



**Centurion**  
**UNIVERSITY**

*Shaping Lives...*  
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# **SOP FOR EXAMINATION UNIT**

*(Excerpted from Examination Handbook)*



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## **1. CONDUCT OF SEMESTER EXAMINATION**

### ***Preparation of the Room***

Administrative staff will set up the venue for examination and are responsible for the general tidiness of the room as per the direction of the Centre Superintendent. Exam-cells are responsible to ensure availability of following in Examination halls:

- Answer books
- Attendance / Signature sheets
- Graph paper, if relevant
- Important Venue Information (Centre Superintendent, Examination Office telephone number)
- Books of statistical tables (if relevant)

The Invigilator is responsible for ensuring conditions appropriate before the examination begins and should take up any concerns on arrival in the room with either on-site pottering staff or the examinations office.

The Administrative Departments to be informed of the rooms being used for examination purposes well in advance by the Examination Office for ensuring that no maintenance work takes place which may cause disturbance to candidates during the examination period.

### ***Requirements/ Guidelines for Examination Hall***

- Roll list of the students permitted to appear at an examination will be sent along with examination material.
- Only the listed students with University Registration Card as their Identity and Admit Card will be allowed to appear for the examination.
- Depending on the room size, the number of candidates per room will be decided by the respective colleges ensuring that there is no scope for cheating/ copying.
- Seating arrangements will be made according to the seating plan generated through ERP.



- The registration number of eligible students must be pasted/ indicated on the respective allotted desk in the examination hall.
- For every 20 students, there will be an invigilator, who must be a registered teacher of the University.
- All the Invigilators must remain in the examination hall for the entire period of the examination. Further, the invigilators are advised to move around in the hall.
- In case of temporary absence, each College may have 10% reliever invigilators.

### ***Seating Arrangements***

Only one student will be allowed to sit in one bench. There should be minimum one-meter gap between each student. A room generally used for a class of 60 students to accommodate only 20 students during examination. The roll number of students should be written as per the attendance sheet for the examination on each bench. There should be adequate space between benches and the benches and chairs should be cleaned every day. The rooms should be kept locked and only opened 15 minutes before commencement of the examination.

A consolidated room-wise seating arrangement will be displayed at prominent places of the college for guiding examinees to respective rooms.

### ***Gate Checking***

A special team to be earmarked to carry out gate checking. Special emphasis to be given that following items are not carried by the students:

Cell phones

Programmable calculator

Any other printed material/ hand written material except Registration Card, I-Card, Admit Card, Calculator and writing/ drawing materials.

### ***Reporting for Invigilation Duty***

Senior Invigilators are required to report to the Examinations Office 30 minutes prior to the start of the examination to collect the following:



- Question paper in sealed envelope with special instructions if any
- Charts or tables if required
- Attendance sheet
- Seating plan (if relevant)
- Temporary Absence Forms

### ***Admitting the Candidates***

The Invigilator shall authorize the admittance of the candidates to the examination room ten minutes before the published start time depending on the size of the venue.

Invigilator shall announce the rules and conduct of the examination. Invigilators should then ensure that only authorized materials which the candidates have brought for use in the examination are permitted. Any unauthorized items should be removed from the candidate. The Invigilator shall draw the candidates' attention to the official clock being used in the examination room and make arrangements for any candidates who cannot see the clock.

### ***Starting the Examination***

The Invigilator should start the examination at the mentioned time. If there has been a delay in starting the examination, the corresponding amount of time should be added on to the mentioned finishing time.

### ***Candidates Arriving Late***

No candidate may enter the examination room more than 15 minutes after the examination has begun. A candidate who arrives late (but within 15 minutes) will not be allowed extra time at the end of the examination to account for their late arrival.

### ***Supervision***

Invigilators should position himself / herself, so as to ensure a clear view of all the candidates. All Invigilators are expected to remain in the hall for the entire duration of the examination. Occasionally an Invigilator may leave the room for which reliever invigilators should be deployed. These absences must be kept to a minimum and at no time the examination room be left without an invigilator.



