected to remain in the hall for the entire duration of the examination. In the eventuality that the Invigilators must leave the room in order to clarify a question or other emergency, it shall be made sure that there is at least one Invigilators present in the hall. Such absences must be kept to a minimum.
- 9.22 The candidate visiting the toilet should be properly escorted; however frequent visits to the toilet by the candidate should be discouraged. No student will be allowed to go to the toilet in the first half an hour and the last 30 minutes.
- 9.23 Whenever the warning bell sounds every half an hour, the Invigilators shall alert the examinees about the time remaining for the examination session.
- 9.24 The Invigilators shall ensure that, there is no communication among the candidates in the examination hall. The Invigilators shall not allow the candidate to use unfair means in the examination hall. Smoking, chewing tobacco/ paan etc. is strictly prohibited in the examination hall while the examination is in progress.
- 9.25 The invigilator should report to the Chief Superintendent the cases of insolent, indecent, undisciplined and undignified behaviour of candidates.
- 9.26 While making rounds of the examination hall, if the Invigilators notices that any candidate is indulging in copying or possessing a manuscript or Answer Booklet other than that of the candidate, any written material on calculator/ geometry box / scale, he/ she shall immediately take in his/ her possession the candidate's Answer Booklet, question paper, and the materials which he / she has used or intended to use for copying and immediately report to the Chief Superintendent. He should not allow the candidate to leave the examination hall till the Chief Superintendent comes to the examination hall and takes over charge.
- 9.27 The Invigilators should not tamper with the Answer Booklets issued to the candidates for any reason whatsoever. Malpractices are recorded in the appropriate form along with a statement from the candidate in the presence of the Chief Superintendent. CS should ensure that if a candidate is asked to give a statement in connection with suspected or proven malpractice or use of unfair means but is unwilling to do so, she/he shall not be forced to give the statement. The fact of his/her having refused to make a statement shall be recorded by the CS in the presence of the invigilator(s) on duty, at the time of occurrence or detection of the incident or immediately thereafter.
- 9.28 The Invigilators shall arrange the written Answer Booklets returned by the candidates at the end of the examination in proper order for each subject and programme and tally the same with the attendance of the candidates. He/ she shall be responsible for the safe possession of all Answer Booklets until it is handed over to the Answer-booklets receiving staff in the Control Room. The receiving staff shall receive the Answer-booklets after due verification and tally with the attendance.
- 9.29 The Invigilators shall not leave the Examination Centre premises until he/ she personally hands over the Answer Booklets at the Control Room to the designated staff and return the examination relevant materials of the examination session in his possession.
- 9.30 In the event of an emergency alert, all candidates should be instructed to stop writing, leave all papers, answer books and bags and silently leave the room. It should be made clear to students that examination conditions will continue until they are told otherwise.
- 9.31 When any candidate feels extremely sick/ distressed, the Invigilators may request the

Chief Superintendent to make arrangements to escort the sick candidate to the Hospital with necessary transport arrangement with the help of the supporting staff in the control room.

- 9.32 Answer Booklets Confiscated due to unfair and malpractice of the candidates shall be handed over separately without mixing them with the regular answer booklets.
- 9.33 Any dereliction of duty on the part of the Invigilators is recorded and the CS shall initiate necessary action as per the provisions of the examination regulations and report the same to the Principapl/COE immediately.

10 Examination Session Timings and Bell Alerts

- 10.1 Unless otherwise notified, the forenoon session of theory examination shall be between 10:00 AM to 01:00 PM for all on-campus examinations.
- 10.2 Unless otherwise notified, the afternoon session of theory examination shall be between 2:00 PM to 5:00 PM for all on-campus examinations.
- 10.3 The schedules for practical examinations to be conducted in the specified laboratories of the departments shall be notified in the examination notice boards of the respective departments at least a week in advance.
- 10.4 In an examination session there will be a total of 9 Bell alerts. The scheme of ringing of the bell during the examination session and the operations linked with it are given below:
- 10.4.1 First Long Bell 10 minutes before the commencement of the Examination
- Candidates enter the examination hall and take their respective seats.
 - Answer-booklets are distributed.
- 10.4.2 Second Long Bell at the Scheduled start-time of the examination of the session.
- Start of Examination.
 - Question papers are distributed.
 - No Candidate should be allowed to leave the examination hall until the next bell.
 - Invigilators shall check the identity and hall tickets, verify the First page entries of Answer-booklets and affix the signature on the Answer-booklet Front page at the appropriate place.
 - Invigilators shall mark the attendance in the attendance sheet/ register of the Hall.
- 10.4.3 Third Bell – One Stroke at the end of the first 30 minutes of examination.
- Invigilators shall also make the consolidated attendance sheet of the Hall.
 - All the absentees should be marked “ABSENT” using RED ink pen in the attendance sheet/ register.
 - No Candidate should be allowed to enter the examination hall.
- 10.4.4 Fourth Bell – Two Strokes at the end of 60 minutes of examination.
- 10.4.5 Fifth Bell – Three Strokes at the end of 90 minutes of examination.
- 10.4.6 Sixth Bell – Four Strokes at the end of 120 minutes of examination.
- 10.4.7 Seventh Bell – Five Strokes at the end of 150 minutes of examination.

10.4.8 Eighth Bell – One Short Stroke bell at the end of 170 minutes of examination.

- Warning 10 minutes before the end of the examination.
- Candidates are alerted about the remaining time.
- Candidates are reminded to enter the total pages written and strike off the unwritten blank pages in the answer booklet.

10.4.9 Ninth Bell – One Long Bell at the end of 180 minutes of examination.

- End of Examination.
- Answer papers are collected.

10.5 The ringing of bells will be according to the time indicated by the watch/clock in the Control/ Services Room. Different watches may show different times but, for the purpose of the examination, the watch/clock of the Control/ Services Room will be treated as authentic.

11 Control Room & Services Room at the Examination Centre

The control room and service room shall function as office at the Examination centre. The rooms shall be adjacent to each other and easily accessible from all the examination halls and at the same time secure and safe.

11.1 Examinations Control Room/Service Staff

During the periods of examinations, staff of various ranks from the Office of Controller of Examinations shall be deputed to Examination in sufficient numbers to attend to the duties related to the conduct of examinations for the entire duration of Examinations. They work from an Examination Services Room adjacent to the Control Room at the Centre. The Class IV staff may be drawn from the non-teaching staff of appropriate rank of various departments of the College.

11.2 Summary of functions of the Control/ Services Room for each day of examination:

11.2.1 Seating Chart be exhibited on the Notice Board.

11.2.2 Instructions to candidates/examinees are exhibited on the Notice Board.

11.2.3 Candidates are assigned to Examination Halls.

11.2.4 Signature of Invigilators, who report on duty, be taken in the relevant Form.

11.2.5 Outer Packet containing the Question paper packets for the session is open, 15 minutes before the commencement of the examination.

11.2.6 The Question Papers be taken out of the envelopes. The subject printed on the Question Paper should agree with the subject mentioned in the Time Table.

11.2.7 Materials are issued to the invigilators from the Control Room. Signatures are taken as an acknowledgement of their having received the materials.

11.2.8 The Control Room will collect the following items from the invigilators after half an hour of the commencement of the Examination:

- ❖ Attendance sheets of candidates. These should be signed by candidates as well as the Invigilators.
- ❖ Remaining Main Answer Books.
- ❖ Remaining Question Papers.

- 11.2.9 A record of the usage of Answer-booklets shall be maintained for each session. Session-wise consumption records shall be updated in the Answer-booklets Stock Register at the end of each session with signature of the person concerned.
- 11.2.10 Account of Question Papers is prepared. Entries are made in the concerned Stock Register. Envelopes are retained in safe custody.
- 11.2.11 Seating arrangement of the next day is prepared. Four copies of the seating map are prepared.
- 11.2.12 Packets of Main Answer Books, Supplementary Answer Books, and different proforma are kept ready, for the next day.
- 11.2.13 Superintendent should take rounds to ascertain the performance of duties by the invigilators.
- 11.2.14 Water should be served to candidates in the Examination Room.
- 11.2.15 After three hours, the Control Room should collect the Answer Books, check them and count them.
- 11.2.16 Session report in two copies, be prepared and signed for each session of Examination.
- 11.2.17 Various examination related Forms filled and signed by invigilators, be placed immediately in the corresponding files.
- 11.2.18 Packet of Answer-booklets caught in Misconduct/ Malpractice/ Unfair-means is sent separately with the incriminating evidence along with the candidate's statement, Invigilators report and CS report.
- 11.2.19 Perform any other relevant work/ activity that may be necessary.
- 11.3 Answer-booklets
 - 11.3.1 Answer-booklets shall in no case be stamped in larger quantity than required for each session/ day's use so that any misuses/ malpractices are prevented.
 - 11.3.2 Only COE seal shall be used on all the answer.
 - 11.3.3 The Answer booklet stock register should be made available for Inspection by the Internal Squad or Chief Superintendent or any other authority concerned with the Examinations.
- 11.4 Hall Arrangements & Seating Arrangement in the Examination
 - 11.4.1 The Examination Hall(s) should have adequate light and ventilation. It should be clean and tidy. Sufficient furniture, viz desk, chairs, tables, benches should be provided to the candidates. It should be ensured that the atmosphere around the Examination Hall remains calm and quiet.
 - 11.4.2 The examination section shall prepare well in advance, the statement regarding seating arrangements for the candidates.
 - 11.4.3 Each Candidate shall be allotted a definite seat for each paper of the examination. It is preferable to allot the same seat for a candidate for his entire examination. The seat allocation for arrear candidate may vary for each of the arrear paper due to logistics and administrative constraints.
 - 11.4.4 Sufficient space is given between two examinees so that the neighbouring candidates may not peep into each others' Answer booklets. As far as possible,

two adjacent candidates shall not be writing the same subject/ paper. If necessary, a candidate of a different subject or paper shall be seated between two candidates of the same paper.

