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# EXAMINATION PROCESS



## Introduction

Examination occupies a very significant place in a university system. Examination is an instrument to test what the student has learned and retained in his mind during course of study. University examinations have stimulating effect on both students and teachers. To the Student, it gives a goal toward which he is directed and impels him to attain that goal within specified period of time. Examination may be used as a means to organize and integrate knowledge, it encourages student to go through various books and integrate ideas to respond to a given problem. For a teacher too, examination gives a stimulus and goal orientation to his work. In a nutshell, we may say that examinations are inevitable, without examination the work of students and teachers will neither have precision and any direction. Examination is always an effective instrument to evaluate the quality and quantity of knowledge. University examinations are conducted for each stage at the end of the academic session.

## Objectives

Examination process is an extremely important and key aspect of the education system. The main objective of this process is to conduct the examinations on behalf of the affiliating University in a fair manner and in accordance with the rules & regulations and guidelines issued by the affiliating University. The examination committee of the institute is responsible for the smooth conducting of the examinations at the institute.

## The responsibilities of the examination committee

- To prepare the guidelines to hold the examinations in accordance with the norms of the University.
- To fix up the dates for the internal tests after taking into consideration the completion of the syllabus and quantum of the syllabus to be covered.
- To inform all the faculty members about the internal test dates, preparation and submission of the question papers on or before the date being fixed.
- To consolidate the marks relating to internal tests and to process it for sending the same to the university.
- To inform students well in advance about the tests and examinations.
- To ascertain and inform the dates of final examinations by the University both to the faculty and to students.
- To hold the final examination of the University in accordance with the guidelines given by the University.



- To make necessary arrangements and seating pattern systematically for the test and examinations with the assistance of office superintendent and Maintenance engineer.
- To exercise maximum care to bring the question papers from the University, to distribute the question papers to the students, distribution of answer scripts, collection of the answer scripts, bundling and sending the answer scripts to the University.
- To maintain a separate register to account question papers and answer booklets during the examination.
- To exercise maximum care while printing the blue books, distribution and maintenance of the same in the stock register and while preparing invigilators time table for the tests and examinations.
- To take care of visits of squad members and other authorities of the University during the examination.
- To make any correspondence with the University relating to the examination
- To bring those students who indulge in malpractice in to the books during the examination.
- To keep open and systematically operate examination control room during the tests and examination.
- To inform the director about the variations, alterations and developments relating to the examination.

The examination committee is responsible for conducting the internal test and University examination.

#### **Details of the Internal tests**

Internal assessment of the students is carried out as per the regulations and norms of the Bangalore University.

In consultation with the Director, The examination committee has to prepare the schedule of the internal assessment test for the academic year, as per the guidelines issued by the Director. The schedule is to be circulated among the faculty members and the same is to be notified to the students.

The examination committee has to conduct two internal tests for 25 marks each and best two test marks are to be considered for awarding the internal marks. The criteria to be taken in to consideration for awarding the internal marks are Internal tests - 10 Marks, Assignments/ Presentations - 10 Marks, Attendance -5 Marks.



Test circular was sent to the students and the faculty members one week before the schedule and the same is notified in the notice board. Two tests were scheduled per day for both the semesters and they were conducted as per the timetable. The students were asked to write the tests in the blue books provided separately for each subject.

The concerned faculty members evaluate the blue books and records the marks scored by the students in the blue book and ask the students to verify the blue book and sign the blue book. Once the students verify the blue books, the marks are updated on the Student Information System. Through SIS system, a message will be sent to the parents regarding the marks secured by the ward in the internal tests.

The final internal marks are recorded in the blue books and the concerned subject faculty members have to handover the final internal marks to the examination coordinator. At the end of the semester, a consolidated subject wise internal marks are prepared in the prescribed format and sent to the University before the prescribed date. A copy of the internal marks will be put up on the notice board for the student's information.

At the end of the semester, after submitting the final internal marks, all the faculty members have to deposit all the blue books to the examination committee. The committee has to retain the blue books for the minimum period as per the guidelines of the Bangalore University.

