



**The ICFAI University,  
Dehradun**

**Examination Manual**

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### Abbreviations

CEC: Centralized Examination Cell  
COE: Controller of Examination  
BOE: Board of Examination  
SEC: School Examination Committee  
CRC: Complaint Redressal Committee  
MTE: Mid Term Evaluation  
CE: Continuous Evaluation  
OCE: Other Competitive Examinations  
TR: Tabulation Result  
FS: Flying Squad

## **Manual of Central Examination Cell (CEC), The ICFAI University, Dehradun**

### **1. Preamble:**

The ICFAI University, Dehradun, Uttarakhand was established under the ICFAI University Act 2003 (Act No.16 of 2003) passed by the Uttaranchal Legislative Assembly and assented to by the Governor on July 08, 2003. The ICFAI University, Dehradun, Uttarakhand is sponsored by the Institute of Chartered Financial Analysts of India (ICFAI), a non-profit educational society established in 1984 under the Andhra Pradesh (Telangana Area) Public Societies Registration Act, 1350 F (Act No.1 of 1350F), with the objective of imparting training in finance and management to students, working executives and professionals in India.

The main emphasis is to assess the knowledge gained by a student and motivate him/her to improve upon it. Instilling confidence amongst students about the assessment system and timely publication of highly accurate results is essential. Continuous evaluation of student's performance has become norm of the day at IUD. This process aims at measuring the degree of knowledge assimilated by the students during a course of study without bringing excess pressure. A strict and flawless examination system, maintaining uniformity and consistency in assessment is the backbone of any evaluation system. In this regard, IUD aims to establish an examination system with the following features:

- An independent system so that it can operate without fear, favour, pressure and prejudice.
- Based on sound principles, policies, and procedures directed towards the achievement of its goals.
- Flexibility and adaptability to the changing needs
- Transparent policies and procedures
- Manned by persons with appropriate qualifications and qualities like self-discipline, accuracy, secrecy, time consciousness, high degree of integrity regarding the objectives of the system and complete understanding of their duties and responsibilities.
- Employ state of art facilities to process enormous quantities of data and generation of pre-defined documents with least human interaction.

## **2. Hierarchy:**

Board of Examination (BOE) is the main committee constituted for examinations. The constitution of BOE is as follows:

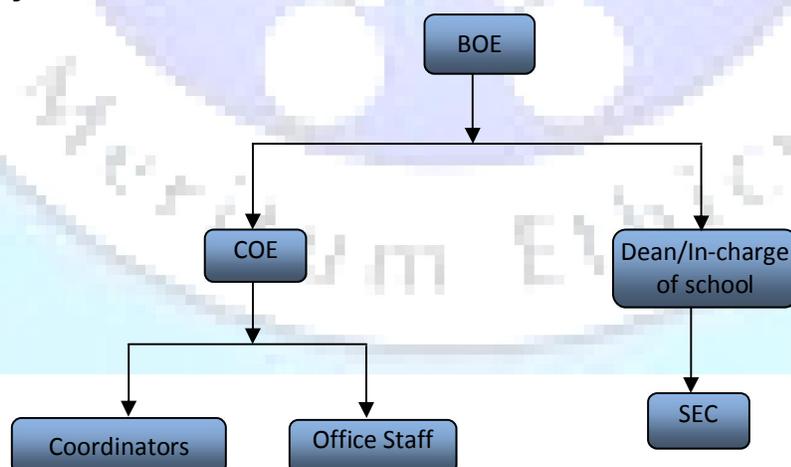
- a) Vice-Chancellor as Chairman
- b) Registrar as member
- c) Deans/In-charges of schools as members
- d) Controller of Examination (COE) as Member Secretary
- e) Coordinators:
  - Examination,
  - Assessment,
  - Results and Tabulation
- f) SEC (School Examination Coordinator) appointed by Deans/In-charges of schools.

### **2.1 The Powers and Duties of BOE:**

- 2.1.1** The BOE shall ensure proper performance of the various duties in conducting examinations viz. paper setting, time table preparation, assessment and declaration of results.
- 2.1.2** The BOE shall recommend examination reforms and shall implement them after due approvals. All amendment to policies pertaining to CEC will be approved by BOE.
- 2.1.3** The BOE shall approve the prepared detailed time table of examinations by CEC.
- 2.1.4** The BOE shall arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty, and invigilators.
- 2.1.5** Complaint Redressal Committee (CRC) shall be an independent committee consisting of three members appointed by Chairman, BOE as and when required to deal with the complaints related to the conduct of examinations and other exam related matters.
- 2.1.6** The recommendations of the CRC shall be approved by Chairman, BOE to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the BOE.

- 2.1.7** For any meeting of BOE, one-third members shall constitute a quorum.
- 2.1.8** The members of BOE shall meet at least twice during the academic semester and at other times as and when necessary.
- 2.1.9** The various formats shall be prepared by CEC and approved by BOE for record keeping and monitoring all examination related activities and shall be coded as IUD/Exam/ XYZ (number). Refer Annexure for the list of such formats.
- 2.1.10** The BOE shall perform such duties and responsibilities that are assigned by Authority of the University from time to time.
- 2.1.11** COE would be assisted by the coordinators and SECs (faculty members nominated by Deans/In-charges of schools) for carrying out the following activities during MTE- Mid Term Examination; CE- Comprehensive Examination, OCE - Other Competitive Examinations.
- 2.1.11.1 Paper Setting: **SEC (School Examination Committee) of concerned department**
- 2.1.11.2 Examinations (Theory): **Coordinator/s (Examination)**
- 2.1.11.3 Examinations (Practical, Project/Dissertation, seminar, online examination): **SEC (School Examination Committee) of concerned School.**
- 2.1.11.4 Assessment of answer books: **Coordinator/s (Assessment)**
- 2.1.11.5 Preparation and declaration of provisional results: **Coordinator/s (Results and Tabulation)**
- 2.1.11.6 Preparation and declaration of final results: **Controller of Examination**

## 2.12 Hierarchy of CEC



### 3. Working Process of CEC:

3.1 The work of CEC has been distributed in three core stages:

- Pre- Examination
- During Examination
- Post Examination

IUD has four different constituent Schools and 15 programs, which are-

S.no	Faculty	Program	Semester/Annual system
1.	ITS	B. Tech (CSE, ECE, ME, Civil, Mechatronics)	Semester
		M. Tech (CSE, ECE, ME, Civil)	Semester
		Diploma of Engineering in (Mechanical and Civil)	Semester
		B.Sc (Hons) in Mathematics, Physics, Chemistry	Semester
		Ph.D	Semester
2.	IBS	MBA	Semester
		BBA	Semester
		Ph.D	Semester
3.	ILS	BA-LLB (Hons.)	Semester
		BBA-LLB (Hons.)	Semester
		LLB	Semester
		LLM	Semester
		Ph.D	Semester
4.	IEdS	B.Ed	Semester
		Ph.D	Semester

All programs of study have diversified evaluation requirement from core technical to field projects. So proper planning becomes very important and the assessment process is to be followed as per the laid guidelines of the University.