- 11.4.5 Seating charts should be displayed prominently showing the position of candidates (according to their register number) in each room for each day accessible place for the examinees (inside/ outside the room) and copy of the same shall be retained for the sake of documentation and record keeping.
- 11.4.6 On the first day of Examination, the Examination Hall(s) should be opened half an hour before the commencement time in order to enable candidates locate their allotted seat. On the remaining days of the Examination, the rooms should be opened 15 minutes before the commencement of examination.
- 11.4.7 Special care may be taken in providing a seat to a candidate who suffers from any infectious disease so as not cause an adverse effect on the other candidates. Candidates who cannot climb staircase due to their physical condition shall be provided sitting arrangement in a Hall in the Ground floor.

11.5 Packing of Answer-booklets after the examination

- 11.5.1 Immediately after every session the answer scripts of each paper collected from candidates will be arranged in the serial order of Register Number and after counting them and checking the number of answer scripts with the number of candidates appeared, the same shall be packed in covers of suitable size. The answer scripts must be packed as below:
- 11.5.2 Answer books of only one subject and one examination must be packed and stored in Strong Room.
- 11.5.3 Several such packets of answer scripts shall be bundled and wrapped in appropriate material (cloth/ paper).
- 11.5.4 The answer scripts related to Malpractice/ Misconduct shall NOT be mixed or packed with the regular answer scripts. In each case of malpractice, the answer scripts shall be packed along with the confiscated incriminating material (duly signed by the examinee), report of the Invigilators and statement of the errant examinee.
- 11.5.5 The consolidated report of the CS on all cases of reported malpractices/ misconduct shall be placed in the outer cover which shall contain all individual covers of reported malpractice cases.

11.6 Documentation of Reports of the Examination Session

The following records are consolidated, packed and sent to the Office of the COE after each session/ day of the examination at the examination centre.

- 11.6.1 Attendance Statements of Candidates sorted programme-wise/ subject-wise, Attendance statement of Superintendents and all Staff on Examination duty.
- 11.6.2 Attendance Summary Statement programme-wise/ subject-wise be prepared and sent to the Office of COE.
- 11.6.3 Answer scripts packing list for each bundle/ bag/ box.
- 11.6.4 Record of the instances of Malpractice/ Misconduct and the related materials such as Answer-scripts, incriminating materials and reports of Invigilators & CS.

13 Misconduct and Malpractices in Examination by Candidates

In the Examination Hall the candidate shall be under the disciplinary control of the Invigilators and he/ she shall obey the instructions of Invigilators. No candidate shall use unfair- means or indulge in disorderly conduct or malpractice during, or in connection with the examinations.

13.1. Misconduct : A candidate indulging in any of the following acts in the examination hall will be considered as Misconduct in the examination and booked for the same.

13.1.1 Candidate blatantly disobeying the instructions of the Chief Superintendent (CS)/ Invigilators (HS)/ Vigilance squad member or any other College appointed officials on examination duty.

13.1.2 Candidate exhibiting insolent/ violent behaviour with the HS or other examination staff or other examinees. Unruly behavior in or near the examination hall.

13.1.3 Acts of threats, violence, creating disturbance inside/ outside the examination hall, preventing other candidates from entering the hall, misbehaviour with the supervising staff etc.

13.1.4 Bringing dangerous weapons/ articles into the examination centre/ hall on any pretext.

13.1.5 Any acts by candidates that hinder the discharge of duty by staff on examination duty or the smooth conduct of the examination.

13.1.6 Tearing off or mutilating an answer booklet or any part thereof.

13.1.7 Talking with neighbours, showing signs or signals to others in the hall/ verandah.

13.1.8 Writing the examination even after the final bell despite several calls to stop writing.

13.1.9 Causing damage to the belongings of Examiners, as an act of vengeance.

13.1.10 Arranging outside persons to terrorise the examination staff.

13.1.11 Causing damage to examination material/ records

13.1.12 Assaulting physically or attempting to attack any examination staff while being caught/ booked for any malpractice.

13.1.13 Writing filthy/ indecent/ vulgar words or sketching obscene figures etc in the answer-booklet or black board or walls or furniture at the examination centre.

13.1.14 Tampering with the particulars, including register number, written on another candidate's answer-book and/ or writing wrong particulars, including register number on one's own answer-booklet.

13.1.15 Refusing to be searched by the HS/ CS/ any other member of the Supervisory Staff, or obstructing or hindering such search in the Examination Hall, Verandah, etc.

13.2. Malpractices:

A candidate indulging in any of the following acts in the examination hall will be considered as committing malpractice(s) in the examination and booked for the same:

- 13.2.16 Possession of printed/ photocopy / manuscripts pertaining/ not pertaining to the day's examination, or in the form of book, pages of a book or loose sheets, or any other matter not permissible to be brought into the Examination hall.
- 13.2.17 Possession of Tables, Hand books, Code books etc. which are not permitted for the day's examination.
- 13.2.18 Possession of Programmable Calculators, Mobile Phones, Smart watches/ Bluetooth or Wi-Fi enabled devices, Pagers, Organizers, Digital memory pad etc. with/ without matters related to the day's examination stored in them.
- 13.2.19 Possessing any other prohibited material that may be of help in writing answers or facilitate copying in the examination hall.
- 13.2.20 Writing any matter, formula, definitions, sketches in any part of the candidate's body, dress, handkerchief, instrument box, calculator cover, wall, table, drawing board, Question paper, hall ticket etc. which may have relevance to the syllabus of the examination-paper concerned.
- 13.2.21 Exchanging of hall tickets, question papers, scales, calculator, instrument box etc. with any formula, answers, sketches, and hints related to the day's examination written on them with neighbouring candidates.
- 13.2.22 Showing the answer-booklet/ question paper to the neighbours or allowing them to copy.
- 13.2.23 Giving/ Receiving the main answer-booklet or other information carrying material to/ from neighbour for copying.
- 13.2.24 Copying from any printed or hand-written material or answer-booklet of another candidate.
- 13.2.25 Writing any appeal to the Examiner offering money or any irrelevant matters in the answer script, insertion of currency notes in answer script and giving contact address, telephone numbers etc.
- 13.2.26 Communicating or attempting to communicate, directly or through another person with an examiner or with an official of the College with the object of influencing him in the award of marks or making any approach or manipulation for that purpose.
- 13.2.27 Communicating or attempting to communicate with the staff of the College or any person connected with the conduct of examination or with any paper-setter, with the object of finding out the name and address of the paper setter or finding out the questions.
- 13.2.28 Making any request or representation or offers any threat or inducement to Supervisor/Room Superintendent or/ and any other official or officer of the College/College in the Examination Hall or to the Examiner in the answer script.
- 13.2.29 Approaching directly or indirectly the Lecturers, Officers or Examiners or brings about undue pressure or undue influence upon them for favour in the examination or valuation.
- 13.2.30 Writing the register number anywhere in the answer-booklet other than in the fly slip of the Front Page
- 13.2.31 Revealing identity in any form in the answer written or in any other part of the

answer-booklet by the examinee at the College examination

- 13.2.32 Writing the examination without valid hall ticket or obtaining admission to the examination on a false representation.
- 13.2.33 Striking off all the pages including the correct answers written by him/ her in the answer-booklet, when being caught for any act of malpractice.
- 13.2.34 Inserting pre-written additional sheet(s) having matters related to the subject of the day's examination into the main answer-booklet.
- 13.2.35 Smuggling-in blank or written answer-booklet and forging signature of the Supervisor thereon
- 13.2.36 Replacing the answer-booklet supplied in the hall by pre-prepared answer-booklet brought by the candidate himself/ herself or got from external sources.
- 13.2.37 Presenting to the examiner a practical or class-work-notebook which does not belong to him/ her.
- 13.2.38 Forging the signature of the Lecturer anywhere in the Practical Record book.
- 13.2.39 Altering the marks awarded for any exercises in the Practical Record book or boosting the total and average marks obtained in the Record book of Laboratory work.
- 13.2.40 Helping another candidate in answering any question orally or by transmission of material or information.
- 13.2.41 Giving or receiving assistance in answering the question papers to or from any other candidate/ person in the examination hall or outside during the examination hours.
- 13.2.42 Unauthorized communications in any form with other examinees or anyone else inside or outside the examination hall.
- 13.2.43 Mutual/ Mass copying by candidates in the examination hall.
- 13.2.44 Impersonation - Arranging some other person to write the examination for the candidate (or) attempting to write the examination for somebody else.
- 13.2.45 Taking away with him/her the Answer script, without handing over the same to the Invigilators or trying to take away or damage another candidate's answer-booklet/ script.
- 13.2.46 Refusing to give written statement, refusing to receive show cause notice, absenting from enquiries, running away from examination hall when caught for any malpractice, trying to destroy the evidences by tearing/ swallowing/ erasing/ throwing away the bits, materials etc.
- 13.2.47 Destroying or attempting to destroy a note or paper or any other material, or causing disappearance or destruction of any such material either by himself or with the assistance of any other person etc. during the examination hours.
- 13.2.48 Interfering with or counterfeiting of College/ Institution seal, or answer-booklets or office stationery used in the examinations.
- 13.2.49 Making a false representation pertaining to the eligibility of the candidate to appear in the examination

13.2.50 Committing any act(s) intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the College/College.

13.2.51 Forging another person's signature in any of the examination documents.

13.2.52 Any other similar act(s) of commission and/ or omission(s) which may be considered as Malpractice by the competent authority

13.3. Handling and Reporting Misconduct, Malpractice at Examinations

The following shall be the procedure for dealing with the cases of candidates found using or suspected of using unfair-means or involved in malpractice or misconduct in connection with the examinations:

13.3.1 Where a candidate is suspected of using unfair means as defined above, the HS or the centre superintendent or any other member of the supervisory staff or observer shall search the candidate and/ or his belongings. Where any written or printed material is found in his possession as a consequence of the search, the matter is taken to the notice of the Chief Superintendent of Examination centre. The candidate's answer booklet shall be confiscated along with the material recovered.