### **ID Checks**

Students must be able to confirm their identity by presenting University Registration No. card and Admit card. As students enter the room, they should be reminded of the need to place these documents on the desk for checking. However, in exceptional cases, a student who does not have an appropriate document should be instructed to report to the exam office, obtain a signed slip and present it to invigilators on their return (*CUTM/EXAM/EX-001*). The slip is valid for one exam only and must be taken from the student.

### **Confirming Attendance**

Attendance to be taken by the invigilator 30 minutes after the start of the examination

- Each page of the signature sheet (generated from ERP) contains names and Registration numbers of 20 students.
- The invigilators are required to take attendance of the students after checking the University Registration Card and the admit card of the students.
- The invigilator must mark the Absentee student with “ABSENT” (in Capital letters in red ink) against his/ her name.
- The counts of students present and students absent in each sheet should be recorded and signed by invigilator (s) on the attendance sheet.

### **Suspected Irregularity or Misconduct**

If an Invigilator suspects a candidate of misconduct he or she must inform the supervisor. The directive of Centre Superintendent will be final in this case. A written report should be prepared by the invigilator and submitted to the examinations cell after the examination (*CUTM/EXAM/EX-004*). The Invigilator shall confiscate any illicit material which appears to be in the possession of the candidate and annotate the script. The decision of Centre Superintendent for continuation of such candidate is final.

### **Problems with Question Papers**

Where candidates raise points requiring clarification which cannot be dealt with in the examination room, the Invigilator should immediately notify the examination cell who will endeavor to obtain and convey the necessary information. Invigilators should not advise on meaning or interpretation of questions.



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### ***Additional Paper***

No additional sheet will be provided. Only under exceptional condition a candidate be allowed to take one more additional Answer-book with the concurrence of the Center Superintendent and the same is required to be endorsed in his / her attendance sheet.

### ***Leaving Early***

Without the special permission of the invigilator no candidate may leave the examination room until one hour of the examination period has elapsed, nor leave their desk during the last 15 minutes of any examination for purposed other than completion of the paper. In the case of one hour examinations, candidates must not leave the room until allowed by the invigilator (*CUTM/EXAM/EX-003*).

### ***Toilet Arrangements***

Toilets should be cleaned and only opened 10 minutes before the commencement of examinations. Toilets should be checked after each toilet break for written material which may benefit a student using the toilets during the examination.

### ***Drinking water***

Drinking water should be available in each room. An attendant may be deployed to ensure that drinking water is available during the examinations to all examinees.

### ***Medical Facilities***

Medical facilities to be arranged by the college administration to avoid any mishap during the examination.

### ***Ending the Examination***

The Invigilator shall announce the time when there is 1 hour remaining and again 15 minutes before the end of the examination. The examination should end at the said time unless extra time has been added due to a delay in starting or exceptional circumstances. The Invigilator shall tell candidates to remain seated and be silent until all scripts have been collected.



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### ***Collection of Completed Scripts – Before Students Leave the Hall***

It is very important that all answer books are collected before students leave the hall. In no circumstances students be allowed to take answer books or paper from the examination room. Students may keep question papers unless otherwise specified in the special instructions. Graphs if used will be attached with the answer book with the tag provided. When all answer papers are collected, the Invigilator should count the answer books and ensure they tally with the number of students appeared in the examination.

### ***Handing over the answer-scripts to examination cell***

Invigilators should hand over the following to the examination cell after completion of the exam:

- Answer books subject-wise arranged in the attendance sheet serial order
- Attendance sheet
- Spare copies of the question paper (if any)
- Any other material related to examination
- Collection, Packing and Forwarding of Answer Sheets

The Centre Superintendent to oversee and ensure that the Answer books are matched with the signature sheet and packed and sealed immediately after the examination. The attendance sheets should also be packed separately and duly sealed.

