

SAINATH EDUCATION TRUST'S

RAJIV GANDHI COLLEGE OF ARTS COMMERCE & SCIENCE

(Permanently Affiliated to University of Mumbai)

Accredited by NAAC, Grade 'B'



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Ref. No. _____

Date : _____

Standard Operating Procedure for Examination

1. Purpose

To conduct Internal Assessment and External Assessment Examination related to all work as per university notifications and ordinance.

2. Roles and Responsibility

- The Exam Cell shall distribute the Exam Forms of the University of Mumbai to regular students (the fees for the same are collected as part of the college fees) and collect them back after having them duly filled in. After verification, the Exam Cell shall forward the same to the University of Mumbai within the stipulated time period.
- The Exam Cell shall put up a notice inviting ATKT students to have the exam form collected and returned in due time.
- The Examination Committee shall prepare relevant time tables for our College based on the Examination Time Table of the University of Mumbai.
- The Examination Committee shall make the Block and Seating Arrangement and display them on the concerned Notice Board/Website and Blocks.
- The Exam Committee shall prepare and display an overall Supervision Duty List as well as Daily Supervision Duty List on the Staff Notice
- The Exam Committee shall ensure that adequate stationery, like answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads, water jugs etc. are made available.
- The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities of A report of the same shall be submitted to the principal.
- Committee should collect examiners' names for assessment and moderation of each subject from respective HODs.
- All the results (First Year to Final Year) shall be displayed on the respective student Notice Boards/College Website after 4pm. A copy of & same shall be sent to the respective HODs.
- Under the guidance of the Examination Incharge, the Exam Cell shall analyze the exam results and the same shall be verified by the respective HODs. After due verification, copies of the result analysis shall be sent to HODs and Principal
- Preparation of smooth conduct of Examinations, preparation of time — table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.
- To ensure that the entire exam related documents reach the university in time.
- To conduct Internal Assessment examination as per academic calendar.
- Any Circular, Guideline, Office Order, J"4otification received by the University are processed in the Examination Cell, reply thereof prepared and after Principal's signature dispatched or circulates to the concerned Departments / Students.

3. Procedure

a. Examination Notification from University.

- ✓ One month before University is releasing the notification.
- ✓ Bring to the notice of principal and take the signature on it.



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- ✓ Circulate it to all the departments and notice boards.
 - ✓ Based on the notification collect the exam fee from students.
 - ✓ Prepare courses students data based on attendance eligibility.
 - ✓ Student list contains all the appearing students. Attendance should be 75% and above.
 - ✓ Submit all the reports along with necessary examination fee in Mumbai University as per the given schedule.
- b. Xerox machines checkup from concerned team.**
- ✓ One week before the examinations Xerox machine should be examined by the technician.
 - ✓ Take all necessary steps to print the question paper.
- c. Room wise seating plan & arrangements**
- ✓ Exam hall wise seating plan should be displayed beside the examination hall, examination cell notice boards and kept the same at the security office near the entry gate.
- d. Invigilators reporting form**
- ✓ Preparation of Invigilators reporting form.
 - ✓ Jumble the faculty member
- e. Day wise consolidated absentees for all departments**
- ✓ After every examination, prepared branch wise consolidated absentee's statements.
 - ✓ Take the signature from the principle on the sheet and send it to all the faculty through email.
 - ✓ Prepare and overall consolidated statement for absentees.
- f. Notification for External examination**
- ✓ A notification is released before one month of commencement of external examination.
 - ✓ Bring to the notice of the principle and take the signature on it.
 - ✓ Circulate it to all the departments and notice boards.
 - ✓ Based on the notification collect the exam fee from students.
- g. Circulate the University notification to all the departments**
- ✓ Circulate it to all the departments.
 - ✓ Circulate it to all the departments and notice boards.
 - ✓ Display it in the examination cell notice boards

PRE-EXAMINATION ACTIVITY

1. Process for Preparation and Announcement of Exam Schedule Time Period: at the beginning of the Program

Activity involve: Principal, Examination In charge and HOD's

- ✓ Exam dates are already announced in the Academic Calendar which is communicated at the commencement of the programme.
- ✓ The Exam Schedule to be uploaded on the Notice board and College websites for students at least a month before the scheduled date of examination by the Examination In-charge.



2. Process of constitution of various panels and committee

Period: One month after commencement of Term

Activity involves: Principal, Examination In charge and HOD's

- ✓ Unfair Means Committee to be set up by the principal and the rules to be communicated to them by the examination in charge.

3. Process for Paper Setting

Time Period: 4 weeks before commencement of Exam Activity

Activity involves: Principal, Examination In charge and HOD's

- ✓ The pattern of questions, maximum marks and time allotted must be in line with what has been laid down in the course manual for the concerned paper.
- ✓ The final examination question paper must be in accordance with the assessment grid and learning outcomes laid down in the course manual.
- ✓ Each module tutor shall submit two hard copies of question papers to the respective principal. These hard copies of question papers must be submitted 15 days before the scheduled start of examination.
- ✓ The packets are then sealed and cross signed by the members present and handed over to campus Deans/Directors of each campus.
- ✓ This packet is to be kept under lock and key with the Director of each campus.
- ✓ This exercise is to be completed 10 days prior to the scheduled start of the examination.

4. Process for printing of papers

Time Period: 2 days before commencement of Exam

Activity involves: Principal and Examination In charge

- a) Question papers are to be printed in required numbers under the supervision of the examination in-charge.
- b) Printed papers are to be sealed and kept in a safe locked almirah/cupboard/ room, accessible to only the principal.