13.3.2 The Chief Superintendent shall hold a preliminary enquiry, record the report of the Invigilators, the statement of the candidate in the presence of a Lecturer other than the HS concerned. On sufficient grounds, the Chief Superintendent shall forthwith suspend the candidate from writing the examination and withdraw the admission ticket.

13.3.3 The Chief Superintendent shall thereafter obtain a statement/ undertaking of the student. The HS shall provide his/ her report. CS shall countersign both the report and the statement. The candidate shall be made to affix his/ her signature on the incriminating materials used in the malpractice. Answer scripts of all such cases are packed separately.

13.3.4 If the candidate refuses to give a statement, he/she should be asked to record in writing his/her refusal to give a statement. If he/she refuses to give a statement, the facts shall be noted duly witnessed by two members of the supervisory staff.

13.3.5 If the candidate refuses to hand over the incriminating material or destroys or runs away with the material (causes to disappear) the facts shall be noted duly witnessed by two members of the supervisory staff and the matter reported to the Chief Superintendent immediately.

13.3.6 In case of Misconduct/ insolent behaviour (i.e. verbal or nonverbal e.g. gestures), the Supervisor or concerned authorized person shall record the facts in writing and shall report the same to the Controller of Examinations.

13.3.7 The answer scripts, relevant question paper(s), statement of the errant-examinee and the incriminating materials confiscated shall be packed in a cover and labeled. This packet in turn shall be placed in an outer cover along with the HS Report(s) of all such cases along with the consolidated report of the CS on cases of malpractices for the session. It is reiterated that these

Answer scripts should NOT be packed with the other Answer scripts. They should be placed in a separate packet and sealed. It is the responsibility of the Centre's Chief Superintendent to ensure that the malpractice related bundle is securely despatched to the COE with appropriate labeling.

- 13.3.8 A record of such malpractice shall be maintained at the examination centre in order to prevent such candidates from appearing in subsequent examinations by pretending to have lost the Hall ticket.
- 13.3.9 The Office of the COE shall open only the outer cover containing the reports of HS/ CS and the inner cover/ packet containing the malpractice related answer scripts, statement of the errant-examinee and the incriminating materials confiscated shall not be opened. Based on the reports of HS/ CS, the COE shall place such cases before the Examination Malpractices Enquiry Committee (EMEC) along with all the materials and records received by him/ her.
- 13.3.10 Post-Examination, if the examiner at the time of assessment of answer-booklet(s) suspects that there is a *prime facie* evidence that the examinee(s) whose answer script(s) the examiner is assessing appears to have resorted to malpractice, he/ she shall forthwith stop further evaluation and return the answer script with a report prepared by him under his/ her name and signature to the Camp Officer in separate confidential sealed envelope marked as "Suspected Malpractice case". The Camp Officer forward the same to the COE along with his/ her remarks and signature. If the suspicion arises or malpractice is suspected after script is already valued, marks shall not be entered in the OMR Sheet or marks list along with other students but enter them in a separate list and hand over to the custodian who in turn shall forward the same to the COE in a sealed cover.

13.4. Punishments for Malpractice

A candidate found guilty of Misconduct/ Malpractice at, or in connection with an examination shall be subjected to due enquiry by the Examinations Malpractices Enquiry Committee (EMEC) appointed for the purpose. If the candidate is found guilty, he/ she may be awarded one or more punishment(s) and/ or monetary penalty based on the norms of punishments prescribed in this regulations and the Committee's assessment on the nature and severity of the malpractice. This may even be in addition to the punishment that may have been already awarded by the Chief Superintendent during the examination. The punishment(s) and/ or monetary penalty shall be subject to review and/ or moderation by the Principal.

13.5. Examination Malpractices Enquiry Committee - Constitution, Powers and Functions

13.5.1 The EMEC constituted by the Principal shall be the competent authority to enquire the act of misconduct/ malpractice and recommend appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing unfair means at the examination.

13.5.2 The Examination Malpractices Enquiry Committee (EMEC) shall be appointed by the Principal. It shall consist of not more than five members. There shall be one convener, who shall be an official not below the rank of Deputy Controller of Examinations. The other two members shall be nominated by the Principal.

- 13.5.3 The EMEC shall function as a recommendatory body and submit its recommendations in the form of a report to Principal through COE. The Competent Authority may impose a fine and/or punishment on the student /person concerned declared guilty taking into account the recommendation of the Examination Malpractices Enquiry Committee (EMEC).
- 13.5.4 The EMEC shall have all the powers to issue notice, summon the candidate and witness, record their statements and recommend appropriate punishment/ penalty as per the norms provided in the regulations.
- 13.5.5 A *prime facie* case of Misconduct/ Malpractice in examinations reported by the Chief Superintendent/ or Examiners shall be enquired into by the EMEC.
- 13.6. The Protocol and Procedure for Enquiry of Errant Examinee/ Candidate during Examinations:
 - 13.6.1 The Controller of Examinations / Head of the Department, or the Officer authorized by them, as the case may be, shall inform the concerned examinee in writing of the act of malpractice alleged to have been committed by him/her, and shall ask him/her to show cause as to why the charge(s) leveled against him/her should not be held as proved and why the stipulated punishment should not be imposed.
 - 13.6.2 The EMEC shall meet at the required place specified in the said notice for the purpose of holding the enquiry and the said candidate shall be allowed to be present, and heard in the same. The errant examinee may appear before the EMEC on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The examinee himself/herself only shall present his/ her case before the Committee and no other person shall be permitted to represent his case.
 - 13.6.3 In no case the candidate shall be allowed to be represented by a lawyer or any other person. Also no adjournment of the hearing will be granted to the candidate unless deemed necessary by the committee.
 - 13.6.4 After serving a show cause notice, if the implicated concerned examinee fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the concerned examinee may be given one more opportunity to appear before the Committee in his/her defence. If even after offering two chances, the concerned examinee fails to appear before the Committee, the Committee shall take decision in his/her case in his / her absentia, on the basis of the available evidence/documents, which shall be binding on the examinee concerned.
 - 13.6.5 The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge(s) against the concerned examinee should be shown to him/ her by the EMEC, if the concerned examinee presents himself/herself before the Committee.
 - 13.6.6 The EMEC shall proceed to conduct a summary enquiry by providing a fair and reasonable opportunity to the student. On conclusion of the enquiry the committee shall record its findings about the commission of guilt by the student or otherwise prepare a report along with its recommendations.
 - 13.6.7 The EMEC should follow the above procedure in the spirit of the principles of natural justice in dealing with the cases of malpractice.

13.6.8 The EMEC shall submit its report to the COE along with its recommendations regarding punishment and quantum of penalty if any to be imposed upon the errant examinee or otherwise. The Committee shall follow the norms for award of punishment in Section 13.7 hereunder as far as possible.

13.6.9 Except the punishment and action taken by the Chief Superintendent/ Examiner on the examination day, no other penalty may be imposed on a candidate except after an enquiry held, as far as may be, in the manner hereinafter provided.

The Controller of Examinations in turn shall, place the report before the Principal/the Executive council which shall consider and impose the penalty as recommended by the Malpractices Enquiry Committee or moderate the punishment or exonerate the candidate, as the case may be.

13.7. Norms for award of Punishment in cases of Examination Malpractices and Misconduct

Clause	Nature of Misconduct/ Malpractice	Quantum of Punishment and/ or Penalty (subject to moderation)
15.7.1	Possession of incriminating material such as manuscript/ printed or typed matter/ books or notes/ banned electronic gadgets/ written matter on body or clothes.	Cancellation of that specific Subject/ Paper only of the current examination of the candidate.
15.7.2	Makes false claim/ representation or uses forged/ fake document(s) pertaining to his/ her eligibility to appear at the examination	Candidate shall be disqualified from appearing at any examination for a period of two to three years including the present examination depending on the severity of offence.
15.7.3	Possession of another examinee's answer-booklet	If the student whose answer-booklet is taken away by force and/ or without his/ her consent, reports immediately to the HS, who then debar the candidate caught with another's answer-booklet from the current examination in full.
15.7.4	Possession of another candidate's answer-booklet	Debar BOTH the candidates from College examination for ONE academic year including the current examination if it was consensual.
15.7.5	Found giving or receiving assistance at the examination, passing on the question paper with any scribbling on it / answer booklet for purpose of copying	Cancellation of that specific Subject/ Paper only of the current examination of the candidate.
15.7.5	Found giving or receiving assistance at the examination, passing on the question paper with any scribbling on it / answer booklet for purpose of copying	Cancellation of that specific Subject/ Paper only of the current examination of the candidate.

