



SOP on Examination System

(Extract of Examination Manual)

5. CONDUCTION OF SEE

5.1. Conduction of Examination

1. All candidates should be seated in the Examination Room, half-an-hour before the commencement time of the examination.
2. No candidate should be admitted to the Examination Room, half-an-hour after the commencement time of the examination.
3. Under very exceptional cases though a candidate can avail himself/herself of restroom facilities, S/he continues to be under the vigil control of the Invigilator. If so, prior permission of the Chief Superintendent should be taken by the invigilator.
4. The seating arrangement, room allotment and instructions to candidates to be exhibited at prominent place / Notice Board.
5. Time for ringing of bell be notified.
6. The invigilators be assigned with room numbers for Invigilation work.
7. Signatures of invigilators, who report for duty, be taken in the Invigilation duty list (Annexure – VII as in SOP)
8. The sealed envelopes containing the question papers should be cut along edges 15 minutes before the commencement of the examination.
9. The Question Papers be taken out of the envelopes. The course and course code printed on the Question Paper should tally with the details, course code mentioned in the Timetable.
10. Answer Booklets and Form – B, should be issued to the invigilator and the signature of the invigilator to be obtained in the Answer Booklet Ledger (Annexure – VIII as in SOP).
11. Declaration be made to the candidates asking them to:
 - a. Keep away objectionable and superfluous articles.
 - b. Keep away mobiles & other electronic gadgets
 - c. Abstain from unfair means.
 - d. Verify that they have received the correct Question Paper.
12. The Chief Superintendent will collect the following from the invigilators after half an hour of the commencement of the examination:
 - a. Attendance sheets / Invigilator's Diary - (Form – B) of candidates, should be signed by the candidates as well as the invigilator. The invigilator should mark "Present" by a tick mark and "Absent" by a red circle around the SRN and mention "Absent" in RED Pen in the Row provided and sign in Form - B.
 - b. Remaining Answer Booklets. (Not applicable for Tab exams).

- c. Remaining Question Papers. (Not applicable for Tab exams)
 - d. The marking of “Absentees” and “Present students” should again be verified by the Chief Superintendent with the help of Attendance Sheet (Form – B) of candidates for pen & paper exam.
 - e. For Tab Based Examinations, the attendance sheet (Form – B) must be consolidated and one copy of the same to be submitted to the Office of the Controller of Examinations.
13. Chief Superintendent should take rounds to ascertain the performance of duties by the invigilators.
 14. Water should be served to candidates in the Examination Room.
 15. After the end of examination, the Chief Superintendent should collect the Answer Books, check them, count them, and send them to the designated custodian at the evaluation Centre declared by the University or to the person authorized for receiving the same for Pen & paper exams.

For TAB based examination, the student should submit the TAB to the Invigilator. The Invigilator should consolidate and check the correct count of Tabs and hand it over to Tab Coordinator.

5.2. Guidelines for Setting Question Papers, Scrutiny of Questions Papers and Lockers Facility

The following are the precautions for setting and finalizing Questions papers:

1. The question paper contains only such questions that are based on the curriculum and not outside curriculum.
2. The questions should address the course outcomes and each questions should have required Bloom’s Taxonomy;
3. Check and correct the course code, course name, time allotted, number of questions, marks allotted to each question, sub question and total marks allocated.
4. Check whether clear instructions are given to the students wherever necessary and there is no ambiguity in the instructions.
5. Ensure that the format is acceptable and there is readability of the figures.
6. Ensure that no error / mistake / duplication / repetition occur in the questions / question paper and all necessary corrections are carried out in the hard copy of the question paper.
7. Ensure that the scheme of examination / marking and synoptic answers for the questions are provided.

Security Requirement-Strong Room:

Secured arrangements must be made for keeping question papers, answer booklets and other confidential material connected with conduction of examinations- It is preferable to have a strong room which meets security requirements.