### 3.2 The CEC Responsibilities:

The CEC will undertake responsibilities for following examinations:

- A. Mid Term examinations
- B. University Comprehensive Examination
- C. Any other examination conducted in IUD premises
- D. The Work Responsibility and Distribution of CEC is as under:

Pre Examination & Routine	During Examination	Post Examination
1. Procurement of formats for assessment process: Award sheets for evaluation as per	1. Notification of following prior to exams: - Examination schedules and timings.	1. For Mid-term and Comprehensive examination, following work will be done:

<p>University norms.</p> <ul style="list-style-type: none"> <li>- Attendance Sheets.</li> <li>- Make up Assessment sheets.</li> </ul>	<ul style="list-style-type: none"> <li>- * Admit card distribution schedules.</li> <li>- Seating Arrangements.</li> <li>- Invigilation schedules.</li> <li>- Invigilators briefing schedule about their roles and duty.</li> <li>- Unfair practices and punishments briefing prior to exams</li> </ul>	<ul style="list-style-type: none"> <li>- The evaluation will be Central and arrangements will be made by CEC</li> <li>- Conducting the central evaluation as per schedule</li> <li>- Tabulation of marks and declaring results</li> <li>- Maintaining absentee data and forwarding to CEC</li> <li>- Maintaining result data and forwarding a copy to CEC for result declaration</li> <li>- Maintaining the record of exam manuscripts.</li> <li>- Notifying and conducting make up exams.</li> <li>- Finalizing the grades in coordination with SEC</li> </ul>
<p>2. Keeping of Records-(In coordination with SEC)</p> <ul style="list-style-type: none"> <li>- Prior Sem/Years TR's or Mark sheets.</li> <li>- Back log sheets (Group wise) through SEC</li> <li>- Degree awards and its status for various programs.</li> <li>- Provisional Mark sheet Issued.</li> <li>- List of Debarred students</li> </ul>	<p>2. Arranging the seating arrangements as per notification minimum 1 day in advance.</p> <ul style="list-style-type: none"> <li>- demarking layouts and seating plans.</li> <li>- putting layouts and seating plans in appropriate areas for candidates ease.</li> </ul> <p>Proper arrangements of following at exam venue:</p> <ul style="list-style-type: none"> <li>-Drinking Water</li> </ul>	<p>2. For Mid Term and Comprehensive University Exams following work will be done:</p> <ul style="list-style-type: none"> <li>- Finalizing the grades and preparation of TR (in Coordination with SEC)</li> </ul>

- Printing and copying the exam question papers	- Room for keeping candidates belongings if any. - Time notification bells - Students spot checks/ frisking	
3. Finalizing Invigilators list in coordination with SCE and nominating Flying Squad (FS)	3. Distribution of Answer sheets, Question Paper and other formats to examination rooms/ Invigilators	3. Collection of Marks from Schools for grading and record through SEC
4. Procurement/Collection of Documents/exam material/ Stationary, Copies and Distribution	4. Collection of Answer sheets, Question Paper and other filled and unfilled formats from examination rooms/ Invigilators	4. Follow up for Back paper (Summer Examination) examination with various IUD Schools through SEC
	5. Action against students involved in unfair practices as per laid norms of the University/ Board	

#### **4. Appointment of Paper Setters and Examiners:**

- 4.1 The paper setting of Mid Term and Comprehensive Examination shall be done normally by the concerned faculty who is teaching the course.
- 4.2 If multiple faculty members are teaching a single course, then they together shall setup the question paper and inform the SEC about the same.
- 4.3 In case of deviations, the concerned Dean/In-charge of the respective School shall do alternative arrangement and inform COE.
- 4.4 The paper setter should not be student of IUD.
- 4.5 The concerned faculty who is teaching the course shall follow all paper setting related guidelines notified by CEC from time to time.
- 4.6 COE may appoint a competent external / internal paper setter in place of the course faculty teaching the course (if required).

## 5. Question Paper Setting:

The guidelines/instructions to the paper setters are given in a format form given in Annexure 14:

### General Guidelines/Instructions to the Question Paper Setter

**5.1** As per the academic schedule, the faculty member, teaching a course shall set the question papers for each of Mid Term and Comprehensive examinations in that semester.

**5.2** The concerned faculty shall maintain secrecy of the question paper and shall be responsible for the same.

**5.3** If the concerned teacher is not available due to some reason or unable to set the question paper or cannot be given the work of paper setting, the Dean/In-charge shall arrange for alternative faculty who shall do the paper setting and all related work.

**5.4** A committee shall be constituted by the chairman BOE for the purpose of quality checks on question.

Paper setting and evaluation, and the committee shall report the anomalies, if any to the Chairman, BOE.

### 5.5 Moderation of Question papers:

Moderation of Question papers is applied to all undergraduate and postgraduate papers prior to all assessments being sent to the committee appointed by respective school Dean/In-charge for their consideration and comment. External Examiners may be appointed for Moderation of Question papers. The purpose of moderating a question paper is to ensure that it achieves the normal goals of end-of-course assessment. Obvious things to check include the following:-

- (i) Do the questions unambiguously communicate the examiner's intentions? I.e., could a student sitting in exam reasonably be expected to know what is required of him?
- (ii) Are the questions completable in the time allotted?
- (iii) Is the marking scheme sufficiently detailed to allow efficient and consistent marking?
- (iv) Does the examination fairly cover the material to be examined?
- (v) Are there any technical (e.g. mathematical) errors?
- (vi) Could the writing style be improved?

