



STANDARD OPERATING PROCEDURES (SOPs) FOR THE CONDUCT OF EXAMINATIONS

EXAMINATIONS BRANCH



**GRAND ASIAN UNIVERSITY, SIALKOT
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STANDARD OPERATING PROCEDURES FOR THE CONDUCT OF EXAMINATIONS

IMPLEMENTATION AND APPLICABILITY

- (a) These SOPs will be applicable for the Conduct of Examinations pertaining to Undergraduate, Graduate and Post graduate Programs of the Grand Asian University Sialkot (GAUS) and will be implemented after approval by the Competent Authority.
- (b) These SOPs should be read in the context of the relevant portion of the Rules and Regulations for Examinations applicable at GAUS.
- (c) These SOPs will be required to be obeyed by all concerned in true spirit.
- (d) In these SOPs, the pronoun 'he' and its derivatives are used for both male and female persons. Depending upon the context, the words imparting the singular number include the plural number as well and vice-versa.

The Controller of Examinations will be responsible to implement these SOPs for quality and smooth functioning of the Examinations Branch and conducting the mid and end semester examinations in its true spirit.

1 DATE SHEET

The proposed date sheet of theory papers for each (mid and end semester) examination will be forwarded to the Controller of Examinations by the head of each department at least two (02) weeks prior to the date of commencement of the examination as per Academic Calendar of the University. After approval by the Vice Chancellor, the Controller of Examinations will notify the date sheet at least one week before the start of the examination

The data sheet for practical /viva voce examination will be issued by the HoDs concerned.

2 VENUE AND SEATING ARRANGEMENTS FOR THE EXAMINATION

The Controller of Examinations will notify the venue and seating arrangements for each examination after consultation with the HoDs concerned. All arrangements for the conduct of examinations will be finalized one week before the start of the examination.

3 APPOINTMENT OF INVIGILATION / CENTRE STAFF

The Controller of Examinations will notify the invigilation/centre staff for the conduct of each examination according to the requirement of the examination. Each department will forward the list of its faculty and other staff for the appointment as centre staff for the conduct of examination. For each examination the following appointments will be notified by the Controller of Examinations:

- (a) Superintendent of the Examination Centre
- (b) Deputy Superintendent(s) per each room/hall of the Examination Centre
- (c) Invigilator for 15-20 candidates per each room/hall of the Examination Centre

4 APPOINTMENT OF EXAMINATION INSPECTORS

On the recommendations of the Controller of Examinations, the Vice Chancellor will appoint the following as Examination Inspectors.

- (a) The Deans of Faculties for the examination centres established in their faculties for the conduct of the University Examinations.
- (b) The Heads of Departments for the examination centres established in their departments for the conduct of the University examinations.

The inspectors will visit the examination centres to observe the conduct of examination, check the presence of the invigilation staff and ensure the smooth functioning/running of the examinations and discipline in the examination centres.

5 EXAMINATION PAPER STYLE

There are several different types of assessments through paper held under formal examination conditions. However, the assessment through paper at GAUS will include a combination of the following:

- (a) **Closed book:** No unauthorized material will be allowed to be brought in the Examination Hall/Room by the candidate. 'Unauthorized material' includes revision notes, lecture notes, handouts, textbooks, dictionaries, unauthorized electronic devices etc.
- (b) **Open Book:** It should be clearly mentioned in the question paper that what type of learning material a candidate could use like; use of text or other book, notes, chart sheet, laptop, internet access etc. If formula sheet is allowed by the course teacher, then it will be placed along with the copies of the question paper in the envelope.
- (c) **Multiple Choice Questionnaires (MCQs):** The candidate will read the question and then write the answer on the question paper or on a separate answer sheet (if provided). The MCQs portion may be 20-40 percent in maximum of the total marks.

6 SETTING / PRINTING OF QUESTION PAPER

The Examinations Branch will announce the dates for the printing of question papers. The course teacher will be responsible to set the question papers for mid and end semester examinations. It should be noted that there is no choice of questions in any of the evaluation component. The course teacher after setting the question paper will get it photocopied from the examinations branch or from the department by himself or from the person designated

in the examinations branch for this purpose by the Controller of Examinations in his presence. The copies of the question paper should be in accordance with the strength of the registered candidates along with five (05) extra copies. The distribution of extra five (05) copies will be as under:

- (a) One copy of the record of the Examinations Branch
- (b) One copy for the record of the Department concerned.
- (c) One copy for the record of the Course Teacher concerned.
- (d) Two copies will be placed in the envelope containing the solved answer scripts.