5.3. Appointment of Chief Superintendent

The Office of Controller of Examination will declare the time- table for the conduct of respective examinations from time to time. By virtue of his/her post, either the Director of school or a senior professor will be appointed as the Chief Superintendent. It is responsibility to see that all facilities are extended for smooth conduct of examinations.

The Chief Superintendent should remain in the examination control room during the time of both Theory and Practical Examinations to supervise the arrangements as well as effective conduct of Examinations except, in case of an emergency or any serious cause. They shall see that no undesirable activities take place during examination and strictly adhere to the guidelines and duties issued by the University.

Chief Superintendents shall not leave the control room without prior permission of the CoE, and in such cases of absence, name of the next senior most Professor should suggest for appointment well in advance.

5.3.1. Duties and Responsibilities of Chief Superintendent

For each examination of the University, there will be a Chief Superintendent who shall be appointed by a CoE based on the position or seniority.

1. The Chief Superintendent shall be responsible for the smooth and proper conduct of the Examinations. S/he shall take necessary precautions and actions before, during and after examinations as per stipulated guidelines of the University and shall be responsible, till the Answer Books reach the place, as per the direction of the CoE.
2. Immediately after receiving the appointment letter from the office of CoE, the Chief Superintendent shall look into requirements, depending upon the number of candidates appearing for the examinations and acquire the required number of main Answer books and additional (supplements) answer papers, drawing sheets and other stationery required for the Centre by sending an indent to office of the University and also responsible for arranging the manpower required for the conduct of examinations.
3. The Chief Superintendent shall appoint required number of Deputy Chief Superintendents, Relieving Superintendents, Room Superintendents, office staff and class four staff from among the employees of the university in consultation with the office of CoE as per the guidelines given below:
 - a. One Deputy Chief Superintendent for every 500 candidates

- b. One Room Superintendent for every 30 to 40 candidates
 - c. One Relieving Superintendent for every 150 candidates
4. The Chief Superintendent shall prepare well in advance the statement regarding sitting arrangements for the candidates.
 5. The Chief Superintendent shall convene a meeting of all the staff involved in the Examination work, two or three days prior to the commencement of Examinations and explain them the duties and responsibilities and inform to follow strictly the instructions laid down by the University. The Chief Superintendent shall also give the instructions to the room superintendent about the distribution of answer papers and question papers. He/ she shall impress upon the need for prevention of any kind of malpractice during the examination. He /she shall also explain them the procedure for identifying and reporting of malpractice. The Chief Superintendent shall send the proceedings of such a meeting to the CoE.
 6. The Chief Superintendent shall take care not to allot a particular room superintendent to the same room successively.
 7. The Chief Superintendent shall see that the candidates with valid admission ticket & identity card only can take the examination. The Chief Superintendent will see to it that no candidate can enter the examination hall after 30 minutes of the commencement of the examination. If any candidate has lost the admission ticket, after ascertaining the validity of the claim, the Chief Superintendent shall issue a duplicate admission ticket on a payment of Rs.100/- from the respective schools.
 8. The Chief Superintendent or his/her authorized nominee (a senior teaching faculty) shall collect the question papers of the examinations or shall be delivered by the office of the CoE as per the arrangements made from time to time. Chief Superintendent shall be solely responsible for the safe custody of the question papers.
 9. The Chief Superintendent or his nominee should take sufficient care to verify the question paper parcels with reference to their indent with regard to date, subject allocation, time of examination, number of question papers etc., while collecting from the University. He/she shall take care to ascertain about the paper sealing of the packet and check for the number of question papers.
 10. On the day of the examination, the relevant sealed packets of the question papers shall be opened in the office of the Chief Superintendent, not earlier than half an hour scheduled for the commencement of examination in the presence of the Deputy Chief Superintendent and one or two other officials, after carefully examining the seal, date, time etc., on the packets. All of them shall also verify the subject as per the timetable and check the number of question papers written on the packets and ascertain whether those are sufficient for the requirement of the examinations.
 11. The concerned officials shall open the question papers after getting the signature on the relevant certificate. If the seal on the question paper packet is found tampered, the matter shall

be immediately reported to the COE either by telephone call or by mail. The certificate of question paper packets opening shall be preserved for at least one month.