### **5.6.1. Internal Moderation**

The module leader should supply to the internal moderator, in printed form:

- the proposed examination paper
- answer guidelines or model answers, including a marking scheme
- a copy of the module specification and teaching scheme
- a copy of the previous year's paper, if available.

The moderator should use this form to comment on and progress the paper, recording brief comments on the form and more extensive ones on the question paper or solutions. When all the questions have been agreed with the module leader, the moderator should sign this form and return it to the module leader who in turn submits it with the paper and other materials (if applicable) to the assessments team.

The internal moderator should check the examination paper with respect to:

- Rubric (front cover): materials and instructions
- Structure and balance of questions
- Level and coverage
- Marks allocation and marking scheme/model answers
- Module Specification

### **5.6.2. External Moderation**

The External Examiner should use this section of the form to record general comments on the examination paper and marking scheme, together with any specific recommendations or queries about individual questions.

The Module Leader should consider the External Examiner's comments and record their response, making adjustments to the question paper and/or marking scheme, as appropriate.

Any significant changes to questions should also be discussed with the Internal Moderator.

### **5.6.3. Confirmation of Final Examination Paper**

The School Dean/In-charge must sign to confirm that the moderator comments have been noted and where applicable the examination paper has been amended.

**\* THE EXAMINATION PAPER WILL NOT BE CONSIDERED READY FOR PRINTING UNTIL THIS SIGNATURE OF MODERATOR IS RECEIVED.**

**6. Assessment of Performance:**

There will be continuous assessment of students' performance throughout the semester / academic session and marks/grades will be awarded by the subject In-charge/ SEC. Each theory subject in a semester is evaluated for Mid Term and Comprehensive examinations. The weightage of different Evaluation components in general is given below

<b>Sub-component</b>	<b>Weightage</b>
Quiz & Teacher Assessment (T.A.)	20%
Mid-Term Examination	30%
Comprehensive Examination	50%

Continuous evaluation? At the end of a semester, the numeric marks obtained in each course will be converted to letter grades.

For assigning marks in Teachers Assessment (T.A.) performance in Home assignments, Class Tests, Viva Voce, attendance etc., may be considered. One Class Test for each unit and three home assignments etc., may be used for the Continuous evaluation. The mode of evaluation and the nature of the Test may be intimated to the students in advance by the concerned subject teacher.

Each laboratory course must be internally evaluated as per the Guidelines of IUD.

Appearing in the end-semester examination in the theory / practical course is compulsory for a student.

The final marks/grades awarded to the students in a subject must be submitted by the Teacher, within fifteen days from the date of holding the examination through the concerned Dean/In-charge of School to SEC for onward transmission to the Controller of Examination (COE).

Any change of marks/grade of a student in a subject consequent upon detection of any genuine error of omission and/or commission on part of the concerned teacher, must be approved by the SEC and must be forwarded by the Teacher, through the Dean/In-charge of concerned School within 6 days from the date of original submission or within the timeline given by CEC.

For the benefit and as a process of learning by students, the scripts after correction of Mid-Term would be shown to the students within 15 days from the end of examinations.

### **6.1 Make Up:**

No Make-up is allowed in any circumstances.

## **7. Issue of Admit Cards:**

A student will be issued an Admit Card for appearing in the Mid Term/ Comprehensive Examination, only if he/she has:

- 7.1** Attendance record to the satisfaction as per the IUD norms in the theory and laboratory classes.
- 7.2** Paid all Institute and Hostel dues.
- 7.3** Not been debarred from appearing in the examination as a result of disciplinary proceedings.

## **8. Role and Responsibilities:**

### **8.1 Controller of Examination (COE)**

The Controller of Examinations shall be the principal officer -in-charge for the conducting examinations and test's of the university and declaration of results. He shall discharge his functions under the superintendence, direction and guidance of the Board of Examinations.

The Controller of examination shall be responsible for making all arrangements necessary for holding examinations and tests and declaration of results. It shall be his responsibility:

- 8.1.1** To prepare and announce in advance the calendar of examinations;
- 8.1.2** To arrange for printing of question papers;
- 8.1.3** To arrange to get performance of the candidates at the examinations properly assessed, and process the results;
- 8.1.4** To arrange for the timely publication of results of examinations and other tests.
- 8.1.5** To postpone or cancel examinations with the consent of Vice-Chancellor, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons alleged to have committed malpractices.

**8.1.6** To take disciplinary action where necessary against the candidates, paper-setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations;

**8.1.7** To review from time to time, the results of university examinations and forward reports thereon to the Academic Council.

**8.1.8** To keep constant supervision of examination and related activity during exams.

**8.1.9** To finalize the grading process of marks.

## **8.2 School Examination Committee (SEC):**

The SEC will work in coordination with COE and School Deans/In-charges for routine operation. The general responsibilities of SEC will be as under:

**8.2.1** Mid Term and Comprehensive examination Question Paper (Q/P) setting through concerned subject teachers as per specified format provided by CEC.

**8.2.2** Submission of Q/P to CEC as per scheduled time frame.

**8.2.3** Appointing the evaluators for evaluation of Mid Term and Comprehensive examination as per the notification of CEC.

**8.2.4** Conducting Practical examination as per schedule.

**8.2.5** Forwarding final approved eligible student list to CEC for examinations.

**8.2.6** Cross checking of examination papers in CEC on the date of examination within 10 minutes of exam commencement for paper being within the prescribed syllabus through the concerned subject teachers.

**8.2.7** Verification of Exam schedules for respective Scholl.

**8.2.8** Grading of the marks and Preparation of Result

## **8.3 The coordinators and Staff of CEC:**

The responsibilities and authorities of Coordinators and other staff members of CEC will be framed by COE and will be approved by BOE.

## **8.4 Responsibilities of Invigilators:**

Invigilators general responsibilities would be:

**8.4.1** To collect examination copies and question papers from the CEC office.

**8.4.2** Proper invigilation during the examination and ensure that candidates are constantly and appropriately supervised.