#### **Internal Test Process -**

1. Making the Blue books ready for conducting the internal tests.
2. Intimation to the faculty and students about the internal tests.
3. Collection of the required number of question papers from the faculty.
4. Preparation of the Timetable for the tests and intimating the same to the students and faculty members well in advance.
5. Preparation of the Invigilation duty chart and intimation of the same to the faculty.
6. Arrangement of the rooms for the test.
7. Conducting the tests as per the schedule.
8. Issue of the blue books for the evaluation / verification.
9. Collection of the verified blue books and soft copy of the test marks.

#### **University Examination**

The University examinations are conducted on as per the rules, regulations and guideless issued by the affiliating University from time to time. The University examination process is as follows:

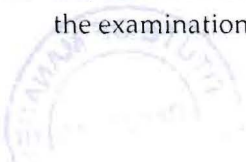


### **University Examination Process -**

1. Notification from the University about the Examination.
2. OMR and Examination Application collection , verification and submission of the same to the University by the office.
3. Examination fee collection and submission of the same to the University by the office.
4. Preparation and submission of the candidate list by the office to the University.
5. Preparation and submission of the Question paper indent to the University.
6. Preparation and submission of the financial statement and DD and OMR / Examination application to the University.
7. Preparation and submission of the Internal Assessment marks to the University.
8. Preparation of the Admission tickets and distribution of the same to the students.
9. Preparation of the invigilation duty chart and intimating the same to the faculty members.
10. Conducting the examination as per schedule (i.e. Bringing the Question papers from the university, to distribute the question papers to the room invigilators, distribution of answer scripts to the room invigilators, collection of answer scripts, verification of the invigilator diary and the answer scripts, bundling and sending the answer scripts to the University).
11. Filing the Invigilators dairy for the future reference.
12. Maintaining the examination related records / documents by the office.

### **Appointment, Duties and Responsibilities of the Deputy Chief Superintendent**

1. The Chief Superintendent shall appoint, soon after his/ her college is declared as a Center with approval of the Registrar (Evaluation), a Deputy Chief Superintendent to assist him, from his teaching staff preferably on the basis of seniority. When the number of candidates per session is 1 to 300, he/she shall appoint one Deputy Chief Superintendent, from 301 and above two Deputy Chief Superintendent.
2. The Deputy Chief Superintendent who is not in a position to take up the appointment shall intimate the Chief Superintendent in writing well in advance.
3. He/She shall assist the Chief Superintendent in general for the smooth conduct of the examination at the center.



4. He/She shall arrange to assign the register numbers to different room/hall under the guidance of the Chief Superintendent.
5. He/She shall on the days of the examination arrange to supply the blank answer books, and other stationary required for each rooms/ halls and deliver the sealed packets of the question papers to the rooms concerned.
6. He/ She shall ensure that the room superintendents are supplied with all necessary requirements for the smooth conduct of the examination.
7. He/ She shall allot the rooms to room superintendents on the days of examination and assign work for the relieving Superintendent.
8. He/ She shall assist the Chief Superintendents in dispatching the answer book bundles in cloth bags duly sealed to the Custodian of the notified valuation center by name so as to reach the valuation center before 7Pm on the day of the examination. Whenever there are two sessions of examination in a day, the answer bundles of the first session shall be sent before commencement of the second session to the notified valuation center and also the papers of the second session soon after its completion in case of local centers and in case of outside Bangalore centers, the same shall be sent next day morning by Registered post.
9. The Deputy Chief Superintendent shall prepare the bundles of answer scripts of 10 packets (each packet containing maximum 18 scripts excluding absentees). The answer books shall be arranged registered number wise, course wise, semester wise, subject wise, paper wise and they are inserted in the covers supplied by the University and these covers/ packets shall be put in cloth bags along with the A form and invigilators diary in duplicate and sealed in the presence of the Chief Superintendent.
10. He/She shall ensure that the answer scripts / packets are not mixed and the address of the valuation center and other details that are to be written on the cloth bags are written properly and legibly as per the directions of the University.
11. The Deputy Chief Superintendent shall ensure that in each cloth bag statement containing the particulars is pasted and duly signed by the Deputy Chief Superintendent and by the Chief Superintendent.
12. He/She shall ensure that the answer scripts of different subjects are packed separately and dispatched to the Registrar (Evaluation) by name or to the person authorized for receiving the same.
13. He/she shall arrange to prepare and send in the form prescribed to the Registrar (Evaluation) / The Deputy Registrar (Evaluation) by name daily account of answer books dispatched.