12. After opening the question paper packets taking the help of the Deputy Chiefs, the Chief Superintendent shall arrange to put the question papers required for each block in separate cover, which shall contain actual number of papers as per the number of candidates taking the examination in the block.
13. The packet with the required number of answer books and supplements will be handed over to concerned room superintendents to take to the examination hall. The Room Superintendents are to be present in the respective blocks 15 minutes before the commencement of the examination.
14. The Chief Superintendent shall arrange to print / type the candidate's seat numbers on room superintendent's report and attendance report before issuing it to the room superintendent.
15. Recently University has introduced Tab Based Examinations wherein the paperwork is completely eliminated. Chief Superintendent should monitor the entire process of room allotment, Deputy Chief Superintendents and Room/Relieving Superintendents and Squad members. Question papers will be directly delivered to the students from the cloud at the time of Examination

5.3.2. Duties and Responsibilities of the Deputy Chief Superintendent

1. The Deputy Chief Superintendent (DCS) shall assist the Chief Superintendent in general for the smooth conduct of Examination.
2. The DCS shall arrange to assign seat numbers to different rooms under the guidance of the Chief Superintendent.
3. The DCS shall on the days of examination arrange to supply the blank answer books, additional books and other stationary required for each room and deliver the packets of question papers to the rooms concerned. The Deputy Chief Superintendent shall ensure that the Room Superintendents are supplied with all necessary requirements for the smooth and fair conduct of examination.
4. The DCS shall allot rooms to Room Superintendent at the time of examination. It is expected that the room superintendents not posted to the same room successively.
5. The DCS shall see that the candidates with valid admission ticket and identity card only are allowed to take the examination (If any candidate has lost admission ticket, after ascertaining bona-fide, he/she will request Chief Superintendent to issue a duplicate admission ticket on payment of required fee as per the orders of REVA University.
6. The DCS shall in addition to the above duties attends to any other work entrusted to him by the Chief Superintendent in connection with the examination and function under the control of the Chief Superintendent.

5.3.3. Duties and Responsibilities of Room Superintendent

1. The Room Superintendent shall report to the Chief Superintendent at least 30 minutes before the commencement of the examination and ascertain the examination block assigned to him / her and the number of candidates in the block.
2. The room superintendent shall go to the block allotted 15 minutes before the commencement of the examination and ensure that no chits or any other materials are found in the block.
3. The candidates shall be admitted into the examination hall 10 minutes before the commencement of the examination.
4. The Room Superintendent shall announce to the students to leave the books, papers and other reference materials etc., outside the examination hall and instructs the candidates to search desks, tables, their pockets, wallets, instrument box before the issue of question paper and handover to the room superintendent if any papers /notes/ manuscripts/ books or any material. The students are expected to ensure that they are not in possession of any written material on hand/s, palm, writing pads, inner and outer covers of calculator/ geometry box, hand kerchief, ...etc.
5. Five minutes before the commencement of examination, the answer papers shall be distributed to those candidates only, who are seated in the examination hall and are not to be placed on the vacant seat.
6. The question papers will be automatically delivered to the respective student's tabs at the time of examination in case of Tab Based Examination.
7. The Room Superintendent shall distribute the question papers to the candidates seated in the examination hall only when the commencement bell of the examination is given.
8. The Chief Superintendent shall ensure that candidates take their seats before the commencement of examination even though the candidate shall be allowed to enter the examination hall up to half an hour from the commencement of the paper (In such special cases, the entry shall be made in the invigilator's diary).
9. Candidates shall be allowed to leave the examination hall after 30 minutes have elapsed after the commencement of the paper.
10. The Room Superintendent shall affix signature at the place marked as Room Superintendent's Signature only after ensuring that, the candidates have taken their seats and have entered the correct seat number and other particulars required on the facing sheet of the answer paper, checking the identity of the candidate with photo on admission ticket and identity card and shall obtain the signature of the candidates on attendance report (FORM B).
11. The Room Superintendent shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the supplementary answer sheets, graph sheets as and when found essential.