5. Process for preparation of List of Eligible Candidates:

Time Period: One week before commencement of Exam

Activity involves: Principal, Examination In charge and HOD's

- a) Eligibility conditions for writing the end term for a paper includes:

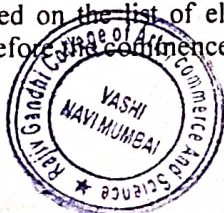
1. Student should have registered for that course
2. His/her registration should be valid
3. Have at least 75% attendance in contact sessions for each course.

6. Process for Preparation of Seating Plan

Time Period: four working days before commencement of Examinations

Activity Involves: Principal, Examination In charge and HOD's

- a) The seating plan for the entire set of examinations for each trimester is to be prepared by the Program Office based on the list of eligible candidates under the supervision of the Dean at least four working days before the commencement of examinations.



- b) The seating plan is to be displayed on
 - a. The student notice board
 - b. At the entrance of respective examination halls and
 - c. At an appropriate place inside each examination hall for students to see,
- c) Displaying of seating plates must happen only half an hour before the commencement of the examination.

7. Process for preparation of Invigilation Schedule:

Time Period: Three working days before commencement of Exam Activity involves: Principal, Examination In charge and HOD's

- a) Invigilation schedule to be prepared at each center by the program office based on the pool of invigilators
- b) The Invigilation schedule to be intimated to the invigilators by the principal.

8. Communication of Exam Guidelines to Students, Invigilators and Evaluators.

Time Period: at least two days before the commencement of Examinations

Activity Involved: Principal and Examination In-Charge

Guidelines for Students, Invigilators and Evaluators are to be shared by the Program Office at least two Days before the commencement to examinations.

DURING EXAMINATIONS ACTIVITE

1. Process for Conducting Examinations :

Time Period: During examinations week

Activity Involves: Principal, Examinations In charge and HOD's

- a) Exams to be conducted under the guidance of the principal and examination In-charge of the concerned institute.
- b) Sealed packets of question papers will be opened at the program office in the presence of the principal, and distributed in smaller packets as required by the seating plan and rooms allotted for the paper.
- c) Counted packets of question papers, answer sheets and seating plan will be handed over to the invigilator by the examination in-charge at least 20 minutes before the scheduled commencement of the examination.
- d) Attendance sheets for each examination class-room shall be handed over to the invigilator along with question papers and answer sheets.
- e) Invigilators are expected to obtain the signature of the candidate in the attendance sheet provided, match the details of the student mentioned in the admit card with the details filled in by the students on the answer sheet, and sign at the place provided on each answer sheet.
- f) The principal and examination in-charge to constitute an exam supervisory committee to assist in smooth conduct of exam.

2. Process after Completion of Each Examination Session

Time Period: After Each Examinations Session

Activity involves: Principal, Examinations In charge and HOD's

- a) Answer scripts to be counted and collected from invigilators in the exact sequence (by roll number/registration number) as appropriate.
- b) Program Office Staff to ensure that all records (Attendance sheets, etc.) are completed as per the communicated guidelines and signed by the invigilator.
- c) The Program Office and the Examination Supervisory Committee to ensure safe parking of all answer scripts.
- d) Each bag of answer script should also have a copy of the question paper, and a hard copy of the award roll.



3. Process for Reporting Unfair Means Cases

Time Period: After Each Examinations Session

Activity involves: Principal, Examinations In-charge and Unfair Means Committee

- a) Any student using unfair means is to be stopped from writing examinations.
- b) The Invigilator is to write a note on the answer copy, obtain the signature of the student and then submit the copy separately.
- c) All cases of unfair means to be dispatched separately to the Unfair Means Committee.
- d) A report of each case that qualifies use of Unfair Menus is to be prepared by the Unfair Means Committee.
- e) The principal, Examination In charge and the Unfair Means Committee initiate necessary action at the end of the examinations.

POST-EXAMINATION ACTIVITIES

1. Process for Distribution of Answer Sheets for Correction

Time Period: Within one working day after the completion of examination

Activity involves: CAP In-charge

- a) Answer copies to be dispatched to the subject teachers by the Program Office.
- b) A record of the day of receipt and no. of copies received by the subject teacher is to be maintained with the program office.

2. **Time Period for completion of assessments:** 10 calendar days for 90 answer scripts, 15 calendar days for 90 to 180 answer scripts, 20 calendar days for more &an 180 answer scripts from the day of completion of the contented examination.

- a) Model answers for each paper are shared by the module leader within one day of completion of examination.
- b) Assessment/evaluation of answer sheets are to be completed by the concerned tutor/module leader within the timelines mentioned above.
- c) The concerned evaluator shall prepare the grade sheet and summary statistics for the answer sheets she/lie assessed.
- d) The answer sheets and (provisional) marks are to be shared with students, and corrections if any are to be incorporated before the moderation meeting.

3. Process for Submission of Marks

Time Period: 3 working days from the date of moderation meeting, in case no revaluation. In case revaluation is recommended, the timelines are accordingly modified.

Activity involves: Faculty

- a) On finalization of grades/assessment, evaluators are expected to feed in the marks secured by students in the award role provided by the program office.
- b) The evaluator is expected to email the soft copy of the award role to the program office and submit a self attested hard copy of the same award role to the program office. The soft copy and hard copy of the award role must separately mention the scores obtained by students in different components of assessments, and the total marks secured.
- c) The evaluators are also expected to upload the final marks in the LMS as and where applicable.
- d) All corrected answer scripts are to be submitted back to the program office along with the award roll.



4. **Process for Compilation of Results**

Time Period: 7 calendar days from the date of submission of marks.

Activity involves: Examination In-Charge

1. Marks submitted to the program office will be compiled and hard copy score sheets will be generated by the program office within 7 calendar days of submission of marks.




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