The attendance statement (for each individual subjects) duly countersigned should be submitted in a separate packet at the time of dispatch of answer scripts (mandatory) `





## **2. ROLE OF EXAMINATION CONDUCTING AUTHORITIES**

### **A. Centre Superintendent**

- The Centre Superintendent is responsible to maintain high standard of confidentiality and discipline at the Examination Centers and for the smooth conduct of the examination.
- The Answer Booklets and the Question Papers should be kept under lock and key in the safe custody of the Center Superintendent, until they are distributed to the candidates at the examination hall.
- All packets of Question Papers should be opened only 30 minutes before the commencement of the Examination time in presence of Center Superintendent.
- The Center Superintendent may allow a candidate to appear at any examination without his name figuring in the attendance sheet after taking an undertaking from the concerned candidate.
- The Center Superintendent should ensure that proper gate checking is being practiced during commencement of each sitting.
- In the event of any shortage of question papers, suitable arrangements may be made for preparing the number of copies additionally required and the fact shall be reported to the Director, E&QA immediately. When this is done, proper care should be taken to avoid malpractice of any kind.
- The Centre Superintendent should visit each and every hall during the conduct of the examination to see that invigilators are vigilant and conducting the examination smoothly.
- In case of any malpractice case, Centre Superintendent should ensure that documentation be prepared as per the guidelines given in the examination handbook.
- Necessary security arrangements should be made at the Exam Centre.
- Should ensure that Answer books collection and dispatch are to be as per guide lines given below.
  - a. After the answer books after collected should be carefully arranged according to subject and examination wise.



- b. The answer books should be bundled and properly sealed in the presence of the Center Superintendent and should be dispatched the same day to QA unless otherwise instructed.

### **B. External Observer**

- As per requirement one senior faculty member / reputed person will be nominated by the Director (E&QA), CUTM to observe, conduct of semester examinations.
- The external observer so appointed by the University shall report to the examination cell of the college where examination centre is located, one day prior to commencement of examination, to ensure that all arrangements for the conduct of examinations are adequate.
- He/ She shall give a written report to the Director (E&QA) on security of question papers and answer-books.
- He/ She shall also inform Director (E&QA) that the students are not resorting to unfair means/practices. In case of any incidence, he/ she shall immediately report the case to the Dy. Director (E&QA) along with his/ her report. He/ She shall not leave the examination center during the examination period.
- He/ She shall give a written report after the examination cycle is complete / his/her engagement as external supervisor is over. The report will be handed over to the in-charge examination cell of the college in a sealed envelope for dispatch to Director, E&QA, CUTM.

### **C. Invigilators**

- Examination duty is compulsory. In case of emergency, alternative arrangement to be made.
- Invigilators must report at the examination section half an hour before the commencement of examination to receive the examination related materials.
- Invigilators must enter the examination hall 15 minutes before the scheduled time of examination.
- Invigilators are required to implement the code of conduct for students during examination.
- The Invigilators must ensure that no candidate shall carry any type of unauthorized material to the examination hall.



- Invigilators are required to check that the students have occupied their respective seats according to seating plan.
- No Candidates must be permitted in the examination hall without admit card. The answer script should be handed over to the candidate who possesses proper admit card only.
- Invigilators should distribute the answer books to the students 10 minutes before the examination and ask them to fill all the details in the answer book.
- After properly verifying the student's signature, student's registration number, subject, date etc. on the front cover page of the main answer booklet, the invigilator has to put his/her signature in the space provided there.
- Invigilators should distribute the question paper to the students 5 minutes before the examination.
- The Invigilator should be VIGILANT throughout the Examination period. She/he is required to move in the examination hall to prevent indiscipline / copying.
- Invigilators or any other faculty members should not help any candidate in explaining the questions or giving any hints.
- The invigilators are required to take attendance of the students after checking the admit card.
- The invigilator must mark the absentee student with "ABSENT" (in Capital Letters) against his/her name.
- The counts of student present and student absent in each signature sheet should be recorded and signed by invigilator(s).
- No student should be allowed to go with question paper to toilet. No more than one student should be allowed to leave for toilet at any time. One can go to toilet at best twice during a sitting of examination.
- No student should be allowed to enter the examination hall after 15 minutes of commencement of examination. No student should be allowed to leave the hall before one hour. A student leaving after one hour must submit his/her question paper and answer book to the invigilator.
- Invigilators must prevent unfair means adopted by students, if any, and are required to report cases to the Centre Superintendent separately without any discrimination.
- It is the primary duty of the Invigilator to ensure the fair conduct of Examinations. Noncompliance shall attract disciplinary action.
- The Invigilator should announce the time at each hour and at the last half an hour.