12. If any student has not brought his/ her admission card, the matter shall be brought to the notice of the Chief Superintendent.
13. If any candidate is absent, the word ABSENT shall be written in capital letters in the appropriate column of the attendance sheet (FORM B), preferably in red ink, after expiry of 30 minutes from the time of commencement of the examination. A consolidated statement showing the subject-wise, candidates present and absent be submitted in form A.
14. After half an hour of the commencement of the examination, the spare answer books and question papers shall be returned to the Deputy Chief Superintendent when he / she visits the examination hall or return it to the office of the Chief Superintendent.
15. The Room Superintendent shall not accept the answer paper of any candidate without ensuring that, it bears his/ her correct University seat number and other information asked on the title page of the answer paper.
16. All the entries will be made digitally for Tab based Examination. No collection of answer scripts in the end. Only the signature in B-FORM is expected both from Room Superintendent and candidates.
17. The Room Superintendent shall not allow the candidate to use unfair means in the examination hall. It is expected that the room superintendent maintains decorum and sanctity of the examination hall.
18. No candidate shall be allowed to go out to use rest rooms.
19. The Room Superintendents are expected to take rounds in the hall and shall not engage themselves in conversation with other Room Superintendent, while the examination is going on and shall not read magazine or newspaper.
20. The Room Superintendent should ensure that, there is no communication among the candidates in the examination hall.
21. The violations of instructions by any candidate shall be brought to the notice of the Chief Superintendent immediately and a written report is to be made regarding such cases to the University by the Chief Superintendent.
22. Smoking and taking Tea/ coffee or any other refreshment in the hall where the examination is in progress is strictly prohibited.
23. Whenever, the candidate wishes to change the pen/ink, the room invigilator SHALL AFFIX THE SIGNATURE ON THE TOP OF THE FACING SHEET OF THE ANSWER SCRIPT to this effect.
24. By the orders to the Chief Superintendent, a signal bell shall be given
25. 10 minutes before the commencement of the examination for allowing the students to enter the examination room.

- a. Second bell shall be given at the beginning of the examination for discontinuation of the question papers.
 - b. Third bell shall be given 10 minutes before the closing time, when no student can leave the examination hall and
 - c. The final bell shall be given at the conclusion of the examination. 25. After the expiry of the time of the examination, when the final bell is given,
 - d. The Room Superintendent shall collect the answer papers and shall arrange seat number wise and hand over to the Chief Superintendent along with other reports.
26. The Room Superintendent shall be personally held responsible for loss, misplacement of any answer book.
 27. While taking rounds of the examination hall, if the Room Superintendent notices that, any candidate is indulging in copying or possessing a manuscript or answer papers other than that of the candidate any written material on calculator/ geometry box / scale, he / she shall immediately take in his/her possession the candidate's answer book, question paper, and the materials which he/ she has used for copying and immediately report to the Chief Superintendent. The Room Superintendent should not allow the candidate to leave the examination hall till the Chief Superintendent comes to the examination hall and takes over the charge.
 28. Any dereliction of duty on the part of the Room Superintendent is seriously noted and the Chief Superintendent shall take necessary action as per the guidelines of the University and report the same to the office of COE immediately.
 29. Whenever a flying squad of the University makes a surprise visit, the Room Superintendent shall ensure their identity and allow to enter the examination hall for surprise check.
 30. The Room Superintendent shall not leave the College premises until, he/ she personally hands over the answer books to the Chief Superintendent and return the diary and other stationery materials given.
 31. Room Superintendents shall be very vigilant inside the examination hall. He/She shall be called for inquiry in every case of malpractice that is detected or booked,
 32. Room superintendents shall not carry mobile phones inside the examination halls. Use of mobile phones inside examination halls will be viewed very severely.
 33. Room Superintendents shall arrange the answer scripts collected in the order of SRN Numbers to ensure a systematic collection and deposit of answer booklets.
 34. Any exchange of invigilation duties shall be brought to the notice of the Deputy Superintendents in a written format, counter signed by both the parties. No oral communication is accepted in case of exchange or change of invigilation duties.