7 HANDING / TAKING OVER OF QUESTION PAPERS AND ANSWER BOOKS

- (a) After photocopying the question paper, the course teacher will seal the copies of question paper along with the original question paper in a prescribed envelope and deliver it to the HoD concerned or directly to the Centre Superintendent on the date of examination as per date sheet.
- (b) The course teachers will receive the solved answer books after the end of each examination in a course from the superintendent on proper receipt of handing over and taking over. After the completion of each examination, the superintendent will submit the signed receipts to the examinations branch.
- (c) On receipt of answer scripts from the center superintendent, the course teacher will mark the scripts for each examination and prepare the award lists. After the end semester examination, he will send the result (hard and soft copies) along with the marked scripts and two sets of question papers of mid and end semester examinations to the Controller of Examinations through the HoD concerned under a sealed cover. Further, he will display the list of students having "F" grades in his course on notice board and send the copy of the same to the academic cell of the department concerned.
- (d) All marked answer scripts will be returned to the Examinations Branch after showing them to the students.

8 CANCELLATION OF EXAMINATION

The Controller of Examinations after the approval of the Vice Chancellor may cancel the examination due to any reason or situation in which the examinations cannot be conducted in its true spirit.

9 ELIGIBILITY FOR SITTING IN THE EXAMINATION

The enrolled candidate who is a registered student in a particular course and not having any administrative or/and academic deficiency will be allowed to sit in the particular examination.

10 APPOINTMENTS AND DUTIES OF THE INVIGILATION STAFF

10.1 SUPERINTENDENT OF THE EXAMINATION CENTRE

(a) Appointment

The Superintendent for each Examination Centre will be appointed after approval by the Vice Chancellor on the recommendations of the HoD / Dean concerned and will be notified by the Controller of Examinations.

(b) Duties

The Superintendent will look after the conduct of examination for the period specified in the duty roster. The Superintendent will be the overall in charge and responsible for the smooth running of announced examinations in the Examination Centre and look after the disciplinary and administrative issues. He will immediately report to the Controller of Examinations and other concerned if the situation is beyond his control. He will also communicate in writing if a candidate is caught using unfair means during the examination.

The Superintendent or his representative (not below the status of a faculty member) will be responsible to collect the blank Answer Book, Continuation Sheets, Attendance Sheet of the candidates etc. from the Examinations Branch at least three days before the commencement of examination.

10.2 DEPUTY SUPERINTENDENT(S) AND INVIGILATOR(S) OF THE EXAMINATION CENTRE

(a) Appointment

The Deputy Superintendent(s) and Invigilator(s) for each Examination Hall/Room will be appointed after approval by the Vice Chancellor on the recommendations of the HoD/Dean concerned and will be notified by the Controller of Examinations.

(b) Duties

The Deputy Superintendent will be responsible for smooth conduct of the examination in his hall /room. In case of any issue, he will be required to report to the Superintendent of the Examination Centre. The Invigilator(s) will assist the Deputy Superintendent for the smooth conduct of the examination.

10.3 MENIAL STAFF

(a) Appointment

The Daftri / Exam Assistant (for assistance in clerical/official matters), Waterman and Watchman will be engaged from the Department concerned by the Superintendent after consultation with the HOD/Dean concerned.

(b) Duties

The Daftri / Exam Assistant will keep the record of balance question papers, answer

books, continuation sheets and will submit the same along with the statement to the Examinations Branch at the end of examination.

He will also maintain the record of attendance sheets of the candidates and the invigilation staff and submit it to the Examinations Branch after termination of the examination. The Daftri / Exam Assistant with the assistance of Watchman and Waterman will make the seating arrangements in the Examination Centre. He will prepare the seating plan for the candidates and display it outside the Examination Centre for the information of the candidates.

10.4 PRESENCE AND ATTENDANCE OF THE CENTRE STAFF

A The Superintendent and other centre staff will be required to be present in the Examination Centre at least fifteen (15) minutes before the start of the examination. They will also sign their Attendance Sheet on each day of examination and submit it to the Controller of Examinations after the end of whole examination.

10.5 FUNCTIONS OF THE DEPUTY SUPERINTENDENT(S) AND INVIGILATOR(S)

10.5.1 OPENING OF QUESTION PAPERS ENVELOPE

The Deputy Superintendent will open each envelope containing Question Papers in the Examination Hall/Room on the date and time fixed for an Examination in a particular course in the presence of two witnesses (invigilators) after verifying the course title with reference to the date sheet and carefully examining the condition of the envelope and the seals. If the envelope is found in proper condition, the deputy superintendent will open the flap-side of the envelope leaving the seals intact for inspection.

10.5.2 OPENING CERTIFICATE

The opening certificate printed on the Question Paper Envelope will be signed by the Deputy Superintendent and countersigned by two witnesses(invigilators).