14. He/she shall send to the Registrar (Evaluation) / Deputy Registrar (Evaluation) by name the consolidated absentees statement before three days after the completion of the examinations super scribing the envelope with consolidated "Absentees Statement".
15. He/She shall in addition to the above duties attend to any other work entrusted to him by Chief Superintendent in connection with the examinations and function under the overall control of the Chief Superintendent.

#### **Appointment, Duties and Responsibilities of the Room Superintendent**

1. The Chief Superintendent shall appoint the Room Superintendents from among the teaching staff of his PG Department / college one week in advance of the commencement of examinations under intimation to the Registrar (Evaluation). In exceptional cases where the teaching staff of an Institution is inadequate, the Chief Superintendent may with the permission of the Registrar (Evaluation) appoint Room Superintendent from the teaching staff of other institutions.

The room superintendent,

1. Who finds it is not possible to attend the examination related work shall take prior written permission from the Chief superintendent at least one day earlier to the scheduled date, his / her inability to take up the work explaining the grounds for the same. In such case the concerned invigilator should make the alternative arrangement for the smooth conducting of examination.
2. Should make sure about the authenticity of the candidate by verifying his / her admission ticket / ID cards etc.
3. Shall ensure that the candidates who enter the examination hall occupy their respective seats at least **TEN minutes** before the time specified for the distribution of question paper.
4. Should inform to the students to read out the instructions printed on the admission card, facing sheet and back sheet of answer book (only one answer book is given each candidate). Further he / she will inform the candidates that **no additional answer book will be provided.**
5. Should inform the candidates to check the accuracy of the answer booklet / question paper and bring it to the notice to the room superintendent immediately for the necessary action.



6. Shall not admit any candidate to the examination hall 30 minutes after the commencement of examination and shall not allow any student to leave the same before 30 minutes after the commencement of exams.
7. Shall ensure that every candidate has taken his / her seat and enters his / her register number and shade the circles in the space provided on OMR facing sheet of answer script.
8. Shall not allow the candidate to converse among themselves / exchange of calculators / stationary materials etc.,
9. He / she shall make the necessary entries in the room superintendent's diary (roll number, answer booklet serial number etc.,)
10. Shall handover the remaining question papers and blank answer books (if any) to the chief superintendent after the first 30 minutes bell. Further he / she shall not keep any question paper(s) for personal use or should not give it to outsider.
11. Shall be responsible for the proper accounting of answer books of candidates for whom he / she supervised. Further they make sure that all the related materials such as graph sheets etc, should be fastened to the main answer books.
12. Shall not be permitted to leave the examination hall during the first and last half an hour (from 11:00 to 11:30 AM and 1:30 to 2 PM). During the intervening period (from 11:30 to 1:30 PM) he/ she may leave the examination hall for a period not more than 15 minutes after handing over the charge to Relieving superintendent and acknowledge for the same in the relieving superintendent's diary.
13. Should report to the chief superintendent on the days of the invigilation work allotted half an hour before the commencement of the examination and shall not leave the examination centre until he / she personally handovers the examination related material to the concerned authority.
14. Shall not allow any candidate in malpractice. Further he / she should make sure that the candidates should not have detached any sheet or part of a sheet from the answer book.
15. If any candidate wants to leave the examination for some emergency, he / she should keep the question paper and answer book on the space allotted for the candidate, and he / she should be accompanied by the allotted staff member.
16. Shall make sure that every candidate should personally hand over the completed answer books to the room superintendent before leaving the examination hall.
17. Malpractice cases (if found any) should bring it to the notice of the chief superintendent immediately.





18. Should be watchful and active throughout the period of examination, he / she shall not relax or show indifference in the examination hall. The room superintendent should not indulge in conversation with other staff members. The staff member for whom invigilation work is not assigned is requested not enter any examination room.
19. Should handover the answer book in the order specified in the invigilator's work diary to the chief superintendent after the completion of the examination.
20. Use of any electronic gadget is prohibited in the examination hall. All the invigilators are requested not to carry their mobile phones (or any electronic gadgets) during the examination.
21. Requested to cooperate with the squad members when they enter the examination hall.
22. Any queries relating to the examination work can be clarified from the head or members of examination committee.
23. Full cooperation of all staff members are required for the smooth conducting of examination.