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- No Candidate should be permitted to write anything on the Answer Script after the completion of the Examination time.
  - After the completion of examination, the invigilators must arrange the answer books serially according to the registration numbers supplied in the signature sheet and submit them to the examination section along with the signature sheet, remaining question papers, stationary items and details of MP cases.

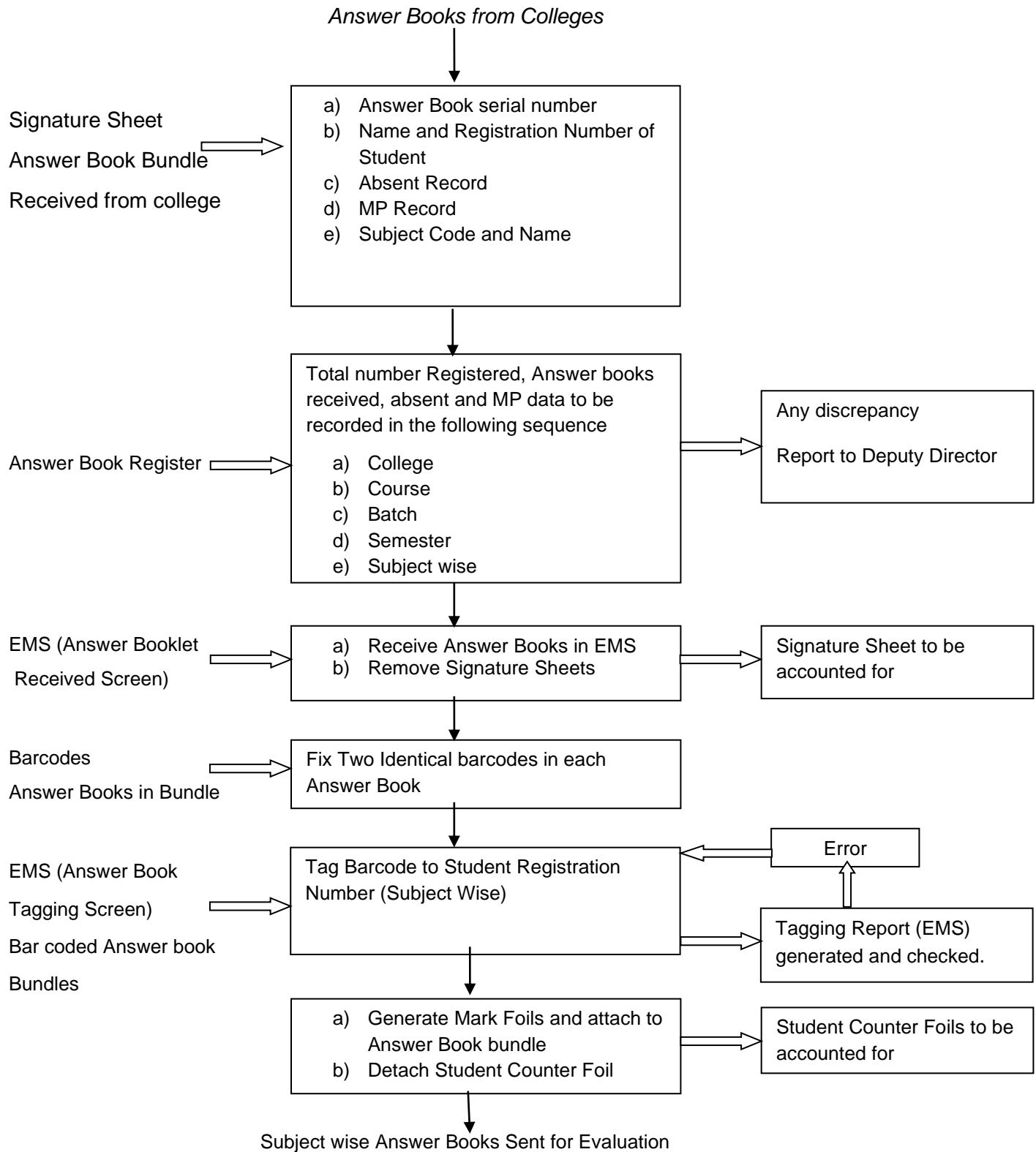


### **3. INSTRUCTIONS TO CANDIDATES**

1. Any wrong entries will disqualify the Answer Book.
2. This answer book contains 36 (Thirty-Six) pages. Extra answer books/ sheets will not be issued.
3. Candidates shall use blue or black ball point pen for writing their answers.
4. Candidates shall write their answers in neat and clear handwriting on both sides of all pages and shall not leave blank page(s) or space(s) in between.
5. Candidates should strike out all pages on which nothing is written.
6. Candidates are not allowed to leave the examination hall during the first hour of the commencement of the examination.
7. Candidates are not allowed to write anything on the question paper in the course of Examination.