10.5.3 EMPTY ENVELOPES

The empty envelopes will be carefully preserved and after the termination of the examination will be submitted to the Examinations Branch along with the balance question papers and blank answer sheets etc.

10.5.4 PRESENCE OF CANDIDATES

Before opening an envelope containing question papers, the Deputy Superintendent should ascertain that the candidates are present for that particular paper. If no candidate is present, the envelope should not be opened but sent to the Controller of Examinations.

10.5.5 CORRECTNESS OF QUESTION PAPERS

The Deputy Superintendent before distributing the question papers to the candidates should see that the envelope opened by him contains the question papers indicated on the envelope and that mentioned in the Date Sheet. In case of a discrepancy, instructions should be promptly obtained from the Controller of Examinations.

10.5.6 ROLL NUMBER SLIPS

Before the distribution of the question papers, the Deputy Superintendent/Invigilators must check the roll number slips of the candidates.

10.5.7 MISPRINT IN THE QUESTION PAPERS

The Deputy Superintendent will immediately bring to the notice of the Controller of Examination if any misprint or ambiguity is found in a question paper.

10.5.8 ADMISSION OF THE STUDENTS ON THE EXAMINATION CENTRE

- (a) The Deputy Superintendent with the assistance of the invigilator(s) will compare the particulars of the candidates appearing at the Center with the list and names of the candidates, courses offered and total number of candidates appearing in various courses in the examination.
- (b) The Deputy Superintendent will not allow any candidate whose name does not appear in the list of the candidates for that Center.
- (c) The Deputy Superintendent will inspect the Roll Number Slips by himself or will depute the invigilator(s) for the purpose.
- (d) The Deputy Superintendent will not allow any student to sit in the examination after the expiry of thirty (30) minutes from the time of the start of the examination.
- (e) No candidate will leave the examination hall/room without the permission of the centre staff.
- (f) No candidate will be allowed to re-enter the examination hall once he has left after handing over the answer book to the centre staff.

10.5.9 INSTRUCTIONS FOR THE CANDIDATES

The Deputy Superintendent in each examination hall/room will read the following instructions in a loud voice to the candidates before the start of the examination.

- (a) No answer book or paper of any kind is to be taken in or removed from the Examination Hall/Room/Lab except the question paper.
- (b) No leaf from the answer book is to be torn off.
- (c) A candidate creating disturbance during the Examinations or misbehaving in or around the Examination Hall/Room shall be expelled therefrom and shall be liable

to disciplinary action.

- (d) Candidates are not permitted to leave the Examination Hall/Room until the expiry of half time after the distribution of Question paper.
- (e) Use of programmable calculator is prohibited unless specifically allowed by the Course Teacher and clearly mentioned in the Question paper.
- (f) Mobile phone is not allowed in the Examination Hall/Room.
- (g) **Candidates found using Unfair Means including possession of any kind of helping material in the form of “booti” or text written on hands, arms, cloths or chair etc. shall be liable to strict disciplinary action.**

10.5.10 ATTENDANCE SHEET OF CANDIDATES

The candidates will be required to sign the Attendance Sheet in duplicate opposite to their Names and Roll Numbers and enter the serial number of the Answer Book in their own handwriting. One copy of the attendance sheet will be forwarded to the Controller of Examinations after the examination while the other copy will be placed in the envelope of the answer books.

10.5.11 SIGNING OF ANSWER BOOKS AND CONTINUATION SHEETS

- (a) The Deputy Superintendent/Invigilator(s) will sign all the Answer Books at three different places including the cover page and Continuation Sheets issued to the candidates.
- (b) The answer book in any case should not be signed before issue. It must be signed during the conduct of the examination. Serious notice shall be taken in case of non-compliance of this instruction.

10.5.12 INFORMATION OF THE CANDIDATES ON THE COVER PAGE

- (a) The Deputy Superintendent/Invigilator(s) should carefully check that the candidate has written all the information required on the cover page of the Answer Book and Continuation Sheet(s) if used.
- (b) The Deputy Superintendent/Invigilator(s) will be responsible of filling the candidate's information written on the Answer Books and Continuation Sheets by the candidates.

10.5.13 COLLECTION OF THE ANSWER BOOK

Immediately after the expiry of the specified time for an examination, the answer books will be collected and the examination hall be cleared of all the candidates thereafter. Under no circumstances, the candidates shall be asked by the Centre Staff to leave their answer books on the table/writing chair. The candidates should remain seated in the hall/room and do not leave their place until the answer books have been collected and counted by the invigilator(s) concerned.

