



Shivalik Institute of Professional Studies



EXAMINATION MANUAL (FOR INTERNAL EXAMINATIONS)

TABLE OF CONTENT

GENERAL INDICATIVE GUIDELINES

S.No	Content	Page No
1	Objective and Scope	3
2	Setting of Question Papers	3
3	Handling of Question Papers (Secrecy Process)	4
4	Preparation of Candidates Lists	4
5	Scheduling and Time table/Date sheet of Examination	4
6	Preparations for the Theory Examination (Hall Arrangements & Seating Arrangement)	5
7	Evaluation of Theory Answer Scripts	6
8	Roles and Responsibilities of Controller of Examination	7
9	Conduct of Faculty and Support Staff Deployed on Examination Duty	8
10	Leave During Examination	9
11	Unfair Means Committee	9
12	Procedure for Grievance Handling related to Examination	9
13	Result Finalization and Publication	9

EXAMINATION SYSTEM

1. OBJECTIVE

To establish the guidelines to ensure smooth conduction of the examination of the students pursuing degree and diploma courses in college.

2. SCOPE

- Conduct of examination (sessional and university semester examinations consisting of theory papers, practical and viva-voce).
- Examination Cell
- Roles and Responsibilities
- Conduct of Faculty and support staff deployed on examination duty
- Leave during examinations
- Unfair Means Committee
- Emergent store requirement for examination by departments.

2. SETTING OF QUESTION PAPERS

- The question paper should be fairly distributed over the whole syllabus of study and not concentrated on any one or few units/portions only. Repetition of a question must be avoided.
- Use of mathematical, physical tables, charts, data or handbooks, gadgets, calculators etc. Which are Permitted to be used by the examinee should be indicated in the instructions.
- All questions and subdivisions shall be marked clearly as per the pattern provided.
- Directions to the candidates regarding, time allowed maximum marks should be indicated and marks allotted to each question should be mentioned on the right-hand side of the paper.
- Direction to the candidates regarding the number of questions to be answered should be given clearly on the top of question paper.
- No initial or signature should we put anywhere on the question paper.
- Question paper should be properly sealed in an envelope with the details as, course name/ name of question paper/ paper code/ semester/ branch/ name of faculty and number of students.

3. HANDLING OF QUESTION PAPERS

- All the question papers shall be printed in our 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 this question paper.
- The Controller of Examination shall get all the question papers printed and packed in a cover and sealed securely for the storage under his custody.
- The strong room and confidential lockers in which these question papers are kept, should be sealed every time every day, it is opened.
- Relevant sealed envelopes containing the question paper taken out of confidential lockers strictly in accordance with the examination program.

4. PREPARATION OF CANDIDATE LIST

- List of all eligible candidates for appearing in the mid-term examination shall be prepared by concerned department and will be handed over to the office of Controller of Examination two days before the commencement of mid-term examination.
- Regular candidates will not be issued any admit card for examination.
- Identity card provided by the college will be treated as admit card.

5. SCHEDULING AND TIMETABLE OF EXAMINATION

- The timetable of mid-term examination(theory) shall be prepared by examination department at least 7 days before the commencement of examination and the same will be displayed on ERP as well as notice board.
- The examination timetable shall be validated for any overlap and necessary amendments made.
- The scheduling of all Practical Examination shall be provided by the head of concerned departments to the controller of examination sufficiently in advance and the same will be also displayed on the notice board of the departments.

6. PREPARATION FOR THEORY EXAMINATION- HALL ARRANGEMENTS AND SITTING ARRANGEMENTS FOR THE EXAMINATION

- **On the basis of number of candidates and setting capacity of hall/ classroom available, the number of rooms required should be fixed and necessary steps be taken to make arrangement for the conduct of examination.**
- **The center superintendent should appoint invigilators out of the faculty list sent by different branch/department.**
- **In each of the exam a control room is allocated which is considered accessible for the entire period of examination.**
- **Attendance sheet of candidates seated in each of the examination center be prepared based on the program of study and semester.**
- **The examination hall/ rooms should have adequate light and ventilation. It should be clean and tidy. Sufficient furniture, desk, tables, benches should be provided to the candidates. It should be ensured that atmosphere around the examination hall remains calm and quiet.**
- **The examination section shall prepare well in advance, statement regarding sitting arrangements for the candidates.**
- **Each candidate shall be allotted definite seat for each paper of the examination. It is not necessary to allot the same seat for a candidate for his entire examination. The seat allocation to reappear candidate may vary for each of the paper due to the logistics and administrative constraints.**
- **Sufficient space is given between two examinees so that the neighboring candidates may not peep into each other's 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.**
- **Seating plan should be displayed on the college notice board and should prominently show the position of candidates in each room for each day accessible place for the examinees hard copy of the same shall be retained for the sake of documentation and Record Keeping.**
- **On the day of examination, the examination hall should be opened half an hour before the commencement of time in order to enable candidates locate their allotted seats.**
- **Special care may be taken in providing a seat to a candidate who suffers from any infectious disease, so that there may be no adverse effect on other candidates.**
- **Candidates who cannot climb staircase due to their physical condition shall be provided sitting arrangement in a room in the ground floor.**