#### **Relieving - Room Superintendent**

1. The Chief Superintendent shall appoint the Reliving Superintendent from among the teaching staff of his/her college one week in advance of the commencement of the examination under intimation to the Registrar (Evaluation).
2. The Relieving Superintendent who finds it not convenient to attend to the work assigned shall intimate in writing to the Chief Superintendent regarding his inability to attend work at least 24 hours earlier to the time scheduled for the commencement of examination.
3. There shall be one Relieving Superintendent for every six Room Superintendent. If there are 5 Room Superintendents and less, the Deputy Chief Superintendent, shall act as Relieving Room Superintendent.
4. He/She shall not allow any candidate to copy from either books/paper/other candidates or he/she in his possession or in his desk any book or papers not issued in the examination hall/room. He shall further ensure that no candidate detaches or tears off any sheet or part of the sheet from the answer book additional book(s) and that every candidate hands over his answer book before he/she is permitted to leave the examination hall/room.
5. He/ she shall at once report to the Chief Superintendent of any case of malpractice and prevent the candidate from writing any further answer of removing/



dispatching or destroying the material from which the candidate was copying. Unless it is evitable, he shall not take possession of such materials till the Chief Superintendent takes charge of the case.

6. The Relieving Superintendent shall give relief to the Room Superintendent for about 15 Minutes and be in charge of the duties of Room Superintendent during that period and discharge all the duties and responsibilities of the Room Superintendent. He/she shall return the Relieving Superintendents diary duly filled to the Chief Superintendent at the end of the day's examination.
7. The Relieving Superintendent shall report for duty half an hour earlier to the time scheduled for the commencement of examination.

#### **Guidelines to be followed by the Students during the University Examinations**

1. The students are required to wear decent dresses (Formals) on all the tests and examinations. Proper attention should be paid towards one's bearings and turnout. (No T-shirts, Jeans pant, Slippers will be allowed. Students should have proper and clean shave, groomed hair, bindi, polished shoes).
2. The students are required to wear uniforms on prescribed days.
3. Students should not carry valets, purses, mobile phones and other gadgets in the examination room.
4. Candidates should have with them on all the days of the examination, their Admission Cards, Identity Cards for verification by the room superintendent.
5. The candidate should take their place in the Examination Hall at least fifteen minutes before the time fixed for the commencement of the examination.
6. A candidate coming more than half an hour after the appointed time will not be admitted.
7. Candidates who are undoubtedly suffering from the serious infections / diseases of any kind will not be admitted to the examination hall.
8. Candidate shall not be allowed to leave the Examination Room till the expiry of at least half an hour after the question paper is given out. And a candidate who leaves the room during the period allotted for paper shall not be allowed to return with in that period.
9. Candidates are prohibited from writing their names and registration numbers on any part of their answer book.
10. Register numbers of candidates should be written very distinctly on the cover page of each book. Failure to write Register numbers will involve the rejection of the answer books.



11. Candidates are required to provide themselves pens, pencil, eraser, scale calculators, sharpener.
12. Candidate should use only Royal blue or Black ink while writing their answers. Using the Multiple colours in the answer booklet is not allowed. If there is a change in the pen, get the signature of the invigilator.
13. Write the answers on both the sides of the page.
14. The answers must be legibly written.
15. Do not leave any pages unused except at the answer book and do not remove any unused sheets.
16. Please cross out all the blank pages not used in the answer books with cross mark (X).
17. Before commencing to answer a question, the question number / sub-question number should be clearly mentioned as indicated in the question paper.
18. If you have used graph sheets, it should be attached to the main book and should be mentioned on the facing sheet of the main answer book.
19. Handover your answer book personally to the room invigilators before leaving the examination hall.
20. Do not write intentionally any symbol or any irrelevant figures and matter. It will be considered as Malpractice.
21. Paper must not be detached from the answer books. The candidate should answer only in the main answer book provided. No Additional answer booklet will be provided for answering.
22. No student should stand in the corridor unnecessarily and disturb the students attending the examinations.
23. Students should maintain discipline at all times in the examination room.
24. Write the register number on the front sheet of the question paper.
25. Correction fluid is not allowed into the examination hall.



  
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