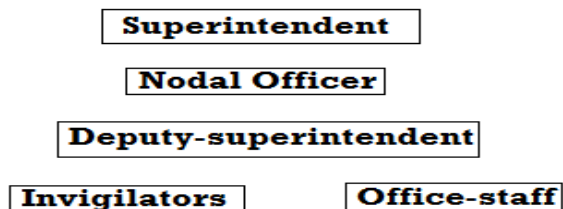


Examinations: Standard Operating Procedures

Examination duties come under the essential service, and hence should be taken seriously by all stakeholders, as per following hierarchy:



An examination control room will be assigned to be chaired by Superintendent/Deputy Superintendent. Control room will be the point of contact for any questions or emergencies that you may encounter during the exam.

All office staff and invigilators will report at the control room at the pre-specified reporting-time to collect the duty chart and other stationary like answer scripts, seating plan, attendance list, etc on the day and time of the exam hereinafter referred as *scheduled exam*.

Invigilation Guidelines

**Before the Scheduled Examination:**

- Invigilators arrive at the designated control room before entry of the examinees. In case of any mutual exchange of the invigilation duty, it should be communicated in writing to the examination team well before 24 hrs from the commencement of the exam. In such cases, it will be the responsibility of the invigilator originally assigned in the duty chart to make sure the availability of the invigilator at the said mutually exchanged date and time.
- If required, superintendent/DS will be there to meet invigilator and provide additional instructions.
- Examinees (or students) to arrive 15-20 minutes before the scheduled exam in their assigned room and take allotted seats.

**At student arrival:**

- Remind examinees
  - To use the restroom before the start of the scheduled exam, if required. If required one student may leave the exam room at a time, for wash room, only after 30 minutes of the start of the scheduled exam.
  - To leave their bags at the front and only take out ID/admit card and permitted materials.
  - Should not come with their valuables and if any, keep them in their bags/ purses at their own responsibility, that to be placed out of reach during examination.
  - Mobile phone/smart gadgets are not allowed in examination hall.
  - Conduct during examination must be appropriate.
  - Distribute the answer-sheets in series with seating plan for the room.

**At the beginning of exam:**

- Require all students to show their Admit card or display it on their desks.
- Check identities against the attendance list.

- If a student does not have admit-card student ID card, ask for other official photo ID, such as a driver's license and report the same to exam centre.
- If the student is unknown to the invigilators and does not have any form of ID to present, take the student's name and student number, and take a photo of the student with a cell phone to compare to their student records when possible.

#### **During the exam:**

- Examination begins with distribution of question paper right at the time of first BELL.
- Never leave the room or exam materials unattended.
- Control the movement of students in and out of the room.
  - No students should be permitted to leave within the first half of the exam.
  - No students should be permitted to enter after the first half hour.
  - Frequent use of restroom by single student should be avoided.
  - No eatables are allowed to be used by examinees
  - In case of emergency medicines if any to be used by the examinee
- Keep a record of the names of students who leave the room temporarily or finish early (note the time they leave on their answer script)
- Invigilation duties require you to make every effort to prevent cheating and collusion by immediately inspecting anything irregular or suspicious.
- When student leave the room after half an hour, Question paper are not allowed to be taken outside.

#### **If you observe cheating:**

- Talk to students quietly if you suspect cheating (body position, unauthorized materials, etc.). If necessary, move potentially collaborating students to non-communicative seats. Ask another invigilator to watch the student if you suspect cheating(s).
- If a student cheats, confiscate the exam, collect his/her answer script with any unauthorized materials, and ask explain why. To avoid disturbing other exam-takers, do this carefully.
- Report the same to examination center and Superintendent/DS for further actions/procedures.

#### **Just before examination end:**

- No student is allowed to use restroom just before 30min. from end time.
- No student is allowed to take supplementary script before 05 min. from end time.
- No student is allowed to have loose sheet *i.e.* unbounded supplementary before 05min. from the end time.

#### **At the end of exam:**

- When time is up (second-BELL) give a clear signal and informs students to put down all writing instruments.
- Control the collection of answer-scripts, to prevent students from leaving with a copy.
- Count the answer-scripts and arrange these subject-wise in series after you collect them to assure that nothing left unaccounted for.
- Submit the same to examination center and leave after submission procedure gets completed satisfactory.