35. In case of emergencies, the room Superintendent/s MUST arrange substitutes for invigilation. Absence from examination duties is unacceptable and viewed seriously.

5.3.4. Duties & Responsibilities of the Relieving Superintendent

1. The Chief Superintendent appoints the relieving Superintendent. Generally, a senior staff member is appointed.
2. There shall be one Relieving Superintendent for every 150 candidates. If the number of students is less than 75, the Deputy Chief Superintendent (Internal) shall take the responsibilities of the Relieving Superintendent.
3. He / She shall be active, vigilant and shall move from block to block during the examination. Room superintendents shall be relieved only after one hour of commencement of the examinations.
4. The relieving Superintendent shall not permit room superintendents to leave the examination hall during the first and last half an hour of the examination. During the intervening period, he/she shall relieve the room superintendent.
5. The relieving superintendent shall assist the Deputy Chief Superintendent in general for smooth conduct of examination at the Centre.
6. The Relieving Superintendent shall in addition to the above duties attend to any other work entrusted to him / her by Chief / Deputy Chief Superintendent.
7. The Relieving Superintendent shall give relief to the room superintendent for maximum of 10 minutes & oversee the duties of room superintendent during that period and discharge all the duties & responsibilities of the room superintendent. He shall return the Relieving Superintendent's diary filled to the chief superintendent at the end of examination.
8. The relieving superintendent shall report for duty half an hour earlier to the time scheduled for the commencement of examination.
9. The relieving superintendent shall assist in the distribution of question paper packets and shall assist while receiving and verifying the answer scripts and at the end of the examination.

5.3.5. Collection of Question Papers

1. The formatted question paper will be kept in the Strong Room of the Controller of Examination and will be issued to the Chief Superintendent minimum two days prior to start of examination. In case of Tab examination, question papers are uploaded by the COE office one day before the examination.
2. The sealed packets of question papers shall be opened in the Office of the Chief Superintendent by the Chief Superintendent 30 minutes prior to the examination. The number of question papers packed in each packet must be equal to the number of students in the examination hall. The Chief Superintendent will seek the help of Deputy Chief Superintendent while preparing

the packets. In case of Tab examination, the question papers (encrypted) will be visible only at the start of examination.

3. The Chief Superintendent shall arrange to send the question paper packets to examination halls. The packets containing Question Papers shall be delivered to the Invigilator just before the commencement of the Examination, by the Chief Superintendent / Deputy Chief Superintendent / a nominee of the Chief Superintendent.
4. In case of any clarification in the question paper, the Chief Superintendent shall immediately contact the Controller of Examinations by phone or e-mail.
5. S/he shall not, on his own account or at the instance of any other person, give any clarification, unless it is clear case of misprint apparent on the face of it. In such cases, a report of clarification given, shall be sent to the Controller of Examinations by name immediately.
6. S/he shall arrange to collect back the undistributed question papers from examination rooms after half an hour.
7. The packet with the required number of answer books will be handed over to concerned Invigilators in the examination hall.
8. The Invigilators are to be present in the respective halls 30 minutes before the commencement of the examination.
9. The Chief Superintendent shall give instructions to the Invigilators to read out the guidelines for the candidates 10 minutes before the commencement of the examinations.