10.5.14 DISPATCH OF ANSWER BOOKS

All the answer books collected by the Deputy Superintendent at his Hall/Room will be arranged serially, counted properly, securely tied, packed in the envelope, sealed and handed over to the Course Teacher on the same day. In case of the unavailability of the Course Teacher, the answer books should be submitted in the officer of the HoD concerned.

11 GENERAL INSTRUCTIONS

- (a) The candidates shall display the University Identity Card prominently during the examination.
- (b) Mobile phones, electronic devices, bags, computers, notes, books or similar items will not be taken into (or removed from) an examination centre unless the permission is granted.
- (c) Each candidate will obey the instructions given by the centre staff.
- (d) A candidate shall not communicate in any way with another candidate once they have entered the examination centre.
- (e) The candidates will not be admitted to an examination if they reach thirty minutes late or more after the scheduled starting time of the examination.
- (f) Extra time will not be granted to any candidate under any circumstances.
- (g) The candidates will be permitted to leave the examination centre after the expiry of the half time of the paper.
- (h) The candidates will not be permitted to leave the examination centre within the last fifteen minutes of the end of examination.
- (i) At all other times during the examination, the candidates will only be allowed to leave the examination centre in case of emergency and upon approval by the Invigilation Staff.
- (j) The case of a candidate in breach of any of the rule and regulation relating to an examination will be referred to the University Unfair Means Committee.

12 INDISCIPLINE IN THE EXAMINATION

- (a) **The case of a candidate found guilty of following matters and also those mentioned in the University Unfair Means Rules and Policy, will be forwarded to the University Unfair Means Committee on the prescribed form.**
 - i. Removes a leaf from his answer book.
 - ii. Submits forged or fake documents in connection with the examination.
 - iii. Commits impersonation in the examination.
 - iv. Copies from any paper, book or notes etc.
 - v. Mutilates the Answer Book.

- vi. Possesses any kind of material which may be helpful to him in the examination.
- vii. Does anything that is immoral or illegal in connection with the examination and which may be helpful to him in the examination.
- viii. Refuses to obey the invigilation staff or refuses to follow the instructions issued by the University in connection with the examinations.
- ix. Misbehaves or creates any kind of disturbance in or around the examination center.
- x. Uses abusive or obscene language on the answer script.
- xi. Possesses any kind of weapon in or around the examination center.
- xii. Possesses any kind of electronic device which may be helpful in the examination.

(b) His case shall result in penalties keeping in view the nature, intensity and severity of the offence.

- i. Cancellation of paper(s)
- ii. Suspension from the program for one semester or more.
- iii. Fine
- iv. Expulsion forever from the University.
- v. Any other punishment as appropriate and/or mentioned in the University Unfair Means Rules and Policy.

(c) Appeal against the decision of the Unfair Means Committee:

If a candidate is not satisfied by the decision of the Unfair Means Committee, he can submit his appeal to the Vice Chancellor within fifteen (15) days of the decision of the Committee.

13 LAB COURSE EXAMINATION

- (a) The date sheet for the Lab Course Examination will be issued by the HoD concerned.
- (b) The lab teacher, in consultation with the course teacher will be responsible for the conduct and evaluation of sessional work of practical courses in the Lab.
- (c) During the semester with appropriate distribution among various evaluation components as mentioned in the Rules and Regulations for Examinations sessional evaluation is done which will contribute 50% to the result of the lab courses.
- (d) The mid semester viva and practical examination will be conducted by the Lab teacher himself preferably in the 9th week of teaching/lab work.
- (e) The end semester viva and practical examination will be conducted jointly by Lab teacher(s) and a Neutral /External Examiner. This component contributes

remaining 50% to the result of the lab course.

- (f) The Neutral /External Examiners for lab courses shall be appointed by the Heads of the relevant departments. The result will be signed by the lab teacher(s), neutral/external examiner(s) and the Head of Department.
- (g) Usually End Semester Viva and Practical Examination is conducted after the End Semester Theory Examination or otherwise according to the schedule notified by the Director Academics or the Head of Department concerned.

14 PERMISSION OF WRITER FOR SPECIAL CANDIDATES

- (a) A visually impaired candidate will be allowed to attempt the Mid/ End Semester Examinations of the University on Braille/Computer/any other means of facilitation.
- (b) In case a candidate is physically handicapped/visually impaired, he will apply to the Head of the respective Department (with medical certificate as proof of his disability) for permission to engage a writer in tests/examinations of the University two weeks before the start of tests/ examinations. He will be allowed 45 minutes (maximum) extra time to solve the question paper.
- (c) The qualification of the person who acts as writer of a handicapped candidate must be at least one step lower than that of the candidate.