**8.4.3** Ensure Exam copies and question papers are distributed appropriately (according to the seating plan).

- 8.4.4 Conduct invigilation and administration of the examination process in such a way as to cause minimum disruption to candidates.
- 8.4.5 Make announcements to candidates as necessary.
- 8.4.6 Ensure conduct in the appointed examination room.
- 8.4.7 Responsibility for following the correct procedure should a candidate becomes sick, distressed or behave in a way perceived to be misconduct and liaison with the COE as necessary.
- 8.4.8 Collect and deliver completed scripts and attendance forms to the Central Examinations Cell.
- 8.4.9 Report to the appointed examination room 15 minutes prior to the schedule or as directed before the starting time of the examination.
- 8.4.10 Collection of attendance slips.
- 8.4.11 Report any matters of concern to the COE.

## **9. Student Database management for CEC**

At IUD, a central student database will be maintained for student. The beginning of entries in the database will start from Admission Cell and fields will be added to it at various School level such as- University enrollment numbers, student attendance etc. followed by fields added by CEC such as Mid-term, Comprehensive examination marks etc. The database will have provision of attachment of documents of students which will include Scanned- Mark sheets and Certificate of eligibility, subsequent semester mark sheets, Photographs of students, Signatures etc.

The data base should have provision of backup at IUD server.

Separate logins will be created for data entry and strict security measures will be taken for editing of data after a desired time and at desired levels.

## **10. Record keeping at CEC:**

CEC will be responsible for keeping and Issue of all authentic records pertaining to examinations at IUD in form of soft and hard copies. The School can obtain copy of records from CEC through a written request by SEC, approved by concerned School Dean/In-charge.

The student can apply for personal records such as Mark sheets (Provisional/ Final), Degrees etc. through an online or offline request format which will be made available at University website and at SEC.

## **11. Examination Procedure:**

### **11.1 Before the Examination Begins**

#### **11.1.1 Examination Papers**

Invigilators are required to collect examination question papers and related material from the CEC Office and proceed to assigned Examination rooms.

#### **11.1.2 Reporting for Invigilation Duty**

Invigilators should report to the CEC Office 15 minutes (or as prescribed) before the examination is due to begin.

#### **11.1.3 Distribution of Papers**

To assist with distributing answer books, attendance slips, examination question papers and any additional material. If there is more than one examination taking place in the venue, papers must be distributed according to a seating plan. Place one question paper, face up, on each desk and check that each desk has an answer book and attendance slip.

#### **11.1.4 Authorized Material**

The COE will inform Invigilators whether any format or tables are permitted or excluded for the examination(s). The use of electronic calculators (Scientific/Nonscientific) is not permitted until otherwise instructed.

#### **11.1.5 The COE will assign each Invigilator to the room they are responsible for overseeing.**

### **11.2 The Start of the Examination**

#### **11.2.1 Admitting the Candidates**

The Invigilator shall authorize the admittance of the candidates to the examination room 10 minutes before the published start time depending on the size of the venue. The Invigilator will announce the rules and conduct of the examination as shown in Annexure 10.

Invigilators should then ensure that any calculators and dictionaries which the candidates have brought for use in the examination are permitted. Any

unauthorized equipment should be removed from the candidate and returned to them at the end of the examination.

#### **11.2.2 Mobile Phones**

Mobile phones are not allowed in the exam area. Invigilator should not collect any mobile phones from the examinee; it is the sole responsibility of examinee for any loss of such items. Any unauthorized items should be reported to the COE to be removed from the candidate.

#### **11.2.3 Starting the Examination:**

The COE should start the examination at the advertised time. If there has been a delay in starting the examination, the corresponding amount of time will be added on to the published finishing time.

#### **11.2.4 Checking Toilets**

When candidates are seated and the exam is about to begin, the COE will ask an Assistant to check the nearest toilets to ensure they contain no notes or other material which could be referenced by students taking toilet breaks during the exam.

### **11.3 During the Examination**

#### **11.3.1 Conduct of Invigilators**

All activities carried out during the examination should be conducted as quietly and discretely as possible. Talking between invigilators should be kept to an absolute minimum and be carried out in a hushed tone. If it is necessary to approach a student for any reason, communication should be calm and supportive. Remember, examinations are very important to students and inappropriate conduct of invigilators can be cited as grounds for complaint if it adversely affects students' performance in any way.

#### **11.3.2 Admit Card/ID Checks**

All students must be able to confirm their identity by presenting an identity card. Any student who does not have an appropriate form of official photographic ID should be instructed to report to the nearest ID checking room, obtain a signed slip and present it to invigilators on their return. The slip is valid for one exam only and must be taken from the student.

#### **11.3.3 Candidates Arriving Late**

No candidate may enter the examination room more than 30 minutes (or as prescribed) after the examination time has begun. If an Invigilator is approached by a student arriving more than 30 minutes after the start or after the specified time, refer the student to the COE, who will record his/her name.

#### **11.3.4 Supervising Candidates**

As early as possible during the course of the examination, invigilators should check translation dictionaries or other authorized material for notes or annotations. Unobtrusive patrolling should be carried out periodically and any suspicious behaviour reported to the COE. All Invigilators are expected to remain in the hall for the entire duration of the examination. Occasionally, an Invigilator may leave the room in order to clarify a question or other emergency, these absences must be kept to a minimum and wherever possible one Invigilator should stay in the room and instruct the other Invigilator to get the required information.

#### **11.3.5 Confirming Attendance**

No more than 30 minutes or as specified time after the start of the examination, the Invigilator will collect completed attendance form. The student is checked against their photographic Admit Card/ID at this point. If any student does not have an appropriate form of ID they must leave the room to have their identity confirmed. The arrangements for checking Admit Card/ID will vary depending on the time and location of the room.

The Invigilator should then check attendance form against the Attendance List by placing an 'absent' against each name. Students sitting in the examination in an alternative venue due to additional needs are indicated in the attendance list.

Place attendance form into the Attendance Form file. Retain the Attendance Form which is to be packed with the completed scripts at the end of the examination.

#### **11.3.6 Irregularity or Misconduct**

Irregularities in an exam room usually involve the introduction of unauthorized notes or conferring with another student.

