

Regulations for Examinations

H.P.B. Girls' College (Autonomous), Golaghat

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H.P.B. Girls' College (Autonomous)
Golaghat, Assam, 785621

1. Introduction

This Regulations shall follow the **Point 11 and 12** of the H.P.B. Girls' College (Autonomous) Regulations for the Four Years Undergraduate Programme (FYUGP).

2. Examination Committee

There shall be an Examination Committee for the examination system of the college. The Examination Committee shall take decisions regarding examinations whenever necessary. However, at least 2 (two) meetings shall be convened in an academic year. The organizational structure of the Examination Committee will be as follows:

- i. Chairperson : Principal of the college
- ii. Vice Chairperson : Vice Principal of the college
- iii. Convener : Controller of Examinations
- iv. Co-Convener : Deputy Controller of Examinations
- v. Member (1) : Member Secretary of the Academic Council
- vi. Member (2) : Coordinator, IQAC of the college
- vii. Member (3) : A Teacher, nominated by the Principal for 3 (three years) term.

3. Controller of Examinations (CoE)

The CoE shall be responsible for conduct of all End Semester Examinations of the college. It shall be his/her duty to arrange the preparation, scheduling and conduct of examinations of the college and to take care of other related matters. The CoE, in the execution of his/her office, shall regularly report to the Principal about examination related activities. The responsibilities of the CoE includes: -

- (a) Conduct of the examinations with all necessary preparations. For this, the CoE may consult with the Examination Committee whenever necessary.
- (b) Appointment of question paper setter, moderators, examiners, scrutinizers and Head Examiner.
- (c) Preparation of expenditures, including remuneration for all examination related activities (Question paper setters, moderators, examiners, scrutinizers, head examiners etc.) as per the approval by the Finance Committee and submit the same to the Principal/Finance Committee.
- (d) Direct superintending control over the examination branch including examination confidential documents (including question papers), examination stores, examination computer section, Xerox section, offset printing, machine etc.
- (e) Decision making on all matters related to examinations not falling within the powers of statutory officers of the college.
- (f) Making necessary arrangements for the safe custody of office files connected with the conduct of examinations of the college, documents etc. by the officers under whom such documents are kept.
- (g) Keep official communications with the Board of Studies and Head of the Departments of all the departments in connection with examinations.

- (h) Take special care to see that secrecy and confidentiality are maintained in connection with examinations.
- (i) Preparation of examination timetable in following the Academic Calendar of the college.
- (j) Take quick decisions as circumstances warrant.

4. Deputy Controller of Examinations (DCoE)

The Deputy Controller of Examinations shall perform duties allotted to her/him by the Controller of Examinations. His/her duties shall include assisting the Controller of Examinations in various activities such as:

- (a) In-charge of the office of the CoE (with written charge given by the CoE), when the CoE is on leave or not available in the college because of unavoidable circumstances.
- (b) In-charge of office staff of the CoE office and manage the assistants posted to assist the office works.
- (c) In-charge of examination related applications of students, including examination form fill up.
- (d) Communication at various levels of examination planning, preparation, execution, valuation, tabulation and mark list printing and distribution.
- (e) Preparation and printing of blank answer scripts and additional answer sheets for various examinations.
- (f) Helping the CoE in all his/her activities (finding question paper setters, moderators examiners, preparation and implementation of examination system).
- (g) Ensures the availability of examinations related materials and supply to the Officer In-charge well in advance (blank answer scripts, additional sheets, top sheets, attendance sheets, hall tickets, expulsion report forms etc.)
- (h) Receiving the answer scripts from the Officer In-charge on the same day of the respective examination.
- (i) All other tasks required in the conduct of evaluation process, including hospitality.
- (j) However, he/she shall report and consult with the CoE in all the matters related to examinations.