8. Carrying of mobile phones, any kind of communication device(s), books, printed or handwritten materials, etc. are banned inside the Examination hall.
9. Any candidate found in possession of any banned item (s) will be deemed to have willfully infringed the instructions amounting to misconduct. The candidate will be asked to leave the examination hall immediately while their answer sheets and banned items are confiscated.
10. The candidate is forbidden to TALK/ MAKE GESTURES inside the examination hall.
11. Candidates may note that writing of registration number in place(s) other than the space provided for the purpose or putting any distinguishing or identification mark(s) or symbol(s) will tantamount to resorting to “Unfair Means” and will be treated as “malpractice”.
12. Candidates will stop writing when instructed to do so at the end of the examination and REMAIN SILENTLY SEATED UNTIL ALL ANSWER SHEETS HAVE BEEN COLLECTED and are told that you may leave the hall.
13. THE CANDIDATE IS REMINDED THAT CHEATING IS REGARDED AS AN ACT OF GRAVE MISCONDUCT FOR WHICH HEAVY PENALTIES WILL BE APPLIED, INCLUDING A FAIL IN THE SUBJECT/ CANCELLATION OF ALL SUBJECTS WRITTEN IN THE SEMESTER/ DEBARRING FROM THE EXAMINATION AND POSSIBLE EXPULSION FROM THE UNIVERSITY.



