

EXAMINATION MANUAL

Examination Hall

1. The examination halls must be spacious, adequately lit, ventilated and adequately furnished.
2. Each Hall preferably should be capable of holding 90 candidates (03 blocks of 30 candidates each or more).
3. Each candidate must be seated at least three feet away from another candidate either horizontally or vertically.
4. The chairs/tables/desks provided for candidates must be stable and comfortable for the students to write.
5. Strict silence should be maintained during the examination. No unauthorized persons should enter the examination hall.
6. Block-wise roll list of the students has to be displayed on the notice board at least two days prior to the commencement of the examination.

DUTIES AND RESPONSIBILITIES OF

CHIEF SUPERINTENDENT

1. Principal of the college shall be the Chief Superintendent.
2. He/she will be overall responsible for the smooth and fair conduct of the examination.
3. Shall inspect the examination hall well in advance and ensure adequacy of the seating arrangement, shall ensure that all the arrangements are made for the examination (seating arrangements, invigilators, room supervisors etc).
4. Shall convene the meeting of the Deputy Chief Superintendent, Room supervisors and Invigilators, and apprise them of their duties.
5. Shall be responsible to ensure that there will not be any malpractice on the part of the students.
6. Shall be responsible for collecting the required number of answer books from the University one week before the commencement of the theory examination.
7. Shall be responsible for the return of the answer books to the University in sealed packets, once the examination is over.
8. Shall ensure that no student enters the examination hall 15 minutes after the commencement of the examination.
9. Shall receive the sealed question paper packets one hour before the scheduled time of examination.
10. Shall be responsible for handing over the sealed question paper packets to the room supervisors 10 minutes before the scheduled time of examination.

DUTIES AND RESPONSIBILITIES OF OBSERVER

1. Shall ensure that all the rules of the University with respect to conduct of the Theory Examinations are strictly adhered to.
2. Shall ensure that there is no malpractice during the theory examination.
3. Shall be present throughout the examination and assist the Chief Superintendent and Deputy Chief Superintendent in ensuring that the room supervisors and invigilators perform their duties strictly as laid down by the university.
4. Shall check the students who resort to malpractice and report such cases to Controller of Examinations.
5. Authorized to visit any examination centre without prior intimation and check the record and other material related to the conduct of examination.

DUTIES AND RESPONSIBILITIES OF VIGILANCE SQUAD

1. Ensure that the examinations are conducted as the set procedure of the University.
2. Shall check the students who resort to malpractice and report such cases to Controller of Examinations.
3. Authorized to visit any examination centre without prior intimation and check the record and other material relating to the conduct of examination.
4. Chairman of the squad will directly submit the report of surprise visit to the Vice-Chancellor.

DUTIES AND RESPONSIBILITIES OF DEPUTY CHIEF SUPERINTENDENT

1. Shall be a senior faculty HOD/Professor of the respective college.
2. Shall assist the Chief Superintendent for the smooth conduct of the examination.
3. Shall be present throughout the examination and shall ensure that the room supervisors and invigilators shall perform their duties and responsibilities strictly as laid down by the University.
4. Shall be informed about all the cases of malpractice. In every case of malpractice, along with the Chief Superintendent, will take suitable action as laid down by the university.
5. Shall ensure that all the rules with respect to the conduct of the examination are strictly followed by everyone, involved in the conduct of the examination.

DUTIES AND RESPONSIBILITIES OF ROOM SUPERVISOR

1. The Chief Superintendent appoints the Room Supervisor.
2. There shall be one Room Supervisor for every three invigilators.
3. The Room Supervisor shall supervise the assigned blocks specified by the Chief Superintendent.
4. The Room Supervisor will assist all assigned invigilators in their procedures, should they require any assistance.
5. Room Supervisor shall ensure that the invigilators adhere and follow strictly all the rules and responsibilities laid down for invigilators.
6. Shall distribute the sealed question paper packet to the invigilators, 5 minutes prior to the scheduled time of examination.
7. Shall be present in the examination hall throughout the examination.
8. Shall attend to the cases of malpractice and report to Chief Superintendent.
9. Room Supervisors are requested not to bring their mobiles into the examination hall or put them on silent mode.

DUTIES AND RESPONSIBILITIES OF INVIGILATORS

1. Each Invigilator is appointed for one block of 30 candidates.
2. Each Invigilator will report to the examination hall 30 minutes before the commencement of the examination.
3. Shall collect the required number of answer books from the concerned authority.
4. The answer books shall be given to the candidates by the invigilator as and when the candidate takes his/her seat and instructs him/her to read all the instructions printed on the answer book carefully.
5. Invigilator must check the Admission Card before issuing the answer book to the candidate.
6. The Invigilator shall sign on the answer book only after verifying the information written by the candidate. This shall be done before the commencement of the examination.
7. Shall receive the sealed question paper packets 5 minutes before the commencement of the examination.
9. The question paper packet shall be opened immediately after the commencement of the examination and distributed to the students.
11. Each Invigilator shall ensure that each student gets the correct question paper (code) as per his Admission Card.
12. Invigilators shall take the signature of all the candidates present in the attendance sheet provided by the university.
13. Invigilators should ensure that no candidate brings books/papers/mobile phones /electronic gadgets etc., into the examination hall.
14. Invigilators shall not allow any candidate to enter the examination hall after a lapse of 30 minutes from the commencement of the examination.