15.7.6	Smuggling-out or smuggling-in of answer-booklet as copying material	Debar the candidate from current examination of the Candidate and an additional TWO academic years.
15.7.7	Counterfeiting of College/ COE seal, or answer-booklets or office stationary used in the examination.	Debar the candidate from the current examination and additional TWO academic years.
15.7.8	Any insertion in answer-booklet including currency notes/ bank cheques/ other material in an attempt to bribe any of the person(s) connected with the conduct of examinations	Debar the candidate from the current examination and an additional period of TWO.
15.7.9	Using obscene language/ violence/ threat at the Examination/ Evaluation Centre by a candidate(s) before/ during/ after the College examination toward HS/ CS/ Examiner/ person(s) concerned with College Examinations	Debar the student from current examination and an additional period of TWO academic years.
15.7.10	Impersonation at the College examination.	Handing over the impersonator to the police with a complaint to take appropriate action against the person involved in the impersonation by the Chief Superintendent. If a candidate of this college is found to impersonate a 'bonafide candidate', the impersonating candidate 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 college. Debarring the 'bonafide candidate' for whom the impersonation was done from continuing his / her studies and writing the examinations permanently. He/She is not eligible for any further admission to any programme of the college.
15.7.11	Revealing identity in any form in the answer written or in any other part of the answer-booklet by the candidate at the College examination.	Cancellation of the current examination of the candidate in full along.

15.7.12	Tearing off the answer-booklet/ page(s) of the Answer Book	Cancellation of the current examination of the candidate in full.
15.7.13	Student involved in malpractice at Practical examination/ Dissertation/ Thesis/ Project Report at UG/PG level	The punishment shall be as per the punishment provided for the theory examination depending upon the gravity of the case
15.7.14	Student involved in malpractice in Dissertation/ Thesis at M. Phil. or Ph. D.	The punishment shall be withdrawal of the Degree/ and three years to permanent disqualification for re-registration based on the gravity of offence
15.7.15	All other malpractice(s)/ misconduct not covered in any of the above clauses.	Warning/ Cancellation / Expulsion / or any other severe punishment and/or fine depending upon the gravity of the lapse.
15.7.16	Malpractice/ Misconduct by the candidate who was caught in an earlier instance and warned or punished for the offence	Severe additional punishment can be imposed on such students. This punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination. In grave instances, the candidate may be expelled from the College permanently.
15.7.17	A candidate on permission to visit the toilet during the examination is found reading or possesses some incriminating material relevant to the syllabus of the paper in the Verandah/toilet, etc.	Cancellation of that particular paper of the candidate's examination.
15.7.18	If a candidate carries into the examination hall/ centre any weapon and does not hand over the same to the HS or any other authorized member of the supervisory staff.	The Candidate shall be disqualified from appearing/ passing in any College examination for up to two years including the present one depending upon the nature and gravity of the offence.
15.7.19	If a candidate on being caught by an HS or any other authorized member of the supervisory staff, runs away from the examination hall along with the piece of paper/ material in his possession or destroys any piece of paper believed to be of doubtful nature either by swallowing/ throwing it away, or by any other means.	The Candidate shall be debarred from the programme and from appearing/ passing in any College examination for a period up to two academic years including the present.

15.7.20	If a candidate leaves the examination hall without handing over his answer-booklet to the HS concerned and takes it away with him, or tears it off, or otherwise disposes of his answer-book any part thereof inside or outside the examination hall.	The candidate shall be disqualified/ debarred from appearing or passing in any College examination for one to three academic years including the present year of examination, depending upon the nature and gravity of the offence. In addition a fine of 20 MPU may be imposed.
15.7.21	If a candidate incites/ compels any other candidate to leave the examination hall, or attempts to disturb, the conduct of examination or indulges in any kind of activity in the campus of the Examination Centre.	The candidate shall be disqualified/ debarred from appearing or passing in any College examination for one to three academic years including the present year of examination, depending upon the nature and gravity of the offence. In addition a fine of 50 MPU may be imposed.
15.7.22	Cancellation of a particular paper will mean award of zero mark in the paper and the cancellation of the entire examination will be treated as failure in the entire (all papers) examination.	
15.7.23	If a candidate appearing in failed subject(s)/ paper(s) of a lower examination along with the current examination is found guilty of use of unfair means in a subject/ paper of the lower or the current examination, either of the examinations or both the examinations (lower and current) may be cancelled.	
15.7.24	If any examiner reports any case of use of malpractice which he/ she detected during the course of evaluation of answer-booklet the same shall also be decided by the EMEC after getting the answer booklets checked and giving the candidate a reasonable opportunity to defend himself.	
15.7.25	The disqualification under misconduct/ malpractice will be treated as a failure in the examination and consequences of failure will follow. If a candidate is also disqualified from appearing at the next one or more examinations he shall not be admitted to any course of study, or allowed to appear at any examination of this College, during the period of such disqualification.	
15.7.26	Whenever entire examination of the semester is cancelled, it applies only to all the theory and practical papers of that semester and does NOT include any dissertation/ thesis/ fieldwork/ project work that the candidate might have appeared. However, debarring the candidate for one or more semesters/ annual examinations also debars him from submitting his dissertation/ project work etc. during that period.	

13.8. Malpractices/ Misconduct- Some general policies

- 13.8.1 If the Principal receives complaints to the effect that the integrity of a examination has been violated at the examination centre as a consequence of mass copying or other use of unfair-means, he may after enquiry, order re-examination in one or more papers.
- 13.8.2 Ordinarily, the issues/ matters related to malpractices and the processes thereof within a period of three months or in any case before the commencement of the next examination.

- 13.8.3 The Principal shall have the power at any time to institute an enquiry and to punish such malpractice/ misconduct or breach of rules by exclusion of such student(s) from any examination or from any programme in the Department or from any Convocation for the purpose of conferring degree either permanently or for a specified period, or by cancellation of the result of the student in the examination for which the student appeared or by deprivation of any Scholarship held by him/her or by cancellation of the award of any prize or medal to him/ her or by imposition of fine or in multiple of the aforesaid ways within a period of six months.
- 13.8.4 Examination Result(s) of the concerned examinee(s) involved in such misconduct/ malpractice cases shall be withheld till the Competent Authority arrives at a final decision in the matter and the concerned examinee(s) and the Department to which he/she belongs to, shall be informed accordingly.

14 Post-Examination Work/ Activities

- 14.1. Pre-Evaluation Processing of Theory Answer scripts
- 14.1.1 Dummy Number Printing of Answer-scripts is undertaken after due random shuffling of the Answer-scripts. The part revealing the identity of the candidate is then cut off from the cover page of the Answer-script in a secure manner and stored safely in the custody of the COE as quickly as possible.
- 14.1.2 The Identity masked and dummy number printed Answer-scripts are then packed in packets.
- 14.1.3 On the day of commencement of Central Valuation, the Identity masked Answer-script packets shall be transferred to Valuation Centre and Custody Transfer to Camp Officer of the respective BoE. In the case of the valuation done by the course Lecturer himself/herself, he/she has to collect the answer scripts from the examination section after verifying the number of papers.

15 Evaluation of Theory Answer scripts

- 15.1 A period of valuation of answer scripts is finalized by the COE in consultation with the respective Camp Officer.
- 15.2 The shortlisted examiners are issued appointment order to evaluate the answer-scripts of the examination along with a form in which they shall express their acceptance/ decline of the offer within the stipulated period.
- 15.3 All theory answer scripts shall be sent to the valuation centre securely after the due process of assigning Dummy numbers and removal of the flap containing the examinee's Register number.
- 15.3.1 Only examiners duly appointed by COE/ Principal, Board of Examiners, approved by the ACM should be assigned valuation work and none else.
- 15.3.2 The Camp Officer shall ensure that the Registers pertaining to issuing of Answer-scripts to the Examiners, receiving of assessed answer-scripts from the Examiner are maintained properly.
- 15.3.3 Only one packet of answer-scripts shall be given for valuation, one after another i.e., after completing the Valuation of answer scripts of the previous packets. Only 50 answer-scripts should be issued for evaluation to each examiner in a day.

- 15.3.4 The Camp Officer shall remind the examiners to ensure that the papers are valued strictly in accordance with the scheme of valuation, if any, and that the papers are not valued in a hurry.
- 15.3.5 Daily account to be maintained regarding the number of answer packets valued and number of OMR sheets sent to the COE from time to time with acknowledgement.

16 Appointment, Duties and Responsibility of Examiners

- 16.1 No one can claim appointment as examiner or any other examination work as a matter of right.
- 16.2 The COE shall appoint examiners for each examination from among the list of eligible examiners approved by the Principal depending upon the need in each paper. Persons whose names are not in the approved list shall not be appointed. However, under special circumstances after obtaining the permission of the Principal, exceptions may be made. Under no circumstances can the Chairman of the BoE issue appointment orders on his/ her own. All Examiners will be required to submit their acceptance of the offer or otherwise.
- 16.3 The Internal examiners shall normally not decline the assignment of examination work except in extraordinary situations since examination duty is treated as an essential service by the College.
- 16.4 The external examiners shall intimate their acceptance or otherwise as soon as they receive the communication from the College or in the prescribed time limit. The acceptance of the offer may also be informed by email to the COE. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the examiner.
- 16.5 If by chance, a subject has been assigned wrongly to the examiner, he shall indicate the same and decline the offer. He shall NOT accept an offer that is NOT related to his subject/ expertise/ knowledge domain.
- 16.6 The Examiners shall maintain strict secrecy regarding their appointment and other work allotted in connection with the examinations.
- 16.7 On the day of commencement of valuation, if applicable sufficient time shall be utilized for discussion with regard to filling of OMR marks sheet and shading and other related valuation guidelines and regulations concerning the College examination.
- 16.8 The Examiners shall NOT evaluate the answer scripts NOT related to his/ her subjects.
- 16.9 The Examiners have to count the number of answer scripts in the packet and ensure that it tallies with the claim on the Packet. The Examiners must ensure that Dummy Number printed on the answer script and OMR sheet are the same and shall not value the packets in case of any discrepancy. Discrepancies, if any, should be brought to the notice of Camp Officer immediately.
- 16.10 The examiners shall value the scripts strictly in accordance with the scheme of valuation given by the paper setters, if any.
- 16.11 The examiner shall value all the answers and take into account the marks of only the maximum required or permitted questions by considering the marks awarded to the questions advantageous to the candidate and round off those not considered.
- 16.12 The examiners shall write 'ZERO' wherever answers do not deserve any marks. The examiner shall total up the marks.
- 16.13 The examiner shall ensure that no answer or part of any answer is left out in valuation. The examiners should read the answer script in detail and evaluate the scripts.