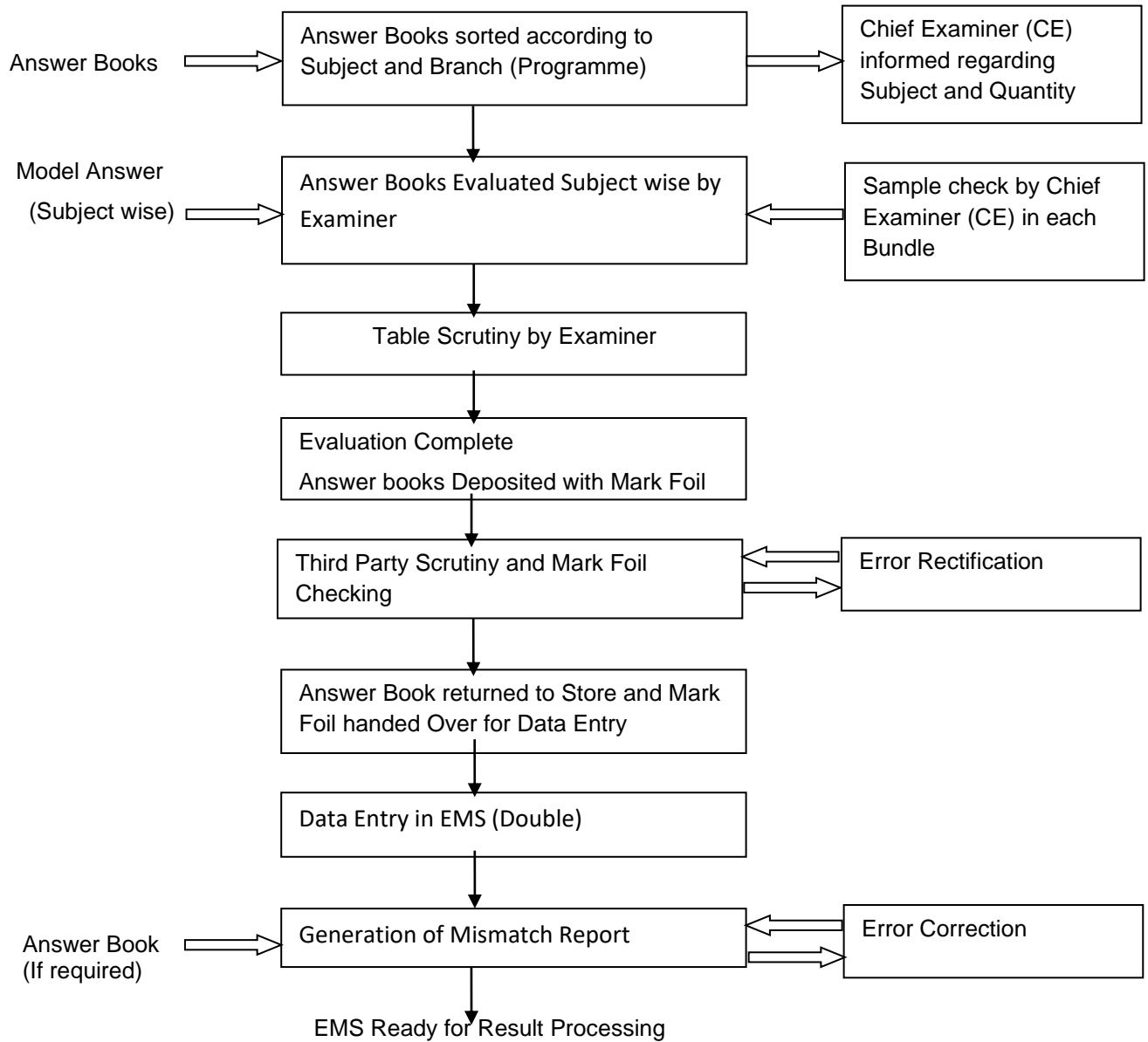
#### 4. ANSWER BOOK PREPARATION FLOW CHART





## 5. EVALUATION PROCESS

Answer Book Received for Evaluation with Mark Foil (Subject wise, Semester wise in Bundles)



## 6. CENTRAL ASSESSMENT

Conduct of examinations and declaration of results is one of the important activities of a University. The Central Assessment (CA) has been adopted by CUTM with a view to:

- Declaring the results in the shortest possible time
- Increasing the reliability of the results
- Maintaining uniformity and consistency in the assessment
- Increasing accuracy and efficiency in declaration of results
- Creating confidence amongst the students about the assessment system

However, based on quantum of answer papers, nature and type of paper, the Director (E&QA) may allow assessment of answer scripts of a particular subject by an examiner at his/ her choice of place.

The Central Assessment shall consist of the following stages:

- i. Pre-Assessment
- ii. Assessment
- iii. Post-Assessment

The Evaluation process flow chart is in Annexure – VI & Annexure – VII

### ***Pre-Assessment:***

- The venue and CA Administrator: The venue and administrator for the Central Assessment shall be decided by Director (E&QA). Normally the Dy. Director (E&QA) will be the CA administrator.
- Invitation to Examiners:
  - The CA administrator in consultation with the Director (E&QA) will nominate Chief Examiners for each branch.
  - The Dy. Director (E&QA) in consultation with the Chief Examiners shall send the invitation letters / communication to all the examiners, for their acceptance.
  - All the instructions regarding the CA shall also be sent to the examiners and shall be exhibited at CA Hall for the information of examiners. In case of shortage of





examiners, substitute examiners shall be made from the panel by Dy. Director (E&QA).