5.3.6. Collection of Tabs (If TAB is used for Examinations)

1. The Chief Superintendent or Deputy Chief Superintendent shall arrange to send the Tabs required (indent) for each room from the Nodal Centre of the COE. The Tabs shall be delivered to the Invigilator just before the commencement of the Examination.
2. The Chief Superintendent or Deputy Chief Superintendent will be responsible to ensure that the required number of tabs are made available in a functional condition to all the candidates.
3. The required number of Tabs will be handed over to the concerned Invigilators in the examination hall. The Invigilators are to be present in the respective blocks 30 minutes before the commencement of the examinations.
4. In case of any clarification in the question paper uploaded, the Chief Superintendent shall immediately contact the Controller of Examinations by phone or e-mail.
5. The Chief Superintendent shall give instructions to the Invigilators to ensure that all candidates read the guidelines carefully on the tab.

5.3.7. Answer Booklets (If Pen and Paper Examination)

1. The Chief Superintendent indents the number of Answer booklets required depending upon the number of candidates taking up the Examinations.
2. The indented Answer booklets will be dispatched from the Office of Controller of Examinations to the Office of Chief Superintendent in a bundle / sealed bag.
3. The details of Answer booklets received in the Examination Centre should be entered in the Stock Register (Annexure – VIII) maintained for the purpose. Entries in this Register should be made regularly. This Register should be made available to the Observer of the University for their Scrutiny.
4. The Invigilator is required to check all the entries made on the cover page and sign at the specified place on the cover page.
5. The Answer Books should be arranged in a continuous sequence.
6. All the Answer Books, used or unused, should be kept under the confidential custody of the Chief Superintendent.
7. The Chief Superintendent will enter into the Stock Register (Annexure – VIII) of the Answer Booklets, the details of the number of Answer Books ‘received’, ‘used’ and work out the balance, every day after the exams are over.
8. The Chief Superintendent should retain the remaining unused Answer Booklets in his/her custody after the examinations are over and sent back to the COE of the University.
9. Any exceptional activities done by the students ignorantly with regards to answer booklet should be immediately brought to the notice of Chief Superintendent and Controller of Examinations. Action may be taken with their suggestions.

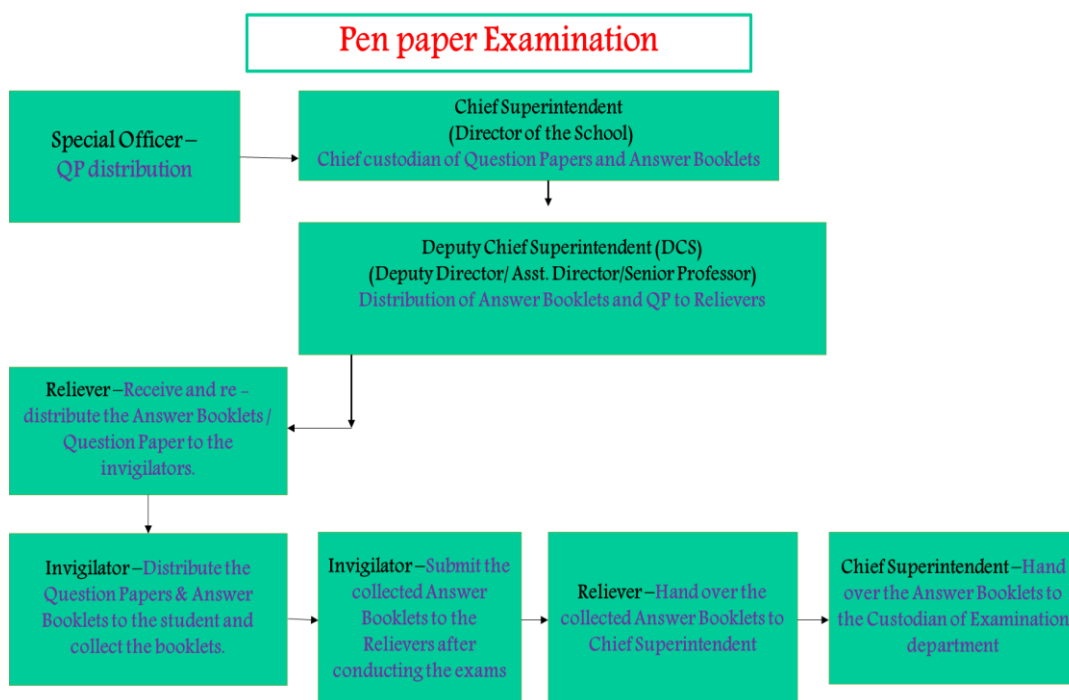
5.3.8. Summary of Pre-Examination Work at the Exam Centre