- 16.14 The marks awarded for each question shall be entered in the appropriate row & column on the mark-table on the Front Page of the Answer-booklet. The total marks shall be entered both in figures and words with his/ her signature.
- 16.15 The examiner shall not take the answer scripts out of the valuation center under any circumstances.
- 16.16 If the examiner during valuation of the scripts suspects any case of malpractice, he/she shall immediately report it to the Camp Officer through the Custodian. He/she shall submit the suspected script after valuing it fully along with his/her report to the Camp Officer, who in turn shall forward the same to the COE. He/she shall enter such references in the marks list against the register number / code number.
- 16.17 The examiner shall report to the COE, cases of any candidates of other person on his/ her behalf approaching him/ her for any favor or writing letters to him/her indicating the name of the person, the register number/ code number of the candidate, subject/paper etc.
- 16.18 The examiners shall value not less than 50 scripts if there are no Parts and 100 scripts if only a Part (Part-A/ Part-B etc.) of the answer-booklet is to be valued.
- 16.19 The examiner shall prepare marks lists in the prescribed proforma provided for the purpose.

17 Practical/ Clinical/ Viva-voce Examinations

- 17.1 The College shall notify the examination schedule of conduct of Practical/ viva-voce examinations at least two weeks prior to the Practical examinations. Detailed time table of the Practical examinations, subject wise, batch wise etc shall be announced by the COE, wherever necessary.
- 17.2 The College shall appoint Examiners (preferably Internal) for Practical examinations for different courses/ subjects from the panel of examiners submitted by the respective Boards of studies. Whenever Internal Examiners are appointed, all efforts should be made to appoint the faculty who handled the practical classes during the respective academic period. When several Lecturers are involved in handling the classes, they shall be appointed by rotation. The HOD of the concerned department shall be responsible for the conduct of the practical/ viva-voce examination(s) in the respective departments.
- 17.3 The required number of answer booklets and other material shall be demanded and obtained from the College by the HOD well in time for practical examinations.
- 17.4 Candidates shall be in possession of Hall Tickets on all the days of Practical examinations. In the event of non possession or loss of Hall Tickets the HOD is empowered to permit the Candidate to appear in the examination in exceptional circumstances and after verifying the identity of the candidate.
- 17.5 Practical answer scripts after the practical examination shall be packed in separate covers and sent to the College after completion of all the Practical examinations.
- 17.6 Marks allotted by the examiners for the practical and viva-voce examination shall be entered in words and figures on prescribed format and enclosed in covers prescribed for the same.

18 Remuneration/ Honorarium/ Allowances

- 18.1 Remuneration/ Honorarium/Allowances etc., shall be paid to the HOD and the Members of the BoE (if permissible), Paper-setters, Examiners, Chief Superintendents, Invigilators, Internal Squads and others who have put in work in connection with the conduct of examinations, as per the rates fixed by the College authorities from time to time., after completion of the assigned duties and after necessary documentation, at the College, along with TA/DA, remuneration for valuation, as applicable.

- 18.2 Remuneration for the appointed staff other than examiners shall be consolidated and claimed from the College on the prescribed form at approved rates.
- 18.3 In cases of practical/ viva-voce examinations, the Examiners shall submit their remuneration claims in appropriate Form along with the marks-sheets, Answer-scripts, attendance statement of candidates to the COE.
- 18.4 The claims of assistants at practical/ viva-voce examinations shall be prepared by the assistants themselves on separate prescribed Form, countersigned by the examiners concerned and the HOD.

19 Post-Evaluation Data Processing/ Tabulation

- 19.1 There shall be restricted/ classified zones within the office of COE with adequate security measures to ensure that no unauthorized person has access to sensitive materials or information that would affect the outcome of examination process. Only authorized persons shall have access to these areas.
- 19.2 All the data processing relevant to the marks shall be done in these restricted/ classified zones.
- 19.3 Marks Tabulation and Validation
- 19.3.1 The results of each of the examinations shall be tabulated in the Examination Database maintained on well secured Computer server with restricted access. The persons responsible for such activity may be referred to as Marks- Tabulators.
- 19.3.2 Marks-Tabulator(s) shall be appointed by COE with the approval of Principal. Marks-Tabulator(s) shall be staff members of the College working in the office of COE. They shall possess sufficient computer programming and database (SQL & RDBMS) skill and experience.
- 19.3.3 The marks tabulated by the Marks-Tabulator shall be scrutinized and validated by a Validator who shall be appointed by the COE. Validator(s) shall be drawn from the DCE's / Senior Faculty of the College.
- 19.3.4 The Validator shall:
- Check the posting made by the Marks-tabulators from the original statement submitted by the examiner
 - Check totals/aggregates posted by Marks-tabulator;
 - Check the implementation of the resolutions of the Passing BoE;
 - Check the result prepared by the Marks-Tabulator for failures, honors such as Distinction, Pass, Fail, and Absentees etc.
 - Validate the Grades, GPA and CGPA etc. computed on the basis of the marks obtained by the candidates in examination.
 - Any other discrepancy/ errata/ manipulation/ inconsistency etc. that might have crept into the marks database.

20 Passing Board of Examiners Meeting

- 20.1. General Guidelines

- 20.1.1 The Passing Board shall meet at within the College campus on the assigned day with select members as appointed by COE from the respective Board of Examiners.
 - 20.1.2 The members shall consider any moderation issues arising out of wrong/ out- of-syllabus questions/ unsolvable problems, etc. and the amount of marks to be awarded to the candidates affected by such issues.
 - 20.1.3 The members shall review the shortfall in marks of failed candidates for each subject and arrive at the criteria for awarding grace marks in such a manner that marginally failed candidates may clear the course/subject. The award of grace marks shall be subject to the conditions given in Section 20.2
- 20.2. Award of Grace Mark/ Moderation of Marks
- 20.2.1 Moderation of marks may be carried out in special/ unique circumstances such as, out-of-syllabus question, wrong question etc., so as to benefit all the candidates in a paper/ subject of the examination irrespective of the marks secured by candidates individually.
 - 20.2.2 The moderation of marks may be done on the basis of the representation by the examinees concerned or on the basis of the unanimous decision of the Board of Examiners concerned for valid reasons that have to be substantiated in the minutes of the BoE meeting.
 - 20.2.3 Grace marks to the extent of 1% of the aggregate/ total marks prescribed for an examination will be awarded to a candidate failing in not more than 2 theory papers, as the case may be in which minimum pass marks have been prescribed; provided the candidate passes the examination by the award of such Grace marks. Such grace marks shall be split in a manner that may serve to pass both the papers wherever applicable.
 - 20.2.4 If 1% of the aggregate marks work out in fraction, the same will be raised to the next whole number. For example, if the maximum aggregate marks prescribed for the examination are 750, grace marks to the extent of 8 will be awarded to the candidate.
 - 20.2.5 No grace marks shall be awarded in the case of failure in Practical examination(s).
 - 20.2.6 If a candidate who passes in all subjects and heads of passing in the examination without the benefit of any grace marks but misses Distinction or First Division by marks less than 1% his/ her aggregate in the final examination, such grace marks shall be awarded to him/ her so as to entitle him for the respective higher division, as the case may be. Such marks shall be added to the paper in which he/ she gets the least marks in the final. The marks entered in the marks-sheet will be inclusive of such grace marks and it will not be shown separately.
 - 20.2.7 The Grace marks will be awarded only, if candidate appears in all the papers prescribed for the examination in case of regular candidates or all the failed papers in case of candidates writing supplementary examinations. Absence of a candidate in any paper(s) that he or she has registered for the examination will make him ineligible for grace marks.
 - 20.2.8 The grace marks of Candidate(s) who have completed their period of study and yet could not clear one or more papers shall be subjected to a maximum of 2% of the aggregate of the maximum marks in which he/ she has altogether appeared in that examination. For example, if the aggregate marks of papers written by him are 300,

the maximum eligible grace shall not exceed 6 marks, which may be split according to the need.

- 20.2.9 While awarding grace marks for more than one paper/ subject, the papers/ subjects of passing shall be selected for award of grace marks in the order of decreasing (maximum => minimum) grace marks required for obtaining the required marks for passing so as to give maximum benefit for the candidate.
- 20.2.10 Grace marks shall be awarded only to the required extent to help the candidate pass the paper/subject and not more even if the candidate has a higher limit of eligible grace marks in that examination.
- 20.2.11 In case of professional degree/ diploma programs, the grace marks awarded shall be in concurrence with the rules and guidelines, if any, of professional statutory bodies at the All India level such as AICTE, MCI, DCI, PCI, Bar Council, etc.

