

# **Conduct of Examinations**

*Policy & Procedures*

*October 2023*

**Purpose:**

This examinations policy is produced in order to rationalize the various procedures associated with examinations during the academic year. In particular, the purpose of this policy is to:

- a) Ensure that the planning and management of exams are conducted efficiently
- b) Provision of clear guidelines for all relevant members of staff

**Scope:**

Applies to the process of examination and the staff responsible for the conduct of examination.

**Responsibility:**

It is the responsibility of everyone involved in the center's exam processes to read, understand and implement this policy. However, Controller Examination or whosoever has been assigned with such responsibilities, will be responsible for an efficient execution of the process.

**Protocols:**

All faculty members of NOVA Institute of Modern Studies are expected to follow the following mentioned protocols for exams being conducted within the Institute:

- i) Plan mid-term exams and send ups according to academic calendar
- ii) Two weeks prior to date of examination principal will call meeting of the faculty for the proper distribution of syllabus, finalization of exam pattern, and evaluation criteria etc.
- iii) Concerned teacher will be responsible to compile question paper as per syllabus, get required number of print outs, seal the paper in envelop, and hand over the papers to the principal at least one week prior to the date of examinations.
- iv) On the day of examination principal will de-seal the envelope containing question paper in the presence of teacher and paper will be distributed.
- v) Concerned teacher will be responsible to collect the solved question papers within allocated time frame along with the attendance sheet for the date concerned.
- vi) Answer sheets will be checked and marked by the concerned teacher and signature will be fixed to the answer paper to ensure authenticity.
- vii) Answer sheets will be marked as above mentioned, within 03 days from the date of holding of exam.
- viii) On 4<sup>th</sup> day or next working day from the date of holding of exam, the concerned teacher will notify the result in the class.
- ix) Students will have 02 working days to raise written objection to their assessment if any.
- x) Such objections shall be addressed to the principal.
- xi) Principal will have 03 working days to settle the objection after hearing the students' and teachers' concerns.
- xii) Result will be consolidated by the vice principal of the concerned school and forwarded to the principal for final review.
- xiii) Final result duly signed by the principal will be notified and displayed on the notice board within 08 days from the date of examination.
- xiv) Principal will retain all marked answer sheets along with respective result sheets in her safe till the batch concerned has finally passed out.

**Examination committee:**

Each school shall constitute and notify its own examination committee to efficiently execute the process. A proposed structure is given as under:

- a) Principal (Convenor)
- b) 2 members nominated by the Dean (Member)
- c) Head HR (Member)
- d) Admin. Assistant / Assistant Director HR (Member)

**Standard Operating Procedures - SOPs for Conduct of Examination*****Before the examination starts;***

Controller Examination/ Principal of the School shall ensure availability of the following:

- a) Receiving question papers
- b) Principal prepares
  - i) Team members
  - ii) Invigilation Duty In-charges and seek approval from Dean .
  - iii) The final examination papers shall be submitted to Controller Examination to arrange for the appropriate number of copies to be printed.
  - iv) At all stages of this process the contents of the examination paper are strictly confidential
- c) Date of examination to be notified.
- d) Controller Examination prepares schedule and updates it on LMS and on prominent sites in Campus.

**HR head/ Vice principal will ensure the following:**

- a) Last date of filling the enrollment form to be notified.
- b) Receives examination forms and enrollment form from Class In-charges (In case of university examinations).
- c) Admit card/ Roll number slip to be received from the university and distributed to the students (In case of university examinations).
- d) Required stationery and documents to be kept available.
  - i) Answer sheets etc.

- ii) Question Papers on paper day
- iii) Attendance sheet
- iv) Forms for Details of Examinee who left the Exam Room/Room  
Invigilator Report
- v) Room Wise student absentee summary

**HR department:**

HR Department will handle the following assignments:

- a) Prepares seating plan for candidates and display it at prominent sites.
- b) Answer Sheets to be distributed to the Examiners - Records to be maintained
- c) Used answer sheets - Record to be maintained
- d) Absentee record
- e) Send unused papers to library/ store
- f) Invigilators' list to be prepared and published according to shift daily  
(A minimum of two invigilators should be there in a room).

**Invigilators:**

Invigilators will ensure that;

- i) Envelopes containing question papers, attendance sheets, answer sheets, marker, punch machine, pen, paper cutter, staplers, stapler pin should be kept ready at least one hour prior to the exam starts.
- ii) Invigilators should reach the examination hall at least 15 minutes before the exam starts.
- iii) Invigilators should respond to the following bells (in case of a 3-hour examination) to execute their works:

Warning Bell (Students to be allowed to enter the examination hall)

- a) Start Bell (Exam Starts- Candidates can start writing)
  - b) 1st hour bell (Candidate may be allowed to leave the examination hall after submission of the answer script)
  - c) 2nd hour bell
  - d) Warning Bell
  - e) \*Final Bell (Exam end's) - Candidates should not be allowed to write.
- iv) Invigilator should check the admit card/ roll number slip before signing the answer sheets and also check when the candidates sign the attendance sheet.

The answer sheet number should be properly entered by the candidate in the attendance sheet.

- v) No candidates should be allowed to use the toilets during examination hour. In case of emergency student signs form B (Room Invigilator report) before leaving for washroom and after returning to examination hall. Only one candidate should be allowed to go to the toilet at a time.
- vi) It is the duty of the invigilators to prevent the use of unfair means by the candidates. In-case a candidate is found to use unfair means the matter must be brought to the notice of the principal and necessary action must be taken as per rules.
- vii) After the final bell, the Invigilators should collect the answer sheets from the candidates and arrange it according to the serial number of the answer sheets before submitting them in the control room.
- viii) Invigilator fill room invigilator report and room wise student absentee summary daily shift wise and returns to control room team.
- ix) In case if student lost his admit card, he/she should report to HR Office for issuance of him/her duplicate admit card.

***Post-examination:***

Following key components shall be kept in view;

a) **1st of things to be received from the control room:**

- i) Attendance sheet
- ii) Stationary

b) **Work to be done after the examination:**

- i) Evaluators evaluates answer sheets and fills award sheets
- ii) Vice principal collects the filled award sheets and checked answer sheets from the faculty members.
- iii) Entry of the marks are done on the software by the vice principal.
- iv) Examination Department process the result and declares it on LMS.

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