5. Question Papers

(a) Setting of Question Papers

- i. The CoE will communicate the BoS/Head of the Department of all the department asking list of question paper setters. The BoS/Head of the Department will note that he/she will be included in the list of question paper setter who is currently teaching and has completed at least three years of teaching experiences in subject concerned. Further, the question paper setters may be listed outside the college.
- ii. If the BoS/Head of the Department does not submit the list of question paper setters at stipulated time stated by the CoE, the CoE/DCoE office will prepare a list from its own.
- iii. Question paper setters shall follow the existing guidelines (**Annexure D**).

- iv. At least four question papers will be collected for a paper from question paper setters.
Out of four question papers, two will be finalized by moderators.

(b) Moderation of Question Papers

- i. At least two moderators will be appointed to moderate question paper for a subject, one of which may from the college.
- ii. Moderation activities will be held in the examination branch only.
- iii. They have to submit an undertaking before moderation activities starts.
- iv. Any electronic devices carried by moderators have to deposit to the CoE before moderation activities starts.
- v. Moderators have to submit the question papers to the CoE after moderation is over.

6. Officer In-charge

- (a) The Principal of the college will be the Officer in-charge.
- (b) He/she may appoint Assistant Officer In-charge(s) to help him/her.
- (c) The Officer In-charge shall appoint required number of invigilators well ahead of the date of examination. Generally, there may be 1 (one) invigilator for every 30 (thirty) candidates.
- (d) All invigilators shall remain responsible to the Officer In-charge.
- (e) **Any subject teacher shall not, as far as practicable, be appointed as invigilators on the day on which the examination on that subject takes place.**
- (f) The Officer In-charge shall receive all the materials related to examinations, including question papers of respective shift well advance on the day of examination.
- (g) Immediately on receipt of the roll sheets the officer-in-charge shall prepare a seat plan for the candidates. **In making the seat plan, she/she shall keep it in view that there shall be a gap of at least three feet between two candidates.** Sufficient space should be provided in such a manner that candidates do not get the chance to copy from the neighbour's answer script or indulge in any sort of unfair means in the examination room/hall.
- (h) The Officer in-Charge/the AOC shall, as a precautionary measure, engage the invigilators for each room by rotation.
- (i) He/she shall also personally go round the examination halls to ensure that proper invigilation is being done.
- (j) The differently abled candidates who write the examination with the help of the Scribes (appointed by the CoE) or sick candidates shall be seated in separate room (s). Even if there is only one candidate a separate room and invigilator shall be provided. He/she will be given 30 minutes extra to write in the examinations.
- (k) The Officer In-charge shall submit the answer script, top Sheets, attendance sheet, absentee statement, expulsion report (if any), to the office of the Controller of Examinations on the same day of the examination after the respective examination is over.

7. Assistant Officer In-charge (AOC)

The Assistant Officer In-Charge (s) will be under the orders of and responsible to the Officer-in-Charge.

8. Duties and Responsibilities of Invigilators

- (a) Invigilators shall report in the office of the examination control room of the Officer in-charge 30 minutes before the examination time.
- (b) Invigilators shall enter in their allotted examination hall 15 minutes before the examination time.
- (c) **Invigilators are NOT allowed to carry or use any electronic device including mobile phones in the examination hall.**
- (d) It is the cardinal duty of the invigilator to see that no unfair means is adopted by the candidate, and that no instructions specified under '**Instruction to the candidate to be printed on the cover of the answer scripts**' are violated.
- (e) He/she shall remain present in the examination room during the examination and go round the room every now and then.
- (f) He/she shall see that no candidate talks to any other candidate or to any other person.
- (g) In course of the examination if any candidate has go out for a brief duration to attend the call of nature, the invigilator shall record the temporary absence and the duration thereof in a temporary absentee sheet and keep him/her under observation.
- (h) In case of delay beyond three minutes on the part of the candidate to return to the examination room, the invigilator shall bring the matter to the notice of the Officer-in-Charge for necessary action.
- (i) If the invigilator finds any candidate using unfair means, then he/she shall take the candidate with the relevant papers and incriminating materials to the Officer-in-Charge for necessary action. The Officer-in-Charge shall forthwith take action, and if he/she decides to expel the candidate, he/she shall obtain from the candidate a statement in the prescribed form and two invigilators shall sign it, as witnesses.
- (j) If any invigilator does not attend at the time fixed for him/her or leaves the examination premises earlier than the prescribed time or connives at the unfair means adopted by any candidate or otherwise fails in his/her duties, then the Officer in-Charge may take immediate action against him/her and may, without prejudice to any other action that may be taken against him/her debar him/her from future appointment as invigilator.
- (k) It shall be the duty of the invigilators to distribute the blank answer scripts and the question papers to the candidates at the prescribed hours.
- (l) Invigilators must check that the entries on the cover page of the answer script have been correctly made and ensure that the attendance sheet has been signed by the student after correctly filling his/her Roll number/Registration number.
- (m) Fifteen minutes after the distribution of the question papers, the invigilator shall, after verifying the number of question papers with the number of candidates actually present in the room, hand over the surplus question papers to the Officer-in-Charge, who shall keep them in his/her custody till the examination are over.