21 Result Finalization and Publication

The results of the concerned examinations shall ordinarily be declared within 15 days of the last examination and the College shall dispatch the result along with the statement of marks and passing certificates (wherever necessary) to the Departments for distributing the same to the concerned students. The results shall be published on the College website.

21.1 Results Withheld and their Declaration

- 21.1.1 If there is discrepancy in the subjects mentioned in the examination form and actual examination given by the candidate, the results of such examinee will be withheld and will be declared after due confirmation of the term that he/she had kept with approval of the Principal & Controller of Examination.
- 21.1.2 The results of those candidates held in reserve for malpractice and/or lapse in the examination will be declared as per the resolution passed by the Examination Malpractice Enquiry Committee.
- 21.1.3 The result of the candidate writing wrong subject in the examination form and actually appearing for the different subject shall be withheld. The result of such candidate will be declared after confirming from the Camp Officer regarding the subject and payment of a prescribed fine.
- 21.1.4 The results reserved for dues payable to College and/or College shall be declared on confirmation of payment of the said dues.

22 Grievances in Examinations

- 22.1 The examination system of the College shall also provide for mechanisms to redress/ resolve any reasonable and valid issue(s) of grievances and provide relief to the concerned Candidates. All such matters shall be resolved subject to the College rules and regulations.
- 22.2 Photocopy of Answer-script(s)
 - 22.2.1 After declaration of the examination results with marks, if any candidate wishes to apply for Photocopy/ photocopies of theory answer-scripts (subject to a maximum of 3 scripts/ candidate), he/she shall apply to the COE by paying the prescribed fees notified by the College from time to time within 10 days from the date of announcement of results of the respective course.

22.3 Re-evaluation

- 22.3.1 Re-evaluation is applicable only for theory papers and shall not be entertained for other components such as practical/ Thesis/ Dissertation etc.
- 22.3.2 Every application for revaluation should be submitted by the candidate in the prescribed form along with the prescribed fee so as to be received by the Controller of Examinations within TWO WEEKS of obtaining the photocopy of the answer-script.
- 22.3.3 Re-evaluation of answer-scripts can be sought only with at least one affirmation by a Lecturer relevant to the subject as mentioned below and that any of the criteria below are satisfied:
- Finds that any answer(s) to question(s) that has/ have not been evaluated
 - Finds that the answer-script valuation in full or part is not justified and there is reasonable ground for re-evaluation.
- 22.3.4 The application for revaluation shall be submitted to the Controller of Examinations through the HOD of the concerned Department of study.
- 22.3.5 The COE shall arrange for re-evaluation of such answer-scripts by an examiner from the approved panel of examiners. If there is a difference of more than 25% of maximum marks between the first valuation and Re-evaluation, the average of the original and re-evaluated marks shall be awarded to the candidate. Otherwise the candidate is entitled to the marks advantageous to him/ her.
- 22.3.6 The marks awarded by the original examiner if marked on the answer scripts shall be concealed from the answer script and sent for revaluation.
- 22.3.7 In cases of Re-evaluation(s), the College may provide two Answer-scripts of candidates who have secured high marks in the concerned paper/ subject to serve as bench-mark for re-evaluation.
- 22.4 In all cases of Re-evaluation, Fees once paid will not be refunded. Applications which are late and not in the prescribed form and which are found defective in any respect will not be entertained and will be summarily rejected without notice. In the case of applications which are found in order, the College shall take steps to get the answer-scripts re- evaluated.
- 22.5 The result of the revaluation shall ordinarily be made known to the student through the Head of the Department within 2 months of the last date of receipt of applications by the Office of the Controller of Examinations. No interim enquiries of any kind will be entertained in this regard. It may be noted that the College can never set in any case a time limit for the issue of the results of revaluation. The College will also therefore, not be liable for loss of any kind sustained by candidates concerned on account of the delay, if any, in issuing the results of revaluation.
- 22.6 Issue of Duplicate Hall Ticket/ Mark Statement/ Transcripts/ Consolidated Marks Statements/ Degree Certificate may be done after due application process with the necessary fees/ fine.
- 22.7 Name Change of the Candidate during study
- 22.7.1 A student who is currently enrolled may change or alter his/ her full, legal name on the permanent academic record by presenting the appropriate application along with the necessary supporting documentary evidence to the COE.
- 22.7.2 The change of name in the records of the College may be sanctioned on any one of the grounds such as Marriage (Ladies), Adoption, Assuming a new name by any person which has been notified by the order of the Central Govt. or a State Govt.

- 22.7.3 A female student who wishes to discontinue the use of her married name and resume use of her maiden name, or another name, shall present a copy of the divorce decree, or signed court order, showing court restoration of the maiden or other name.
- 22.7.4 No change in his/her name will be made in the past records of the College.
- 22.7.5 Students should send this application through the Head of the Department.
- 22.7.6 The candidate should apply along with the attested copy of the 12th Standard and/or last eligible examination (on which candidate's eligibility is finalized).
- 22.7.7 Documents required for change in name are as follows and must accompany the application for change in name:
- Govt. Gazette (Original copy)
 - Affidavit (Ladies) (Original copy)
 - Marriage Certificate (Ladies) (Original copy)
 - Photocopy of the Statement of Marks of last examination
- 22.7.8 After the necessary changes in permanent documents, corrected copy/ copies of the statement(s) of the marks and other certificates shall be issued on the payment of the fees applicable at that time.
- 22.8 Error Correction in Name
- 22.8.1 To correct the spelling or the proper sequence of the name which are not due to data entry errors, the student shall present a copy of his/ her birth certificate/ Secondary School Certificate/ other Government record such as Passport.
- 22.8.2 Any errors in the Name of candidates printed in the Marks statement/ Certificate/ Hall Ticket may be brought to the notice of COE for necessary correction with appropriate evidence.

23 Miscellaneous

23.1. Internal Assessment Marks

- 23.1.1 The Internal Assessment marks shall be awarded as per the academic regulations of the individual programme.
- 23.1.2 The Internal Assessment marks shall be submitted to the Controller of Examinations at the end of each academic session before the commencement of the College Examinations in the prescribed form provided by the COE.

23.2. Post-evaluation Custody and Disposal of Answer-scripts

- 23.1.3 The evaluated Answer-scripts shall be preserved safely for a period of at least six months from the date of publication of results in their original packets bundled together. The bundles are to be stacked in racks with proper ventilation and free from termites/ pests. The answer-book storage area to be fumigated and aired periodically so that they are preserved without any damage.
- 23.1.4 Appropriate staff shall be assigned the responsibility of safe-keeping of the answer-scripts till they are approved by the Principal for safe disposal.
- 23.1.5 Records of all such bundles shall be maintained in appropriate computer database/ Register for easy retrieval at a later stage if necessary. Any retrieval and return of the answer-script(s) shall also be documented with date and time in the Register/ database.

- 23.1.6 Answer-scripts shall be made available from the storage area for purposes such as Photocopying/ Re-totaling/ Re-evaluation etc. Such transactions shall be recorded.
- 23.1.7 The details of all Answer-scripts so shredded/ destroyed/ disposed shall be documented and certified by the COE
- 23.3 Scribes for Disabled Candidates
 - 23.3.1 The facility of Scribe/Reader/Lab Assistant may be allowed to any person who has disability of 40% or more if so desired by the person. Such candidates may be given compensatory time of one hour for examination of 3 hours duration.
- 23.4. Examination Audit
 - 23.4.1 Efforts shall be made to audit critical processes in the entire examination system by appropriate/ designated team of academicians drawn from the senior faculty of College and other sister State/Central Universities.
 - 23.4.2 Efforts shall be made to audit the evaluation of theory answer scripts by examiners on a regular basis. Answer-scripts awarded with high, average and low marks shall be randomly sampled for such process. The marks shall be masked before the auditing, which shall be carried out by external examiners who shall not be from the same institute as the original examiner evaluating the Answer-scripts.

24 Guidelines

GUIDELINES AND PROCEDURE TO BE FOLLOWED FOR GRANT OF SCRIBE (WRITER) AND/OR EXTRA TIME TO PHYSICALLY CHALLENGED/PHYSICALLY DISABLED CANDIDATES

1. Who is a Physically Challenged/ Physically Disabled Person?

- 1.1** An Orthopedically Challenged (OC) person is one who has –
 - a) Minimum of 40% physical defect or deformity which causes interference with the normal functioning of bones, muscles and joints, or
 - b) Loco motor disability, or
 - c) Any form of cerebral palsy.
- 1.2** Orthopedically Challenged person with Speech Impairment.
- 1.3** Deaf & Hearing Impaired (HI): The Deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life, i.e., total loss of hearing in both ears. They do not hear; understand sounds at all even with amplified speech. Hearing impairment means loss of more than 60 decibels in the better ear in the conversational range of frequencies
- 1.4** Visually Challenged (Blindness or Low Vision) (VC) refers to a person who suffers from either of the following conditions:
 - (a) Total absence of sight;
 - (b) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses;
 - (c) Limitation of the field of vision subtending an angle of 20 degree or worse and so certified by a Medical Board OR Head of Department or Specialists/Sr. Medical Officers of a State or Central Government Hospital; and
 - (d) A person with impairment of visual functioning even after treatment of standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

2. Eligibility and Procedure for making request for a Scribe (i.e., Writer) and/or Extra-Time

- 2.1** A Physically Challenged / Disabled Student should make an application in the prescribed form available on the website of the Institute seeking help of a “Scribe” and/or Extra-Time together with the following documentary evidences at least five days in advance from the date of commencement of examination in which he/she intends to appear:

- 2.2 Disability Certificate issued by the Medical Board/doctor of not below the rank of Civil Surgeon/ Medical Superintendent of a Central or State Government Hospital /Medical College, certifying the nature (permanent or temporary) and percentage of disability and its duration affecting his/her ability and/or the normal physical functions;
- 2.3 An attested full size latest photograph indicating name of the candidate on the backside of photograph.
- 2.4 Application should be in candidate's own handwriting. In case the candidates could not write, then their representatives should write and forward the application.
- 2.5 Any other documents in support of request for grant of the facility of a Writer and/or Extra time as aforementioned.