7. EVALUATION OF THEORY ANSWER SCRIPTS

- **A period of Central evaluation of answer scripts is finalized by the COE in the consultation with the director/ principal.**
- **The examiners are issued answer scripts of the mid-term examination within the stipulated period.**
- **The faculty have to count the number of answer scripts in the packet and ensure that it tallies with the claim on the packet.**
- **The COE shall ensure that the registers pertaining to issuing of answer script to the examiner, receiving of answer script from the examiner are maintained properly.**
- **The examiner Shall write ZERO wherever answer do not deserve any marks.**
- **The examiner Shall total up the marks.**
- **The examiner shall ensure that no answer or part of any answer is left out in the evaluation. The examiner should read the answer script in detail and evaluate the scripts.**
- **The marks awarded for each question shall be entered in the appropriate row and column on the mark table on the front page of answer script.**
- **If the examiner, during evaluation of the answer script suspects any case of malpractice, he or she shall immediately report to the COE shall submit the suspected script after valuing it fully along with his or her report to COE.**
- **The examiner shall prepare award list in the prescribed proforma provided for the purpose.**
- **After the evaluation of the answer sheet, faculty members are required to show the sheet to the concerned student and will take a remark of " seen and satisfied" on the cover page of the script.**

8. ROLES AND RESPONSIBILITIES OF CONTROLLER OF EXAMINATION

- **To manage examination cell.**
- **Make all arrangements for conduct of examination (College, University and Board) and be responsible for the due execution of all process conducted therewith.**
- **Safe custody of question papers, answer sheets result and sealing of answer sheets for further dispatch to the university.**
- **Collection and handling of question paper.**
- **Collection/distribution of results, mark-sheets etc.**
- **Should be responsible for the custody of the records of examination cell.**
- **Administrative control over the members working in examination cell.**
- **Follow the sessional examinations as per the academic calendar.**
- **Delegate responsibility to Asst. Controller of Examination.**
- **Appoint Internal flying squads, supervisors and other human resources for smooth conduct of examination from the faculty and support staff available in the college .Keep constant liaison with the university for examination related work.**
- **Appoint internal examiner for paper assessment of sessional examination in consultation with HODs.**
- **To update Director and the management on latest development relating to the examination cell.**

9. CONDUCT OF FACULTY AND SUPPORT STAFF DEPLOYED ON EXAMINATION DUTY

- **The faculty member appointed as invigilators should reach the examination cell atleast 30 minutes before the scheduled time of the commencement of examination.**
- **During the examination no mobile phone can be carried to examination hall.**
- **During the examination duty invigilators should be vigilant. They shouldn't talk to each other and should not sit on the empty benches.**
- **Announce the time after each hour and just before fifteen minutes of completion of examination.**
- **The invigilator should check the identity card of each candidate on daily basis. If any student is found without admit card, then invigilator will report to the control room of the exam cell.**
- **Authenticate the answer sheets only after all the entries (Roll number, paper title, paper code, date of exam, signature of the student etc.) have been properly checked.**
- **Invigilators must strictly instruct and ensure that the students should write their Roll numbers only on their question papers before attempting the questions. Writing anything other than the roll number on the question paper amounts to UFM.**
- **Invigilator will not allow the students to leave the examination hall before counting the answer sheets.**
- **Invigilator will make sure that no student is permitted to leave the examination hall before completion of examination time.**
- **Invigilator should not allow any student to go to washroom during first and last 30 minutes of the Examination. The invigilators should frisk the student every time returns from the washroom.**
- **The invigilator should count the answer sheets at the end of exam. & Arrange them according to the roll numbers.**
- **Proper frisking of the student will be done by the checking staff team at C-Block Gate. Dispite the frisking at the gate every invigilator has to check the student when student enters the examination hall.**
- **If UFM (Use of Unfair means) is found during the flying squad frisking the concerned invigilators will be held responsible for the same.**
- **Invigilators should not write any thing on the black board.**
- **Invigilators should not move in corridor**
- **Invigilators should confirm their duties from the Examination Cell at least one day in advance.**

10.LEAVE DURING EXAMINATION

- No leave of any kind will be granted to the faculty and staff deployed on examination duty during the period of examination.
- However, in exceptional cases the leave can be granted due to medical emergency and other reasons beyond the control of faculty and staff by director on specific recommendation of Controller of Examination provided the leave on medical grounds is supported by medical certificate issued by the registered medical practitioner.
- It is desirable that the faculty sanctioned leave during examination makes alternative arrangement with other members of the staff to carry out assigned responsibilities.

11.UNFAIR MEANS COMMITTEE

- The objective of the committee is to insure honesty and fairness during examination.
- It shall be the responsibility of invigilator to report in writing any mal-practice or anomaly found during the examination to the Director through Controller of Examination.
- The Controller of Examination in turn shall handover the matter to the unfair means committee of the college.

12.PROCEDURE FOR GRIEVANCE HANDLING RELATED TO EXAMINATION

If any student has any grievance related to evaluation/marks count/ student attendance etc, then the student has to approach the concerned subject in-charge for the grievance related to the subject. If the students have no grievance, then they have to mention “seen and satisfy” on the answer sheet.

13.RESULT FINALIZATION AND PUBLICATION

The result of the students will be uploaded on the ERP through the concerned subject in-charge and the department HOD have to display the consolidated result on the Notice Board.