- (n) The invigilator shall keep record of the answer script distributed. He/she shall ensure which candidate has received which serial number of answer script.
- (o) If an additional sheet is supplied to any candidate, the invigilator shall obtain the signature of the candidate in a separate sheet and keep a record of the serial number of additional sheets.
- (p) At the end of every session, he/she shall show in a statement clearly how many answer scripts were received by him/her, how many were distributed to the candidates, and how many additional sheets were supplied to the candidates and compare the figures with the attendance sheet.
- (q) When the period of the session is over, he/she shall collect all the answer scripts immediately and shall ensure that no candidate leaves the answer script on the desk or leaves the room without submitting the answer script even if it is blank. Loss of any answer scripts, invigilators will be personally responsible.
- (r) If, despite all precautions taken by the invigilator, the answer script of any candidate is not handed over to him/her, he/she shall record the fact in the roll sheet and in the statement of answer scripts and also report it to the Officer in-Charge who shall in turn bring to the notice of the office of the CoE.
- (s) The invigilator shall arrange the answer scripts serially, subject-wise and group-wise.
- (t) The invigilator shall, after ensuring proper serialization submits the answer scripts to the Officer in-Charge/the AOC.
- (u) During the course of examination, the invigilator is expected to move around the place of their duty and not to engage themselves in study or conversation.
- (v) Invigilators shall bear in mind that examination can be very stressful for students and can occasionally provoke unreasonable or extreme behaviour. These situations should be dealt with in a sympathetic and supportive manner which minimizes any adverse effect on other students and maintains sanctity of the examination.
- (w) No person shall be allowed in an examination room during an examination except the students concerned, invigilators or the persons authorized to do so by the competent authorities.
- (x) All invigilators should familiarize themselves with the guidelines governing the conduct of examinations before the commencement of the examination.

9. Candidates

- (a) No candidate should be admitted to the Examination Hall unless he/she presents the Admit Card issued to him/her or otherwise satisfies the Officer in-Charge as to his/her eligibility and identity. The Admit Cards of all candidates should be verified during all sessions of the Examination. **All the candidates (students) should carry with them the identity card issued by the concerned college. The backlog candidates who do not possess identity cards issued by the colleges should carry their Voter ID cards.**
- (b) **Candidates to take seats 15 minutes before examination hours.**
- (c) Every candidate shall take his/her seat at least 15 minutes before the commencement of the examination.

- (d) No candidate shall be admitted into the examination hall after 30 minutes have elapsed since the commencement of the examination.
- (e) No candidate shall be allowed to leave the examination hall before 60 minutes have elapsed since the commencement of the examination.
- (f) **Candidates should read the instructions printed on the cover of the answer scripts.**
- (a) Differently abled candidates who require Scribe to write in examinations shall to apply with supportive documents (Medical Certificate) to the CoE at least one month before the examination.