3. Facilities and Concessions to a Physically Challenged/ Physically Disabled Student:

- 3.1 The Institute/ Superintendent of Examination Centre shall arrange the scribe/writer as per the prescribed academic qualification to write the examination on behalf of a physically challenged candidate. In case, the candidate intend to bring his/her own scribe he/she may be allowed to do so subject to the verification of educational qualification by the Chief Superintendent.
- 3.2 The academic qualification of a 'Scribe' (Writer) to write the examination on behalf of a physically challenged student should be one grade lower than the qualification possessed by the candidate enrolled for appearing in Examination.
- 3.3 Before commencement of the examination, the 'Scribe' (Writer) shall submit a suitable undertaking in the prescribed format confirming, that he/she fulfills the above criteria, to the Chief Superintendent of Examination.
- 3.4 Every candidate with specified disability, whether using scribe or not, shall be entitled to 20 minutes extra time for every hour of examination.
- 3.5 The Institute shall pay a lump sum amount of Rs. 150/- as honorarium per paper to a scribe or the amount decided by the Examination Committee from time to time.
- 3.6 In addition to above, the following facilities shall also be provided to the candidates suffering from Dyslexia, Dysgraphia and Dyscalculia:
 - a) Concession for spelling mistakes;
 - b) The cover page of the main answer book(s) of such candidates should be affixed with stamp "Dyslexia, Dysgraphia and Dyscalculia and/ or paper written by a scribe".
 - c) The examiners of such candidates be instructed accordingly.

4. Maximum Qualification of the Scribe (Writer)

The academic qualification of a Scribe to write the examination on behalf of a physically challenged student should be one grade lower than the qualification required from the candidate enrolled for appearing in Examination, i.e., the qualification of Scribe should be 10th Class or Matriculation or pursuing 12th Class.

5. Duties and Responsibilities of Scribe (Writer)

- (i) The scribe will read the questions for the candidate and write answers only as per the dictation of the examinee and the scribe shall not paraphrase, translate, add emphasis or embellish the dictation in any manner, i.e., the scribe shall only transcribe what is dictated to him by the examinee.
- (ii) The scribe should be punctual, careful and should act in the exam as directed by the candidate without wasting time of the candidate.
- (iii) The scribe should not make any claim or accept any money or money's worth from the candidate. The honorarium to Scribe shall be paid by the Institute.
- (iv) The scribe should not put the candidate in emotional or stressful situation during the period of examination.
- (v) Scribe should maintain distance with candidate prior and after the exam and not to exploit the candidate in any manner.
- (vi) Scribe shall submit the required declaration/ acceptance in the prescribed format. Scribe shall follow all instructions, guidelines, directions etc. of the Institute in true letter and spirit
- (vii) Failure to follow the above may impact the result/enrollment of the candidate apart from being

booked under use of unfair means in examination.

6. Other important instructions for the Candidates (Examinees)

- (i) In case the Scribe is provided by the Institute, the candidate shall be allowed to meet the Scribe at least one day prior to the commencement of examinations.
- (ii) Candidate may be allowed to change the Scribe in case of emergency on the written application of the candidate and its approval from the Institute.
- (iii) The Institute will provide Scribe thro' Superintendent of Examination, if candidate insist to bring his/her own scribe he/she may be allowed to do so subject to the verification of educational qualification by the Chief Superintendent concerned.
- (iv) In case candidate brings his/her own scribe, he/she should submit a self declaration submitting that the qualification of the scribe is as per the qualification permissible and in case of any concealment of fact/misrepresentation the candidate will be debarred from appearing in the examination in addition to other disciplinary action as per The Company Secretaries Regulations, 1982 as in force.
- (v) The Chief Superintendent shall have the authority not to allow a particular person to act as Scribe/Writer, if he is satisfied that such a person does not fulfil the criteria for being a Scribe/writer.
- (vi) Physically disabled candidates who had been granted facility of writer's help/extra time in the previous examination(s) and wish to avail of such concession or assistance for writing the ensuring examination are required to apply again for each session of examination giving reference of communication allowing such facility granted in the past. In such cases, candidates are not required to submit the attested copies of the requisite documents and full size photograph.
- (vii) It is clarified that in case of injuries of disablement of temporary nature such as fracture in the arm, forearm or dislocation of shoulder, elbow, wrist or any other illness, the candidates are not eligible to seek any concession or assistance of writer and/or extra time.
- (viii) Communication regarding grant of writer's help and/or extra time for writing the examinations is normally sent to the respective candidates before the commencement of each session of examination after the issue of Admit Cards/Roll Number.
- (ix) For quick disposal, the application for grant of writer's help and/or extra time should not be clubbed with any other query or correspondence.

GUIDELINES FOR PAPER SETTERS

A) General Guidelines to the Paper Setter(s)

1. Make sure you have the latest version of the syllabus and you are familiar with the assessment criteria.
2. Work on a Specification Grid. Before and after setting the paper, check that all the test items are based on the respective syllabus and that the items are graded in difficulty.

3. Do not use material reflecting race, ethnic or sex bias.
4. Develop a Marking Scheme alongside the Specification Grid.
5. Check that the duration of the examination is entered correctly on the paper and that the time allotted is sufficient to enable the students complete the paper and revise their work.
6. Proof read the text.
7. Pass on the *finalized* draft of the paper to an external reviser who has to proof read the text again, ensure that no test item is out of syllabus, check that all set tasks are workable (particularly in mathematics and science subjects) and that the paper can be completed in the set time.
8. Make the necessary changes in the examination paper and the marking scheme as advised by the reviser. Proof read the text once again and pass on the paper to the Reviser for the final proof reading.
9. Hand in the Marking Scheme together with the Examination Paper for printing.
10. Examine printed papers for printing defects (e.g. unclear diagrams or pictures) and for any Errata Corrigé that may be required.

B) Layout

1. The layout of the paper should be as clear as possible to make it as student friendly as possible. For write-on papers enough space for working or writing must be provided.
2. Instructions to candidates should be clear and unambiguous. They should be presented in bold type.
3. Wherever possible, use a straightforward and consistent format with regular line lengths.
4. Use typesetting features such as bold, italics, indentation or boxes effectively to help candidates focus their attention on the task. (Note: Print in italics may present reading difficulty for young children.)
5. Long complex questions are best split up by the use of subsidiary numbering systems.
6. Structured questions should follow a graded and logical sequence.
7. The information contained on a page should be well structured through the appropriate use of headings and sub-headings. This would help candidates organise text in advance of reading.
8. Check that the diagrams, pictures or photographs used are necessary, helpful and of high quality.
9. Place the text close to the relevant diagrams or pictures to enable the candidates relate the two effectively. Comprehension text and questions should be set on the same page or on adjacent pages.

10. Ensure that marks assigned for each item / exercise / section are clearly indicated on the paper.

C) Sentence Construction

1. Use the simplest language and structure possible to convey clearly and unambiguously the meaning of the question.
2. Split down even relatively short sentences if they contain a lot of condensed information.
3. Do not use the passive if it can be avoided because it can make a sentence impersonal and complex. Avoid also using the conditional form (sentences starting with “if”) and the double negative.
4. Eliminate superfluous words and any abstract and metaphorical language which is not necessary.
5. Make sure that introductory statements in questions contain only the information which is required for answering those questions relevantly.

D) Specification Grids

1. The writing of test items should be guided by a carefully prepared set of test specifications.
2. The specifications describe the achievement domain being measured and provide guidelines for obtaining a representative sample of test tasks.
3. The specification grid (a two-way table) provides assurance that the test will measure a representative sample of the learning outcomes and the subject matter topics to be measured.
4. The specification grid relates outcomes to content and indicates the relative weight to be given to each of the various areas.
5. A specification grid indicates:
 - (i) the learning outcomes to be tested
 - (ii) the subject matter or content area
 - (iii) the assigned weighting to the learning outcomes and content areas in terms of their relative importance
6. The learning outcomes to be tested include (a) recall of knowledge, (b) intellectual abilities or skills (understanding, application, etc) (c) general skills (eg practical, performance, communication), (d) attitudes, interests, appreciations.
7. The following factors are to be considered when assigning relative weights to each learning outcome and each content area.
 - (i) the importance of each area in the total learning experience
 - (ii) the time devoted to each area during the learning experience
 - (iii) which outcomes have the greater retention and transfer value

E) Constructing Relevant Test Items

The items used could be either **selection-type** or **supply-type** items. The selection-type items present the students with a set of possible responses from which they are to select the most appropriate answer. The supply-type item requires students to create and supply their own answers.

Selection-type items include:

Multiple Choice, True-False, Matching, Interpretative exercises.

The preparation of good selection-type items is difficult and students can get a proportion of answers correct by guessing.

Supply-type items include:

Short answers, Essays (restricted responses, unrestricted responses)

Supply-type items are easier to construct but more difficult to score.