- Collection of Answer-books: It is the responsibility of the Director / Principal of the constituent campuses to see that the answer books of the examinations held at their centers are sent promptly as per instructions given by the University from time to time, to the CA Centre.
- The Administrator of CA shall make adequate arrangements to receive answer books coming from the examination centres from time to time.
- On receipt of the answer books at the QA office, the staff employed for this work shall check the answer books, Supervisor's Reports and ascertain as to whether the number of candidates present, absent and MP indicated in the report are correct. In case of any discrepancy it shall be resolved in consultation with the Deputy Director (E&QA).
- The bundle of answer books containing 20 answer books or less shall be received in system after checking and coded and be made available for evaluation.
- It should be ensured that following documents accounted for and kept separately for future verification:
  - Signature sheet
  - Answer-book counter foil
  - Tagging report
  - Mark foil
- The answer books shall be arranged subject wise/ paper wise as this will be convenient at the time of distribution of answer books to the examiners for assessment.
- In case of any event of missing answer books or any unpleasant experience, the Administrator, CA shall consult the Director (E&QA) and take necessary action.
- Norms for appointment of staff for CA: The Administrator of the CA Centre would appoint suitable staff, of his/ her own confidence, for different sections indicated below, for smooth, confidential and speedy processing of the results:
  - Stores
  - Coding and tagging of answer-books
  - Assessment
  - Data Entry on PCs



- TA/DA and remuneration to examiners: The payment of Local Conveyance Allowance, Travelling Allowance, Daily Allowance and Remuneration shall be made to the chief examiners and examiners appointed for assessment of answer books from the advance placed at the disposal of the Director (E&QA) according to the approved rates.
- Account of CA: Receipt and Payment Account of the Central Assessment shall be audited internally keeping the confidentiality in view. No vouchers of the expenditure incurred for CA is required to be submitted to the accounts section. However, in respect of the other expenditure incurred all the vouchers shall be submitted to account.

**Assessment:**

- On the day of commencement of the CA the examiners shall be given information regarding the programme, seating arrangement, payment of TA. / D.A. and remuneration bills etc.
- Chief Examiner (CE) will hold a meeting with the Examiners of the concerned subject nominated by the Administrator, to discuss the question paper(s), scheme of marking and synoptic/ model answers as well as discrepancies if any in a paper so as to attain the uniformity/ standard and consistency in assessment. He/ She shall watch the day to day progress of assessment and assist the Administrator, CA in the smooth conduct of CA work. He/ she shall sample check 15% - 20% of answer books of each examiner. The CE shall submit to the Administrator, CA, a consolidated report on the performance of the candidates, the assessment work and his general observations and suggestions etc. on the last day.
- While issuing the answer books to examiners for assessment, the signature of the concerned examiner for having received the answer books for assessment is to be obtained on a register.
- The examiners shall see that after taking a bundle of answer books for assessment from the issuing counter, they perform the assessment work only on seats allotted to them. The assessed answer books are to be returned after checked by CE.
- While returning the answer books the same to be accounted for against the examiner. The examiner shall, take another bundle of answer books for assessment only after returning the first bundle. This process shall continue till the assessment of all the answer books in the concerned subject is over.



- In case the examiner detects use of unfair means, while assessing the answer books he/ she should give a written report and submit the concerned answer books to the Administrator, CA for further actions through CE.
- The respective examiner should sign on the front page of the answer book.
- Every examiner shall be required to sign the Attendance Register each day.
- It shall be ensured that the marks given by the Chief Examiner (CE) to each question are written on the front page in green ink. In case the marks awarded by the CE is different than the examiner, the marks awarded by CE will be taken as final marks for all purpose.
- The Administrator, CA shall not avail the leave facility during the CA period unless there are exceptional reasons.

***Post-Assessment:***

- Third party Scrutiny: All answer-books handed over by CE shall be subjected to a third party scrutiny by E&QA cell.
- The team so detailed will check:
  - Correctness in addition of marks
  - Posting of marks in the mark foil
  - Whether each answer has been corrected
- Any error found by the third party scrutiny will be reported to Dy. Director (E&QA).
- The errors reported will be rectified by the concerned CE / examiner.
- The rectified mark foils will be handed over for mark entry in the system.
- The double entry of marks from mark foils shall be done simultaneously by nominated data entry operators.
- Mismatch Report and Rectification: After the double data entry, mismatch reports are required to be verified and necessary rectification to be carried out.
- Entered external marks will be processed in the EMS along with the internal and practical marks for final result publication.