EXAMINATION POLICY

OBJECTIVES

The objectives of the Examination Management System are:

● To conduct examinations as per the Examinations Calendar of the University.

● To ensure systematic, precise and uniform procedure in conducing the examinations.

● To ensure prompt, smooth and hassle-free conduct of examinations and valuations.

● To complete the valuation process and publish the results as per the academic calendar.

● To ensure confidentiality, transparency and accountability in the conduct of examinations and valuations.

EXAMINATION PROCEDURE

The procedure for examination can be divided into three sections for its smooth and efficient conduct.

SECTION-I: PRE-EXAMINATION PHASE

This phase includes the activities starting from scheduling and publishing of examination calendar to the finalization of question papers, schemes and answer keys, preparation of eligibility list of candidates, planning of movement of answer scripts from colleges to valuation camps and uploading the required data for the same in the University portal.

SECTION-II: EXAMINATION PHASE

In this phase, the major focus is on the actual conduct of examination and related activities viz. preparation of materials required for the examination, arrangements for surveillance, hall/seating arrangements and posting of invigilators and observers. Activities of this examination phase include APJ Abdul Kalam Technological University 6 Examination Manual collection, sorting, packing and dispatching of answer scripts. All the activities in this phase will be under the direct control of chief superintendent and deputy chief Superintendent of respective colleges.

SECTION-III: POST EXAMINATION PHASE

The activities of this phase include conduct of valuation camps, valuation of answer scripts, tabulation of marks, conduct of pass board meetings, publication of results, conduct of revaluation, publication of revaluation results, conduct of 'review' of answer scripts and publication of 'review' results. The verification and scrutiny of bundles of answer scripts, posting of examiners, valuation of answer scripts and uploading of marks in the University portal are coordinated by the camp

officers of the respective valuation centers, who are the authorized custodian of the answer scripts. The camp officer will be the officer in charge of all activities of this phase and will be reporting to the CoE, who in turn will hold the pass board meetings and declare the results. However, for programmes under the clusters (such as M.Tech.), the conduct of Pass board meetings rests with the Chairperson of respective clusters.

SCHEDULING OF EXAMINATIONS

All examinations will be scheduled as per the examination Calendar. However, under exceptional circumstances, the CoE may modify the examination calendar.

CONDUCT OF EXAMINATION

INTRODUCTION

Smooth and fair conduct of examinations is the key responsibility of all Institutions affiliated under APJKTU. The successful conduct of examinations depends greatly on the integrity, alertness and sincerity of all examination officials handling the system. These guidelines aim to set out uniform codes of conduct for each official engaged in connection with examinations held for various courses of APJKTU. University conducts various examinations at its affiliated colleges. The University provides answer scripts and bar codes to the colleges. Question papers are sent to the college using the online portal. Chief Superintendent/Deputy Chief Superintendent can download the question papers, print sufficient copies and distribute them in the examination hall. University will make available the list of candidates registered for an examination to the colleges at least two working days before the start of the examination. Colleges will prepare seating arrangements, post sufficient faculty members as invigilators, conduct the examination fairly, collect the answer scripts, pack it as per guidelines issued from the University and send the answer book bundles to an address specified by the University. This section details the standard operating procedure for the conduct of examination.