1. Use the item types that provide the most direct measures of student performance specified by the learning outcome.
2. Avoid verbal associations that give away the answer.
3. Avoid grammatical inconsistencies that eliminate wrong answers.
4. Avoid specific determiners that make certain answers probable (e.g. sometimes) and others impossible (e.g. always).
5. Avoid stereotyped or textbook phrasing of correct answers.
6. Avoid material in an item that aids in answering another item.
7. Avoid trick questions that might cause a knowledgeable student to focus on the wrong aspect of the task.
8. Ensure that the difficulty level matches the intent of the learning outcome and the age group to be tested.
9. Ensure that there is no disagreement concerning the answer. Typically the answer should be one that experts would agree on the correct or best answer.
10. Write the test items far enough in advance that they can be later reviewed and modified as needed.
11. Write more test items than called for by the test plan. This will enable you to discard weak or inappropriate items during the item review and make it easier to match the final set of items to the test specifications.

12. The number of test items depends on the age of the students tested, the time available for testing, type of test items used and on the type of interpretation to be made. Experience in testing is frequently the only dependable guide for determining proper test length.
13. Give due consideration to the best arrangement of the test items. Where possible, all items of the same type should be grouped together. The items should be arranged in terms of increasing difficulty.
14. For **True-False** items make sure that:
- each statement is unequivocally judged true or false
 - the statement is brief and stated in simple, clear language
 - negative statements are used sparingly and double negatives are avoided
 - the statements are free of clues to the answer (e.g. verbal clues, length)
 - there is approximately an equal number of true and false statements
 - the true and false items are arranged in random order.
15. For **Matching** items ensure that:
- the items are based on homogeneous material
 - the instructions clearly state the basis for matching and that each response can be used once, more than once, or not at all
 - the items appear on the same page
 - an uneven match is provided by making the list of responses longer or shorter than the list of premises.
16. For **Multiple-Choice** items make certain that:
- the stem of the item present a single, clearly formulated problem
 - the stem is stated in simple, clear language
 - the stem is worded so that there is no repetition of material in the alternatives
 - the stem is stated in positive form wherever possible
 - if negative wording is used in the stem, it is emphasized in bold or by underlining
 - the intended answer is correct or clearly best
 - all alternatives are grammatically consistent with the stem and parallel in form
 - the alternatives are free from verbal clues to the correct answer
 - the distracters are plausible and attractive to the uninformed
 - to eliminate length as a clue, the relative length of the correct answer is varied
 - the alternative “all of the above” or “none of the above” are used only when appropriate
17. For **Short-Answer** items ensure that:
- the item calls for a single, brief answer
 - the item has been written as a direct question or a well-stated incomplete sentence
 - the desired response is related to the main point of the item
 - clues to the answer have been avoided (e.g. “a” or “an”, length of the blank)
 - the units and degree of precision is indicated for numerical answers.

18. For **Essay** questions make sure that:

- questions starting questions with “who”, “what”, “when”, “where”, “name”, “list” are avoided as these terms limit the response
- questions demanding higher order skills, such as those indicated in the following table (Gronlund: 2006, p.120), are used

Outcome	Sample Terms
Comparing	Compare, classify, describe, distinguish between, explain, outline, summarize
Interpreting	Convert, draw, estimate, illustrate, interpret, restate, summarize, translate
Inferring	Derive, draw, estimate, extend, extrapolate, predict, propose, relate
Applying	Arrange, compute, describe, demonstrate, illustrate, rearrange, relate, summarize
Analyzing	Break down, describe, diagram, differentiate, divide, list, outline separate
Creating	Compose, design, devise, draw, formulate, make up, present, propose
Synthesizing	Arrange, combine, construct, design, rearrange, regroup, relate, write
Generalizing	Construct, develop, explain, formulate, generate, make, propose, state
Evaluating	Appraise, criticize, defend, describe, evaluate, explain, judge, write

19. Use this table (Gronlund: 2006, p 63) to help you decide between selection-type and supply-type items:

		Supply-Type Items	
Characteristic	Selection-Type Items	<i>Short Answer</i>	<i>Essay</i>
Measures factual information	Yes	Yes	Yes*
Measures understanding	Yes	No**	Yes
Measures synthesis	No**	No**	Yes
Easy to construct	No	Yes	Yes
Samples broadly	Yes	Yes	No
Eliminates bluffing	Yes	No	No
Eliminates writing skill	Yes	No	No
Eliminates blind guessing	No	Yes	Yes
Easy to score	Yes	No	No
Scoring is objective	Yes	No	No
Pinpoints learning errors	Yes	Yes	No
Encourages originality	No	No	Yes

* The essay test can measure knowledge of facts, but because of scoring and sampling problems it probably should not be used for this purpose.

** These items can be designed to measure limited aspects of these characteristics.

F) Marking schemes should:

1. be clear and designed to be easily and consistently applied;
2. allocate marks in proportion with the demands of questions;

3. include the mark allocation for each question and parts of a question, with a more detailed breakdown where necessary;
4. include an indication of the nature and range of responses likely to be worthy of credit and likely responses which would be unacceptable;
5. state the acceptable responses to each question, or parts thereof, in sufficient detail to enable marking to be undertaken in a standardised manner;
6. provide guidance to help markers make judgements on alternative answers;
7. allow credit to be allocated for what candidates know, understand and can do;
8. include marking instructions for assessing quality of written communication, where applicable.

Some important principles with respect to marking schemes:

1. The total number of marks available for each question and each part of a question should be shown in the mark scheme and must tally with the marks shown on the question paper.
2. Each mark should reflect equal demand.
3. All marking should be positive, and as far as possible candidates should gain credit for valid answers and not lose credit for incorrect or irrelevant answers.

Marking schemes must encourage the examiner to use the full range of marks available. Full marks should be available for a level of achievement appropriate to able candidates of the relevant age rather than for a theoretical perfect answer.

G) Checklist (Gronlund: 2006, p 69) for Reviser for Evaluating the Test Items in the Assembled Paper

		YES	NO
Balance	The items measure a representative sample of the learning outcomes The allocation of marks to each item reflects the item difficulty		
Relevance	The items present relevant tasks which reflect the current syllabus		
Conciseness	The items and tasks are stated in simple, clear language		
Soundness	The items are of the proper difficulty, free of defects and have answers that are defensible Questions do not contain gender, cultural or religious bias		
Independence	The items are free from overlapping, so that one item does not aid in answering another		
Arrangement	The items measuring the same outcome are grouped together and are in order of increasing difficulty		
Numbering	The items are numbered in order throughout the test paper		
Instructions	There are clear, concise instructions for each part in the whole test paper There are directions for how to record answers The time limit is specified		
Spacing	The spacing on the page contributes to ease of reading and responding		
Typing	The final copy is free of typographical errors. The marks for the whole paper add up to the total number of marks specified in the syllabus		

INSTRUCTIONS TO INVIGILATORS

- Report to the Chief Superintendent at least half an hour before the commencement of the examination.
- Collect the correct number of question booklets and answer books from the Chief Superintendent and ensure that the question papers are for the examination scheduled for the day.
- Admit the Candidates to the examination hall only if the candidate produce a valid hall ticket/ admit card.
- Admit the Candidates to the examination hall 15 minutes before the scheduled time.
- Ensure that all regular candidates appearing for the examinations are in their regular uniforms with ID cards.
- Help the candidates to locate their seats.
- If any candidates are in possession of mobiles phones, calculators, digital watch, digital diary or any other electronic equipment, instruct them to keep them outside the examination hall.
- Verify the identity of the candidate through the photograph on the hall ticket.
- Candidates shall be admitted to your hall, if his/ her register number is allotted to the seating plan provided to you. If the register number of a candidate does not appear in your seating plan, direct him/her to the Chief Superintendent for further verification and action.
- Distribute the answer book 5 minutes before the commencement of the examination and direct the candidates to fill in all entries in appropriate places on the facing sheet of the answer booklet.
- The invigilator shall mark the sign on the answer book after verifying that the details filled by the candidate are correct. Get their signature in the distribution sheet against their register number.
- Distribute the question paper at the third stroke of the bell and ask the candidates to start writing immediately.
- Instruct the candidates to write their Reg. No. and name on the question paper.
- The invigilators should strictly observe the rule that those candidates who are turning up for the examination half an hour after the commencement of the examination are not permitted to write the examination.
- Ensure the rule that candidates are not allowed to leave the hall before the expiry of one hour from the commencement of the examination.
- No candidate who leaves the room during the examination shall be allowed to return.
- Ten minutes before the end of examination, along with the warning bell, announce 'last ten minutes' and do not allow any candidate to leave the room. After the last bell ask the candidates to stop writing and put their pens down.
- Candidates shall be permitted to leave the examination hall only after handing over the answer book to the invigilator.
- Allow the use of logarithm tables, calculators, etc. only if their use is permitted as per the instructions given in the question paper.
- Remain alert and vigilant in the examination hall to prevent all sorts of malpractice. In case of any unfair indulgence please report it to the chief superintendent immediately with your special note of incident.
- Do not allow any candidate to write/do rough work on the question paper. Advise them to use the last page of the answer book for rough work.
- Do not allow refreshments for the candidates in the examination hall in ordinary cases.

- Those candidates who produce a permission note from the Principal to take medicine /water can avail the permission during the examination time.
- Collect all the answer books from your allotted hall and hand over the same with attendance list to the chief superintendent. Hand over the unused answer books also to the chief superintendent.
- Affix your signature on the invigilation duty list, before you leave to the examination hall.

NB: The invigilators are not supposed to give clarification/directions on question papers, such as mode of answering, rectification of errors in the question papers if any etc.

If you need more clarifications, please contact the chief superintend.