1. Total number of candidates – session wise and day wise be ascertained based on List of Eligible Candidates and Candidates Attendance Sheet (Form – B as in SOP).
2. Invigilators to be appointed in requisite numbers.
3. Register of attendance of invigilators (Invigilation duty list – Annexure – VII as in SOP) to be prepared.
4. Register (Answer Booklet Ledger – Annexure – VIII as in SOP) for taking signature of Invigilators when Answer Booklets are supplied to them be prepared.
5. Stock Register of Answer Booklets to be maintained at the exam center.
6. Order of appointment of invigilators and Deputy Chief Superintendent may be issued and communicated.

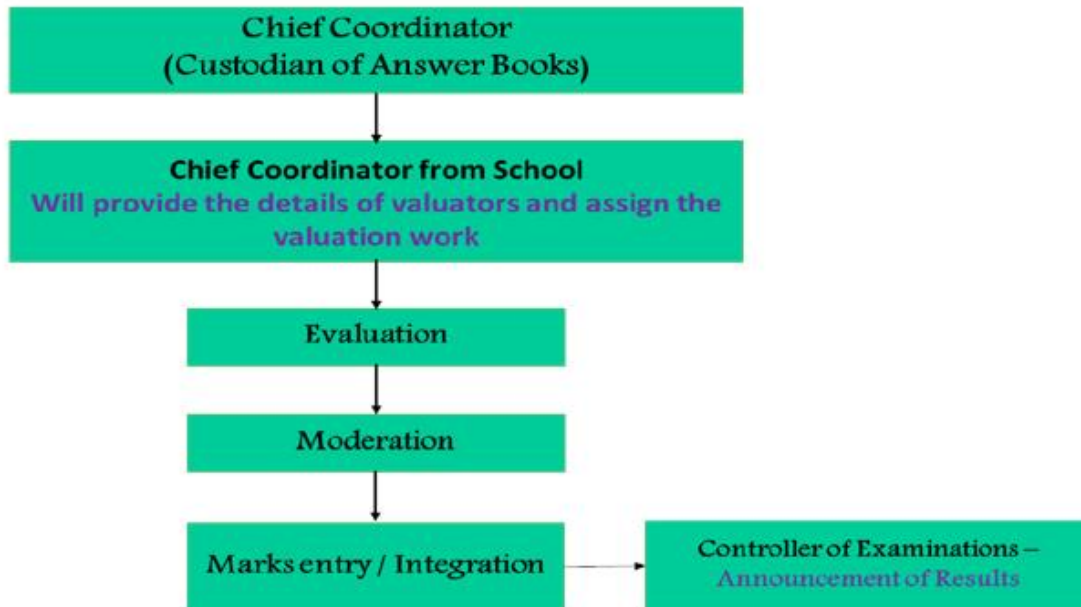
7. Seating arrangement be prepared for each room in three copies. One copy be displayed on the General Notice Board, one copy be pasted in the Exam Room and one copy be kept in record/reserve.
8. Notices should be exhibited on the Notice Board. Seating arrangement should be exhibited every day.
9. Packets of 18 to 36 Answer Booklets are prepared room wise. In normal circumstances, 18 - 36 students are required to be seated in a room, for which one invigilator is appointed. In a room containing more than 40 students, more than one invigilator is posted, then the question paper packets be issued, invigilator wise. The signature seal of the Chief Superintendent of Exam Centre is affixed.
10. Attendance Sheet of Candidates (Form - B) and Answer Booklets, be kept ready Room / invigilator-wise.
11. Account of Answer Books by Invigilator (Answer Booklet Ledger) be kept ready.
12. Record to be maintained for obtaining the information about the Flying Squad/Observer/Inspection Teams.