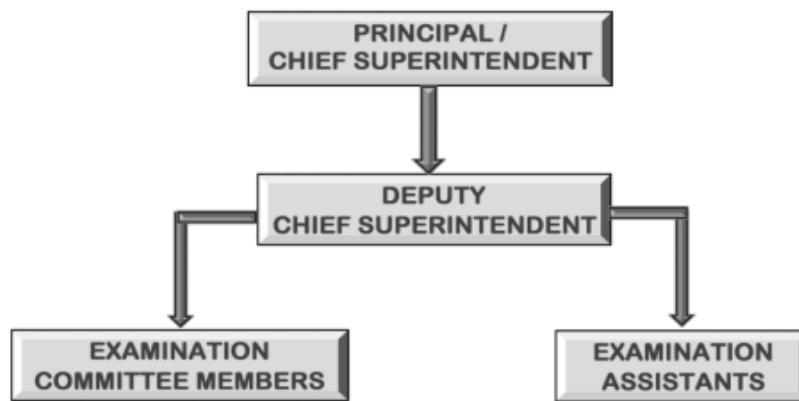### ROLES OF COLLEGE OFFICIALS

Chief Superintendent

The chief superintendent will be responsible for the proper and smooth conduct of examinations at his/her center. He/she shall take all necessary actions before, during and after the examination, as prescribed by the University, for the smooth conduct of the examination. No person shall act as chief superintendent if his/her near relative is appearing for the examination. Persons regarded as near relations are indicated in section 2.5 of this examination manual. Generally, the Principal/Head of the institution shall be the Chief Superintendent at each center. However, the Principal can nominate a senior faculty member as Chief Superintendent in special situations (numbers of candidates are too large, any near relative is appearing for Examination etc.). The Chief Superintendent will constitute the examination management committee for each academic

year to assist him in the examination matters. The examination management committee should ensure that the examinations are conducted with utmost precision and fairness and all the rules and procedures relating to the examinations should be so well demarcated as to leave nothing to chance and assumptions. The composition of the examination management committee shall be as follows.

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  │ EXAMINATION  │       │ EXAMINATION  │
  │  COMMITTEE   │       │  ASSISTANTS  │
  │   MEMBERS    │       │              │
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The Chief Superintendent will post the Deputy Chief Superintendent for Examinations of each academic year and inmate the same to the CoE of the University and should ensure that any near relative of the Deputy Chief Superintendent is not appearing for the particular examination session. The Deputy Chief Superintendent should be a senior faculty member of the college.

Duties and responsibilities of Chief Superintendent

The duties and responsibilities of the Chief Superintendent are summarized as follows:

Responsible for the proper and smooth conduct of examinations at his/her center. Constitution of internal examinations Management Committee. Appointment of deputy chief superintendent of examinations. Appointment of the required number of examinations committee members from among the faculty members of various departments. Appointment of sufficient number of examinations assistants from technical staff, clerical staff and office attendants for assisting the examinations management committee in printing, distribution, collection and packing. If any of the near relatives of the examinations management committee members are appearing for a particular examinations session, those members should not be assigned any duty during that session.

Deputy Chief Superintendent

The primary responsibility of the Deputy Chief Superintendent is to:

Coordinate the day-to-day activities related to examination like downloading and distribution of question papers, preparation of invigilation roster, allocation of examination halls, seating arrangements of candidates, collection, packing and dispatching of the answer scripts etc. Upload the details of the members of the examination management committee in the KTU portal.

The Deputy Chief Superintendent is responsible for receiving blank answer scripts and all other examination related materials from the University. In addition to this,

The Deputy Chief Superintendent should:

Ensure that all the technical arrangements like internet connectivity, uninterrupted power supply, CCTV surveillance system, personal computers, high-speed printers etc., are functional as prescribed by the University from the day before the commencement of examinations. Present in the examination venue at least 90 minutes before the commencement of examination for each session. Ensure that utmost discipline is maintained throughout the conduct of examination. Ensure that the question paper packet for each hall is sealed and not tampered with before handing it over to the invigilators. Issue a provisional hall ticket if any candidate has lost the hall ticket. It should be one-session conditional permission after verifying his/ her identity and credentials in the candidate's list and receipt of an undertaking from the candidate. Ensure that all the answer scripts collected from the examination halls are packed in bundles and sealed in front of the observer (if any) appointed by the University. Ensure that the bundles containing the answer scripts are dispatched to the camps as per the directions from the University.

EXAMINATION CONTROL ROOM

Each college should set up an examination control room with entry restrictions. The examination control room should have two partitioned sections: the printing room and distribution room. Access to the printing room will be exclusively for the members of the examination management committee observer or any other duly authorized person from the University. Usage of mobile phones is strictly prohibited inside the examination control room except for OTP purposes. A CCTV camera with recording facility should be installed in the printing section and shall record all the activities. The Chief Superintendent is bound to hand over the recordings to the University if requested. The Deputy Chief Superintendent should ensure that the camera is working properly before the start of the downloading and printing of question papers. The CCTV recordings of an examination should be securely kept for a minimum 180 days. A copy of the recorded footage of the examination halls/rooms shall be made available to the CoE after the completion of each

examination schedule, if requested. The distribution section should also have a CCTV camera. The entry to the distribution section is restricted to the examination management committee members and invigilators for the particular examination. Under no circumstances, candidates will be allowed inside the examination control room. The examination control room should have the facility to keep examination material securely, using lock and key arrangement.

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