10. Unfair Means

- (a) No candidate shall use unfair means or indulge in disorderly conduct at or in connection with examinations. “Unfair means” includes one or more of the following acts of commission or acts of omission on the part of candidates during examination period. During examination time having in possession or access to-
 - i. Any paper, book, note or any other unauthorised material which has relevance to the examination.
 - ii. Mobile Phones, Digital watch or any electronic gadget **other than calculator**, even in switch off mode, which can potentially be used for communication or copying.
 - iii. Anything written on any other instrument or any kind of furniture or any other substance which relevance to the examination may have concerned.
 - iv. Anything written or signs made on the body of the candidate or his/her clothes/garments, handkerchief etc. which may have relevance to the examination concerned.
 - v. Anything written on the question paper/admit card which relevance to the examination may have concerned.
 - vi. Giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours.
 - vii. Talking to another candidate or any unauthorised person inside or outside the examination room during the examination hours without the permission of the invigilating staff.
 - viii. Intimidating or using obscene language or threatening or use of violence against the invigilators or person on duty for the conduct of examinations or leaving the examination hall without the permission of the invigilator or causing disturbances in any manner in the examination proceedings.
 - ix. Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
 - x. Mutual/Mass copying.
 - xi. Tearing off the answer scripts.
 - xii. Smuggling-out, either blank or written, or smuggling-in of answer script/additional sheets.

- xiii. Smuggling-in blank or written answer script/additional sheet and forging signature of the invigilator thereon.
- xiv. Revealing identity in any form in the answer script by the candidate.
- xv. Not submitting the answer scripts to the invigilators after completion of the concerned examination.
- xvi. Impersonating any candidate or getting impersonated by any person for taking the examination.
- xvii. Any other similar acts of commission and/or acts of omissions which may be considered as unfair means by the competent authorities.

11. Punishment & Standard Operating Procedures (SOP) for Expulsion of a Candidate

10.1: A candidate found using unfair means is liable for any one or more of the following punishments:

- (a) Expulsion from the examination hall.
- (b) Cancellation of the examination of the entire semester/year for which he/she was a candidate.
- (c) Debarring the candidate from appearing in the examination of the particular semester/year for one year or more than one year as deemed fit by the competent authorities.
- (d) Debarring the candidate from appearing in any examination of the college in future.
- (e) Any other punishment deemed suitable by the competent authorities.

10.2: Following SOP shall be maintained for Expulsion of a Candidate

- (a) The Officer in-Charge shall have the authority to expel a candidate from an examination, if the candidate breaks any rule or instruction for which he/she is liable to be expelled, or resorts to any disorderly conduct, or adopts any unfair means.
- (b) If he/she decides to expel a candidate, he/she shall obtain statement in the prescribed form from the candidate and two invigilators shall sign (full signature) it as witness. If the candidate refuses to sign the statement, this fact shall be clearly mentioned in the report and two witnesses shall sign it.
- (c) Material found from the candidate:
As far as possible, precise information as to from where the material was found (in the pocket, desk, shoes etc.) should be mentioned in the statement of the candidate. The copying material so detected by an invigilator should also be signed by the invigilator (s) and countersigned by the Officer in-Charge with seal on each page.
- (d) Procedure to be followed in case of smuggling out of an answer script:
In case a candidate has smuggled out an answer script, the Officer in-Charge should call the candidate directly and try to secure the answer script. In case of non-availability of the answer script, the matter should be reported to the Controller of Examinations along with the statement of the invigilator (s) present in the room and also of the candidate.
- (e) Procedure for dealing with Impersonation:

In case of impersonation, the Officer in-Charge should send to the Controller of Examinations, the statement of the person found to be impersonating, the invigilator/s and the real candidate, if possible. **Photograph shall be taken and sent along with the report.**