15. Invigilators shall not allow any candidate to leave the examination hall for the first and the last 30 minutes after the commencement of the examination.
16. Invigilator shall not leave his block for the entire duration of examination, shall ensure that the total silence is maintained in the block, and no candidate talks to others.
17. Answer book from the candidate shall be collected only after ensuring that all the entries are made on the back of the front page of the answer sheet (Part-I & Part-II).
18. No break is allowed for any candidate and only water if requested may be provided at the seat of the candidate.
19. Invigilators shall keep a close watch on the students to ensure that there are no cases of malpractice.
30. After the paper is over all the answer books shall be collected from all the candidates from his/her block. After verification with the attendance sheet, the answer book, attendance sheet and unused answer books shall be handed over to the room supervisors.
21. Invigilators are requested not to bring their mobiles into the examination hall or put them on silent mode.

CONDUCT OF THEORY EXAMINATION

1. Personnel on the examination duty like Chief Superintendent, Deputy Chief Superintendent, Invigilators and Room Supervisors shall be present at the examination hall at least 30 minutes before the commencement of the examination.
2. No candidate is allowed to enter the examination hall later than 15 minutes from the commencement of the examination.
3. Further neither candidate nor invigilators are permitted to leave the examination hall for 30 minutes once the question paper is distributed.
4. No candidate is allowed to talk to any of his companions in the examination hall.
5. Only drinking water (on request) may be supplied to the candidate at his/her seat only.
6. Candidates are not allowed to leave the examination hall in between for any reason.
7. Complete silence must be maintained during the entire period of examination time and appropriate security must be provided.
8. No unauthorized persons will be allowed in the premises of the examination centre.
9. The question paper packet will contain block-wise packets and main packet must be opened 10 minutes prior to the commencement of the examination. It shall be opened in presence of Chief Superintendent, Deputy Chief Superintendent, Observer/squad member and one student of the centre.
10. The Chief Superintendent shall be responsible for the smooth conduct of the examinations at the centre. All expenses incurred in connection with the conduct of the examinations at a centre shall be reimbursed by the University as per the rates approved by the University, from time to time. The Chief Superintendent shall submit a detailed audited account of the expenses incurred within a month from the last paper. The accounts shall be submitted in the prescribed forms supplied by the accounts section. The accounts section shall also supply the copy of the rules and payable rates of remuneration for the conduct of examinations to the Chief Superintendent.
11. No Person other than the candidate, invigilators and such other persons as may be authorized by the Chief Superintendent, shall be allowed to enter the premises of the examination centre. The Chief Superintendent shall take all necessary steps to ensure this by displaying a notice to this effect prominently.

12. The Chief Superintendent shall send the sealed answer papers to the Controller of Examinations on daily basis.
13. The Chief Superintendent, after the examination is over, shall prepare the consolidated statement of the answer books, question papers used for the examinations and submit the same in sealed envelope to the Controller of Examinations.
14. The Chief Superintendent shall send the unused blank answer books and question paper in a separate sealed cover to Controller of Examinations.

INSTRUCTIONS TO THE CANDIDATES

1. Candidates shall produce the Admission Card and the college Identity Card while entering the examination hall.
2. They must be present in their respective seats 30 minutes prior to the commencement of the examination.
3. Candidates will not be permitted to leave the examination hall for the first and the last 30 minutes of the examination time.
4. Candidates should carry their examination Admission Card, Identity Card, Pen, HB pencil, Eraser and Scale. No other material is permitted in the examination hall.
5. Mobiles and any electronics equipments are not allowed in the examination hall.
6. Candidates must read all instructions printed on answer books carefully and write legibly all information required to be written on the back of the front page.
7. Candidates are not allowed for any break during the examination. Only water can be obtained at their respective seats.
8. If the candidate is found copying from his neighbor /found to possess pieces of paper with written matter, cell phones, electronic devices, etc he will be debarred from the examination.

These Instructions shall be displayed on the notice boards for the information of the students at least one week before the scheduled date of the examination.