If an Invigilator suspects a candidate of being in possession of unauthorized notes he or she must inform the COE/Flying Squad. The COE will have the authority to remove the candidate from the room and inform them of the nature of the suspected misconduct, and that a written report will be made immediately and submitted to the Examination Office of the University after the examination. The COE/Flying squad shall confiscate any illicit material which appears to be in the possession of the candidate and annotate the script to indicate the point at which the candidate was taken out of the examination venue. The candidate will be permitted to return to the room and continue the examination.

Candidates, who are seen conferring or exchanging items, must immediately be warned of their behaviour. If the same candidates are seen conferring for a second time the Invigilator will remove them from the room and follow the above procedure.

#### **11.3.7 Mobile Phones**

No Mobile Phones are to be carried to examination room during examination.

#### **11.3.8 Problems with Examination Questions**

Where candidates raise points requiring clarification which cannot be dealt with in the examination room, the COE should be informed in all cases. Who will then notify the University/Board Examination Office who will endeavor to obtain and convey the necessary information.

#### **11.3.9 Supplementary Sheet**

Supplementary Sheets are issued on demand, before that examinee should completely use the previous issued Answer sheet.

#### **11.3.10 Disturbances**

In the event of noise or other external factor causing a disturbance in the room, please notify the CEC Office immediately. It is essential that any incident or condition which could potentially cause disturbance or discomfort to students is reported.

#### **11.3.11 Illness/ Sickness**

If a candidate becomes ill during an examination and must leave the room as a result, the COE must be informed. A candidate who becomes ill may leave the room for a short time then return to complete the paper, as long as they have

been continuously accompanied by an Invigilator. Extra time may be allowed at the discretion of the COE.

In the event of a problem occurring with a student for whom special arrangements have been made due to additional needs, please contact the Examinations Office on the relevant contact number shown at the front cover.

#### **11.3.12 Toilet Arrangements**

Candidates who request a toilet visit during the examination should be accompanied by an Invigilator to the door of the nearest toilet. Students are not allowed to take any papers or notes out of the room during the examination. If the accompanying invigilator suspects a student might have notes in their possession (e.g. if he or she is wearing a jacket with pockets), the student should be asked to empty their pockets or to confirm they do not have any notes. Invigilators should not search or have any physical contact with the student in this process. Toilets should be checked after each toilet break for written material which may benefit a student using the toilets during the examination.

#### **11.3.13 Smoking, Eating and Drinking**

Smoking, chewing tobacco or gums and eating are prohibited. Drinking water is permitted, for drinking water arrangement will be made outside the examination room.

#### **11.3.14 Leaving Early**

Examinee will not be allowed to leave the examination room within first half of examination and last 15 minutes of examination.

### **11.4. After the Examination**

#### **11.4.1 Ending the Examination**

The COE shall announce the time when there are 15 minutes remaining and again 5 minutes before the end of the examination. The examination should end at the advertised time unless extra time has been added due to a delay in starting or exceptional circumstances.

#### **11.4.2 Collection and Administration of Completed Scripts**

The Invigilator will collect answer books, examination papers and any other material. It is very important that all answer books and supplementary sheets

(whether used or not) are collected from each student before students leave the hall. In no circumstances are students allowed to take answer books or paper from the examination room. Students may keep question papers unless otherwise specified in the special instructions. Students who have used supplementary sheets should attach them to their answer book with the tag provided.

## **11.5 Procedure for conducting final practical / Viva voce examinations**

**11.5.1** The Dean/ In-charge of School appoint the examiner (normally the faculty who is taking respective practical classes) for each practical / viva voce. Detailed schedule of practical is to be framed and also displayed in the department and School Notice board in advance.

**11.5.2** If there is any clash of schedule with any other examiner, it can be rescheduled with the approval of CEC. These changes are updated and maintained by the COE.

**11.5.3** For each laboratory examinations, SEC Coordinators/ Dean/In-charge decide and appoint skilled assistants and technical support staff and communicate. The examiner along with skilled assistants and technical support staff take care of the conduct of practical examination for which they are appointed. The CEC issues necessary forms / stationery items to the internal examiners for conducting laboratory exams.

**11.5.5** The practical examinations are conducted batch wise. The External examiner/Internal examiner set the question papers/ assignments, evaluate the answer scripts and award marks. The marks are allocated for carrying out the experiment, recording of, observations, calculation and viva voce. After the completion of practical exam, the marks statements are prepared as per University format and signed by the examiner/s. The marks statements are sealed in separate covers along with question paper and handed over to the COE.

**11.5.6** The External examiner/ internal examiners conduct the viva voce for the project with the help of technical support staff of their departments. The Viva voce is conducted individually or in batches (4 to 5 students / batch for UG and 1

student / batch for PG). After the completion of viva voce, the marks statements are prepared and signed by the examiners. The marks statement are sealed in separate covers and handed over to the CEC.

## **12. REGULATIONS GOVERNING WRITTEN EXAMINATIONS**

Candidates/Students are advised to familiarize themselves with the regulations governing written examinations. Breach of any of the published regulations will be considered under the IUD policy on unfair practice in formal examinations detailed below.

### **12.1 Written Examination Regulations**

**12.1.1** The candidate must arrive and be seated in the Exam Hall at least 5 minutes before the start of the examination.

**12.1.2** Books, notes, bags, mobile phones, wallets, any written slip, etc. must not be taken in the Exam Hall. The candidate must remain absolutely quiet from the time he/ she enters in the exam hall to the time he/she leave the hall. (\*Approved Open Book exams exempted)

**12.1.3** The candidate is required to carry his/her Admit card and University identification card to appear in the examination.

**12.1.4** The candidate is permitted to have only pens, paper, ruler, calculator (Non-scientific) or other approved items on their desks.

**12.1.5** Only the question paper and this or items issued by the Invigilator are permitted on the desk. Any other paper, notes or material found on or around the candidate's desk area constitutes a breach of exam regulations.

**12.1.6** The candidate must ensure they have no written material on their person. Any such material constitutes a breach of exam regulations.

**12.1.7** The candidate must not communicate in any way with other candidates or share pens, erasers, calculators or other materials. The candidate

must not look at the exam paper or start to write in the answer book until instructed to do so by an Invigilator.