5.4. Structure of Conducting Examinations

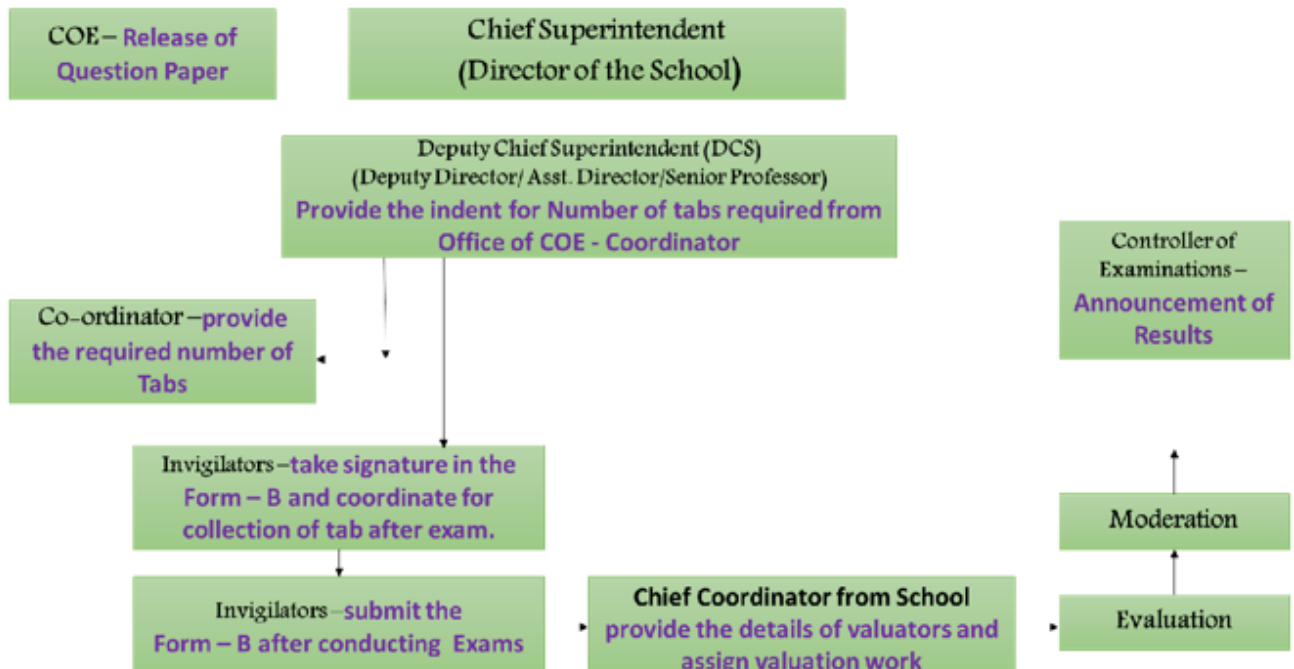
The following would be an overview of the flowline for delegating responsibilities in the respective School Centres for Examinations



Valuation pen-paper



Tab-based Examinations



Notification of Centre:

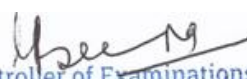
The University shall notify the Examination centre for conduct of Practical examinations and Viva voce examinations at least forty five days prior to the Practical examinations.

Appointment of Chief Superintendent:

The Director of the School shall be appointed as the Chief Superintendent for conduct of Practical examinations and Viva Voce by the Controller of Examinations.

Appointment of Examiners:

The Director of the School, shall appoint Internal and External examiners for Practical and Viva Voce examinations for different Centers from the panel of examiners submitted by the respective Boards of Examiners by notifying the COE. The authority to change the examiners for any reason whatsoever shall rest solely with the Chief Superintendent by notifying the Controller of Examinations.


Controller of Examinations
REVA University
Rukmini Knowledge Park, Kattigenahalli,
Yelahanka, Bengaluru - 560064.