- (f) Documents required to be sent in unfair means cases:
All cases of unfair means should be recorded in the prescribed format provided by the CoE office. The following documents should be sent to the CoE in a sealed envelope:
- (i) Answer script of the candidate.
 - (ii) Prescribed format signed by the invigilators and counter signed by the Officer in-Charge.
 - (iii) Statement of the candidate counter signed by the invigilators.
 - (iv) Incriminating material (s) found from the candidate signed by the candidate and counter signed by the invigilators and Officer in-Charge.
- (g) The Officer in-Charge shall serve a notice on the candidate to the effect that the expulsion case will be finally decided by the Academic Council with such other consequences as may follow therefrom. **Pending the decision of the Academic Council, the candidate shall be ineligible to appear in the remaining Examinations of the College.**

12. Evaluation Process

(a) In-Semester

- i. In-semester Examinations will be conducted by department concerned. A candidate must obtain at least **20 percent marks** in an In-Semester Examination.
- ii. The Head of the Department will hang the list of marks obtained by candidates in the departmental notice board or share in the official WhatsApp group.
- iii. Any issue related to marks, candidate may approach to the course teacher **within 3 (three days)** from the date of marks hanged/shared.
- iv. Candidates who will not able to **score 20 percent** marks in an In-Semester Examination will be given chances of appear again.

(b) End Semester

- i. The CoE will communicate the BoS/Head of the Department of all the department asking for list of evaluators, including scrutinizer. The BoS/Head of the Departments will note that he/she will be eligible for evaluation who is currently teaching and has completed at least Three years of teaching experiences in the respective paper.
- ii. If the BoS/Head of the Department does not submit the list of evaluators/scrutinizers at the stipulated time stated by the CoE, the CoE office will prepare the list of evaluators/scrutinizers from its own.
- iii. Evaluation activities may perform in the Examination Branch. Evaluators shall not have allowed to carry answer script to their home or any other places.
- iv. The CoE will appoint a Head Examiner of the respective subject. Generally, a senior faculty member among the evaluators will be appointed as the Head Examiner.

- v. The Head Examiner will submit the final marks foils to the office of the CoE/DCoE along with the evaluated answer scripts. Further, he/she will hang the list of marks obtained by candidates in the departmental notice board or share in the official WhatsApp group on the day of submission to the CoE/DCoE.
- vi. Evaluation process including scrutiny and report of the Head Examiners shall complete within **15 (Fifteen) days** from received the answer scripts.
- vii. Any issue related to marks, candidates may approach to the CoE with proper way **within 7 (seven days)** from the date of marks hanged/shared. The CoE will communicate the course teacher and the Head Examiner for the same.
- viii. He/she may re-evaluate/re-scrutinize the answer script and settle the matter **within 3 (three days)** after receiving the answer script.
- ix. Once the course teacher and the Head Examiner submits the re-evaluated/re-scrutinized marks to the CoE will be **Treated as Closure of the Matter**. Otherwise, the matter will be forwarded to the Examination Committee. If the Examination Committee cannot solve the matter, it will be forwarded the Academic Council. Decisions of the Academic Council will be Treated as the Final Decision.

13. Guidelines for Record Management

The CoE office may destroy old answer scripts/files/documents (related to examinations). However, following guidelines must be followed by the CoE office.

- (a) Evaluated Answer scripts, Top Sheets, Attendance Sheets etc. will be eligible for destruction after completion of 5 (five) years from the date of examinations.
- (b) However, the cover page of answer scripts containing Registration Number, Roll Number of the candidate should be preserved. These documents will be eligible for destruction after completion of 10 (ten) years from the date of examination.
- (c) Documents like office copy of appointment letters of question paper setter, moderator, examiners, scrutinizers, head examiners will be eligible for destruction after completion 8 (eight) years from the date of issue.
- (d) Documents like notifications will be eligible for destruction after completion of 10 (ten) years from the date of issue.
- (e) The CoE must maintain a proper Records of Register of destructed answer scripts/files/documents etc.
- (f) However, preservation of examination related materials shall be tried as far possible, even eligible for destruction.

14. Best Practices of Examination Branch

- (a) Minimize the use of paper. Communications shall be digital as far as possible.