**12.1.8** The candidate shall ensure that they are in possession of the correct examination paper and must comply with the instructions printed on the examination paper and on the answer book. The candidate should ensure that he/she puts his/her name, programme, year and subject on each answer book as directed.

**12.1.9** The candidate is not allowed to submit his/her examination script, or leave the exam venue until one hour of the exam has elapsed. No candidate will be permitted to enter the Exam Hall after the 30 minutes of commencement of Examination.

**12.1.10** The candidate should not leave the examination hall at the end of the examination until his/her examination script has been collected. It is the candidate's responsibility to ensure his/her script has been handedover to the Invigilator. Answer books are the property of the Institute and should not be removed from the exam hall under any circumstances.

**12.1.11** A Candidate who requires use of the bathroom facilities must be accompanied by an Invigilator.

**12.1.12** A defined seating schedule is presented for each exam session. The candidates must familiarize themselves with the seat(s) allocated to them, in advance, and use the allocated seats.

**12.1.13** The candidate must comply with an Invigilator's directions at all times.

**12.1.14** The candidate shall not bring into the Examination Hall, nor have in his/her possession, any computing equipment, including electronic organizers, programmable calculators, mobile phones, recording equipment or any device with a facility to store or display text, radio, books, note paper or any other source of information:

12.1.14.1 Possession of any unauthorized material shall be construed as a serious breach of Exam Regulations and a disciplinary investigation will be initiated.

12.1.14.2 The candidate is reminded that severe sanctions are attached to any such breach of regulations (see Circumstances of Unfair Practice).

12.1.14.3 Candidates will be required to handover such materials to the Invigilator. When an electronic device is confiscated i.e. programmable calculator or mobile phone, the device will be retained for the duration of the investigation.

12.1.14.4 Refusal to hand over the materials will make void the examination for the candidate and a disciplinary investigation will be instigated.

**12.1.15 Examination Results:** The official result of your examinations will be made available at the University website.

**12.1.16 Examination Appeals:** A request for an appeal in respect of examination results must be received by the Registrar's Office, on the appropriate form, available with Centralize Examination Department.

### **13. Course Repetition**

A student can repeat a course to clear / improve his/her grades

### **13. Circumstances of Unfair Practice/ Plagiarism**

**13.1** A breach of regulations constituting unacceptable practice may be detected:

- a) During invigilated examinations.
- b) During the marking of written examination answer books.
- c) During the marking of other examinable material.

**13.2** Instances of plagiarism are considered unfair practice. The procedures for dealing with allegations of plagiarism are given in Annexure IUDE-06.

**13.3** Where such a breach is suspected, the CEC and SEC officials shall coordinate an investigation into the allegation by meeting with the student, and shall prepare a report for the COE. The COE shall consider the report and will determine an appropriate action. This may include:

**13.3.1** Deem the candidate to be innocent of the allegation(s). No further action to be taken.

**13.3.2** Issue formal written warning to the candidate. A record of such will be maintained by the Office of the COE.

**13.3.3** Forfeiture of the exam through the imposition of a 0% mark.

**13.3.4** Consider the breach to be of such magnitude that a formal disciplinary process be implemented by forming a Panel of Enquiry.

**13.4** Where the breach is a matter of fact, such as notes or prohibited materials present in the examination, an automatic penalty of 0% is applied.

**13.5** Following the imposition of a penalty the COE shall inform both the student and the Institute Director in writing of the outcome and the matter shall be deemed closed. This process constitutes the least formal process for dealing with circumstances of unfair practice.

**13.6** The candidate may appeal the decision of the COE by writing to the Office of the BOE. On receipt of this appeal the BOE may form a Panel of Enquiry.

#### **14. Panel of Enquiry**

In circumstances where the BOE deems the violate to be of a serious nature and constitutes a Complaint Redressal Committee (CRC) or a Panel of Enquiry where an appeal has been received, the candidate shall be notified in writing through the office of the CEC at least five days in advance of the meeting of the CRC/Panel of Enquiry in relation to the following:

- a) The precise allegation(s).
- b) The entitlement to present a response either orally or in writing to the panel of Enquiry.
- c) The entitlement to be accompanied or be represented at all hearings conducted by the Panel of Enquiry.
- d) The enquiry schedule.

**14.1** The candidate shall notify the BOE in advance of the person(s) to accompany him/her, and their status to the meeting of the Panel of Enquiry.

**14.2** The reports and/or written submissions shall be made available to the candidate in advance.

**14.3** The inquiry procedures shall be carried out by the CRC/Panel of Enquiry. The BOE will form an appropriate the CRC/Panel of Enquiry which ordinarily would consist of:

- a) Registrar or nominee (Chairperson).
- b) One Head of School.
- c) One member of academic staff.
- d) Student's nominee.
- e) If deemed appropriate by the Registrar, a technical or legal advisor may assist the panel in their work.

**14.4** Panel of Enquiry Procedure:

The CRC/Panel of Enquiry shall assemble to consider the allegation(s) as soon as possible. Each case shall be considered separately and only on the basis of evidence available to the CRC/Panel of Enquiry. Also the CRC/ Panel of enquiry will act within the laid norms of University for cases during University examinations.

**14.4.1** The CRC/Panel of Enquiry alone shall adjudicate on the allegation(s) based on written and oral submissions and shall determine the penalty to be applied. Other than the Recording Secretary, no other person shall be present during the period of adjudication.

**14.4.2** The candidate shall be notified in writing through the office of the Registrar of the outcome of the inquiry.

**14.4.3** The decision of the CRC/Panel of Enquiry shall be final. However, in matters relating to the expulsion of a candidate.

#### **14.5 Penalties**

**14.5.1** The Board of Examination shall determine the actual penalty to be applied having regard to the seriousness of the incident and the guidelines set by the IUD laid out in the following sections. For examination the decision of concerned authority will be abided. The Board of Examination may, at its discretion:

- a. Deem the candidate to be innocent of the allegation(s): In such a case the Examination Board shall be instructed to consider the Assessment or Examination results in the normal manner.
- b. Deem the candidate to have failed all or part of the assessments or examinations for the stage or year of the programme. In such a case the Board of Examination shall determine the period of time which shall elapse before the student is entitled to be reassessed.
- c. Determine if the candidate shall be ineligible for any special award of the Institute.
- d. Suspend the candidate from all activities of the Institute for a stated period. Cancellation of all Financial Assistantship/ Scholarships from University.
- e. Recommend the expulsion of the candidate from the Institute. In such a case the expulsion order shall be signed by the appropriate authority and conveyed to BOE.