STAFF REQUIREMENTS AT EACH CENTER TO CONDUCT OF THEORY EXAMINATIONS AT COLLEGES

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| 1. | Chief Superintendent | -One |
| 2. | Observer | -One |
| 3. | Deputy Chief Superintendent | -One |
| 4. | Room Supervisors for every Three blocks | -One |
| 5. | Invigilators for every 30 Candidates | -One |
| 6. | Office Superintendent (per examination) | -One |
| 7. | Clerk cum Typist | -One |
| 8. | Attender | -One |
| 9. | Peon | -One |

CONDUCT OF PRACTICAL EXAMINATIONS IN EACH SUBJECT STAFF REQUIRED PER SUBJECT PER DAY

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| 1. Expert Assistants | -Two |
| 2. Technical Assistant (Lab Assistant) | -One |
| 3. Nurse —wherever required | -One |
| 4. Clerk | -One |
| 5. Typist | -One |
| 6. Store keeper | -One |
| 7. Attender | -One |
| 8. Peon | -One |

DUTIES, RESPONSIBILITIES OF EXAMINERS & GUIDELINES

FOR VALUATION

1. The Examiners shall maintain strict secrecy regarding their appointment and work in connection with the examinations. The examiners shall not reveal or give hint regarding the results of the concluded Practicals / Viva examinations. Any violation of this shall be viewed very seriously.
2. Valuation of answer scripts is compulsory.
3. The Examiner shall enter the marks awarded only in the valuer sheet and not anywhere else in the answer script.
4. The examiner shall assess all the answers even if a candidate has answered more than the required number but shall take into account only the required number of questions to be answered to the best advantage of the candidate.
5. Whenever an answer does not deserve any mark(s) please write “Zero”. Cipher “0” is not acceptable.
6. When a question is not answered please write ‘not answered’ (NA is not acceptable). Dashes (---) & blank spaces are not acceptable
7. **Please verify/check**
 - a. **Whether all answered questions have been valued**
 - b. **Whether marks have been awarded & recorded on the valuer sheet**
 - c. **Check the grand total for correctness**
8. The examiner shall sign along with date, after verifying everything.
9. Discrepancy in the number of scripts found on verification with the label on the cover should be brought to the notice of the Controller of Examinations/ Principal/Custodian.
10. Each examiner has to value all the scripts independently and award marks separately in the sheet provided for that purpose. The marks awarded shall not be exchanged/disclosed with the co-examiners.
11. The valuers shall not value the answer scripts in a hurry. Due care shall be taken to value the scripts and award marks question wise without any discrepancy.

12. If any examiner, during valuation of the scripts, suspects any case of malpractice, he shall immediately report it to the Controller of Examinations or his nominee. He shall send the suspected script after valuing it fully along with his report to the Controller of Examination by name. He shall enter such references in the marks lists against the code number.

13. The examiner shall report to the Controller of Examinations by name, cases of any candidates or other persons on his behalf approaching him for any favour or writing letters etc., indicating the name of the person, code number of the candidate, subject/paper etc. He shall also send the answer scripts of such candidates along with his report to the Controller of Examinations forthwith.

14. The examiners shall send the valued practical answer scripts and Viva-Voce forms to the Principal addressed to the Controller of Examinations by name in sealed cover immediately after the examinations are over. The Principal in turn shall hand over the same to the Controller of Examinations.

13. The examiners shall handover the duly sealed marks lists of practical & Viva-Voce examinations to the Principal on the same day of the examination.

14. The examiner shall not enclose along with the marks lists, any other letter, and communication or remuneration bill.

GUIDELINES FOR EXAMINERS FOR CONDUCTING VIVA-VOCE

Examiners are requested to kindly follow these guidelines while conducting Viva-Voce Examination.

A) Reduce the candidate's anxiety and tension:

- 1) Put the student at ease before the viva begins.
- 2) "Oral card" containing a problem may be given while the student waits for his turn.

B) Plan and ask questions to make the test as objective, reliable and valid as possible

- 1) Start with a simple question
- 2) Raise the standard of questions gradually to a level which is considered as "Minimum acceptable competence". (Concentrate on basic and common items required for his future tasks).
- 3) Questions should cover a wide area to ensure proper sampling.
- 4) Include some questions which would test his understanding / comprehension of the subject matter and his ability to apply it to problem situations.
- 5) Decide before hand, the number and nature of questions, and also the expected answers and their marks.
- 6) Once the candidate has satisfied the minimum requirements for a pass by answering questions in the "essential area", test him at a higher level "nice-to-know" variety) to give higher grades.
- 7) Checklist of questions that the examiner must ask for each candidate may be developed.

C) Behavior of the Examiner

- 1) Be helpful and friendly throughout the period.
- 2) When the student gives correct answers to your questions, reward him by appropriate words or gestures.
- 3) If the student does not answer a question, alter the wording, give him clues if necessary.

- 4) When he makes blunder, never make fun of him.
- 5) Please do not persist with the same content area if the candidate is obviously ignorant, change the subject.
- 6) When the candidate gives an answer with which you do not agree do not bluntly contradict him. Ask for reasons. Give credit to views expressed in standard books, journals and by other experts.
- 7) Do not interrupt a candidate unnecessarily.
- 8) Do not attempt to teach.
- 9) At the close of the examination, send him out with a polite remark.



Controller of Examinations

**CONTROLLER OF EXAMINATION
BLDE (DEEMED TO BE UNIVERSITY)
VIJAYAPURA.**