### **15 Assessment/Evaluation/Compilation of Results and Transmission thereof:**

#### Evaluation of Answer Sheets:

- a. All the answer sheets are given coded numbers on the body of the Roll No. Slips.
- b. The slips having the Roll Numbers are to be removed from the Answer sheets and a new code no. is to be given. A record of the actual Roll numbers and the corresponding coded number has to be maintained.
- c. Handing over the sheets for evaluation along with award list format to examiners. Evaluated Answer sheets with award List are to be returned to the Controller of Examinations within specified time from the date of receipt of Answer Sheets.
- d. Decoding the coded number by the actual roll number slips back to answer sheets.

### **16 Reevaluation**

A student not satisfied with his/her result may apply for reevaluation after paying reevaluation fee of Rs 1000/-. The answer sheet will be sent for external evaluation.

## 17 Grading

- 17.1 Mid semester interim grading for each course will be announced to the students to facilitate them to know their current position relative to other students in that particular course.
- 17.2 At the conclusion of the semester a student is awarded a grade in each of the courses.
- 17.3 Subject-wise grading will be finalized by the Committee involving the School Examination Committee member(s), Dean/In-charge of respective Schools, along with the team of course faculty members
- 17.4 The instructor-in-charge is responsible for awarding final grades and transmitting the grades/reports to the COE within the deadline set by COE.
- 17.5 The list of letter grades, the grade points associated with them and their qualitative meanings are given below:

Letter Grade	Qualitative Meaning	Grade Points attached
A	Excellent	10
B	Good	8
C	Fair	6
D	Poor	4
E	Exposed	2

- 17.6 Necessary documents for approval of the semester-wise examination results will be prepared by the team of Centralized Examination Cell. The signatories on these approvals include School Examination Committee Member(s), Dean/In-Charge of respective Schools, Controller of Examinations, Registrar, Vice Chancellor.
- 17.7 At the end of the course, in certain situations, the instructor-in-charge may report certain events/facts in suitable words, in place of grades discussed earlier. These reports are not to be construed as grades. The various reports listed below are elaborated in the subsequent clauses.
- (i) Incomplete (I)
  - (ii) Grade Awaited (GA)
  - (iii) Withdrawn (W)
  - (iv) Registration Cancelled (RC), Required to Register Again (RRA), Discontinued from the Program (DP), and
  - (v) Not Cleared (NC).
- 17.8 IUD has relative grading system however absolute grading may be implemented in a course if the number of registered students are less than 30, the grades for such courses will be decided as:

Grade	Marks Range
A	≥ 80
B	≥ 60 & < 80
C	≥ 40 & < 60
D	≥ 35 & < 40
E	≥ 30 & < 35
NC	< 30

### 18 Criteria for clearing a course

To clear a course student need to score a minimum of 30% marks in End-Term Examination in each subject paper and 30% in aggregate of that course.

### 19 Compilations of Results:

- Collection of continuous evaluation marks list from the subject In-charge.
- Preparing the result sheet by posting of marks of written examination, continuous Evaluation and Project work.
- Rechecking of the result sheet.
- List of examinees who, have passed or failed along with those having supplementary or exemptions (as per the benchmarks defined in the syllabus) is prepared. This is completed within two weeks of the completion of the Examinations.
- Approval of the Director is obtained for the Result of the Term Examination. The results are to be announced within five weeks of the completion of the Examinations.
- Declaration of Results: Results are displayed on the Website and Notice Boards.
- Individual grade-sheets to be given to Participants on completion of each term.

### 20. Contact Details: \*(proposed)

CEC E-mail ID:	<a href="mailto:exam@iudehradun.edu.in">exam@iudehradun.edu.in</a>
COE E-mail ID:	<a href="mailto:coe@iudehradun.edu.in">coe@iudehradun.edu.in</a>
SEC E-mail ID's:	<a href="mailto:exams.fst@iudehradun.edu.in">exams.fst@iudehradun.edu.in</a> <a href="mailto:exams.fol@iudehradun.edu.in">exams.fol@iudehradun.edu.in</a> <a href="mailto:exams.ibs@iudehradun.edu.in">exams.ibs@iudehradun.edu.in</a> <a href="mailto:exams.ieds@iudehradun.edu.in">exams.ieds@iudehradun.edu.in</a>

\* Exam grievance ID: [grievanceexam@iudehradun.edu.in](mailto:grievanceexam@iudehradun.edu.in)

Contact No's: COE: \*919456138619

# (proposed) Web link of CEC IUD: [www.iudehradun.edu.in/exam](http://www.iudehradun.edu.in/exam)



**ICFAI University**  
**I / II Semester, 2017- 2018**  
**Examination Report of Mid-Term / Comprehensive Examination**

<b>A</b>	<b>Date of Test</b>	
<b>B</b>	<b>Course No.</b>	
<b>C</b>	<b>Course Title</b>	
<b>D</b>	<b>No. of students registered in the Semester (D = E+F+G+H+I)</b>	
<b>E</b>	<b>No. of students appeared for Test</b>	
<b>F</b>	<b>No. of students with W/DP/RC</b>	
<b>G</b>	<b>No. of students allowed to appear for the make-up Test *</b>	
<b>H</b>	<b>No. of students not allowed for tests due to attendance shortage **</b>	
<b>I</b>	<b>No. of Absentees without reason ***</b>	

\* Furnish the Students list allowed to appear for the makeup Test

S. No.	ID No.	Name
1		
2		
3		
4		
5		

\*\*Furnish Students list Not allowed for tests due to attendance shortage

S. No.	ID No.	Name
1		
2		
3		
4		

\*\*\* Furnish the Students list who are absent without any reason

S. No.	ID No.	Name
1		
2		
3		
4		
5		

Date:

Signature of the I/C

**Note:** If required use additional page or back side.

\*\* - If already submitted to EPC, no need to give again, just mention the number.





**Attendance sheet**  
**Mid-Term / Comprehensive Examination**  
**I / II Semester, 20\_\_ - 20\_\_**

Room No.:	Program:	Semester:

Sr. No	ID No.	Students Name	Signature of Student								
			Course X (Subject Code)	Course Y (Subject Code)							
			Date of Examination:	Date of Examination:							
1											
2											
3											
4											
No. of Student Present:											
No. of Student Absent:											
No. of Student Not Allowed in Exam:											
Name and Signature of Invigilators**			(i)								
			(ii)								

**\* Mark Absent with Red ink Pen Only.**

**\*\* Name and Signature of Invigilators are Mandatory**



# The ICFAI University, Dehradun

I/ II Semester: 20 -20

## Announcement of Quiz / Practical / Viva-Voce

Dated: .....

This is to inform all the students of (Program & Year)..... that the quiz / Practical/ Viva-Voce of (Course Name and Course No.) ..... will be held as per the following schedule:

Date: .....

Day: .....

Time: .....

Seating arrangement: .....

Course / Remarks: .....

Cc: To COE, IUD

Signature of the I/C

Please remove this notice on:



Annex: IUDE-05

**Faculty of Science and Technology,  
The ICFAI University, Dehradun  
I/ II Semester: 20 -20**

**Distribution of Answer books**

**Component: (Mid-Term / Quiz No.- / Comprehensive Exam)**

Dated: \_\_\_\_\_

Course No: \_\_\_\_\_

Course Title: \_\_\_\_\_

The students can see their marked answer books of the above referred course as per the programme given below-

Day	Date	Time	Place	ID No.

Cc (i) Dean/In-charge of School  
(ii) COE, CEC

Signature of the I/C

Please remove this notice on:



**THE ICFAI UNIVERSITY, DEHRADUN  
U.F.M. CASE DOCKET**

1	Case No.		
2	School Name		
3	Name of Examination		
4	Date of Examination		
5	Name of Candidate		
6	Discipline & Semester		
7	Subject Name & Subject Code		
	<b>Statements duly signed by</b>		
	Invigilator 1		
	Invigilator 2		
	Flying Squad Member		
9	Statement of Student caught Committing irregularity	<b>Attached:</b>	
		YES	NO
10	Item used for committing irregularity		
11	Answer Book	Main answersheet + supplementary__= __	
12	Question Paper		

**THE ICFAI UNIVERSITY, DEHRADUN**  
**Details of student caught committing irregularities in examination.**

1	Examination Centre/Institute Code			
2	Name of Examination & Discipline			
3	Name of the person catching irregularity (Invigilator)			
	Flying Squad Member]			
4	Full Name and Residential address of the student committing irregularity			
Details related to examination of candidate				
5	Seat No.	Enrolment No.	Subject Code	Subject Name
6	Date of committing irregularity			
7	Time of catching committing Irregularity			
	Details of literature/item or any other material used in committing irregularity			
8	Punishable under which Code No.		Code No. :	

Note: Use separate form for each case and each document to be signed by Student, Invigilator & Officer-in-Charge as per requirement.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Invigilator

**THE ICFAI UNIVERSITY, DEHRADUN**

**Statement of student caught in committing irregularity**

I, \_\_\_\_\_ while appearing the examination of \_\_\_\_\_ [Discipline] subject \_\_\_\_\_ of the above Course today, have been caught committing irregularity by Invigilator /Flying Squad Member at \_\_\_\_\_ hrs. My written statement in this regard is as under.

Enrolment No.:	
Seat No.:	
Address:	
Mobile No./Landline:	

**Statement**



\* use additional sheet (if required)

Date:  
student

Signature of the

**Statement of person catching irregularity**

I, \_\_\_\_\_ Invigilator / Flying Squad Member caught the above student committing irregularity in the examination. The said student has given the above statement in my presence. The following literature, item, material, including answerbook, question paper with seat number under his signature is annexed hereto duly signed by me.



\* use additional sheet (if required)

**Annexure :**

[1]

[2]

[3]

[4]

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Invigilator

**Statement of Flying Squad Member**

I, \_\_\_\_\_ Special squad member would like to state that the student having Enrollment No.: \_\_\_\_\_ is committing irregularity in the examination. The said student has given the statement in my presence. The following literature, item, material, including answerbook, question paper with seat number under his signature is annexed hereto duly signed by me.



\* use additional sheet (if required)

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Flying Squad Member

Name:

\_\_\_\_\_  
Contact No.:

\_\_\_\_\_

THE ICAI UNIVERSITY, DEHRADUN  
**Remarks of Controller of Examination**

<b>1</b>	Indicate clearly the place from where the literature, item, material is found.	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
<b>2</b>	Whether material caught is related to the subject matter	
<b>3</b>	Whether copied or not? If yes, give details. (copied on which page no. in answer book)	
<b>4</b>	If student caught with mobile phone then provide password/pattern lock	
<b>5</b>	Attach the legible image if student copied from the body part	
<b>6</b>	<b>In Case Of Dummy Student</b>	
<b>6.1</b>	Whether Dummy student appeared for original student?	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>NOT APPLICABLE</b> <input type="checkbox"/>
<b>6.2</b>	Enrollment No. of Dummy Student	
<b>6.3</b>	Enrollment No of Original Student	
<b>6.4</b>	Whether FIR copy available in dummy student case? (As per circular, FIR copy necessary for dummy student case)	
<b>7</b>	The literature, item, material caught from the student, answer book, question paper are annexed hereto duly signed by me.	





**THE ICFAI UNIVERSITY, DEHRADUN  
MODERATION OF EXAMINATION PAPERS**

<b>Course Code</b>	<b>Program (with Branch)</b>	<b>Length of Examination</b>
<b>Course Title</b>	<b>Semester</b>	<b>Max Marks</b>
<b>Internal Moderator</b>	<b>External Moderator</b>	<b>Date sent to Moderator</b>

**1: Internal Moderation**

<b>Internal moderator comments</b>	<b>Setter's response</b>

**Internal moderation completed and returned to the Examination Cell:**

**Signed:****Date:**

(Internal Moderator)

**2. External Moderation**

<b>External moderator comments</b>	<b>Setter's response</b>

**External moderation completed and returned to the Faculty:**

**Signed:****Date:**

(External Moderator)

### 3. Confirmation of final paper

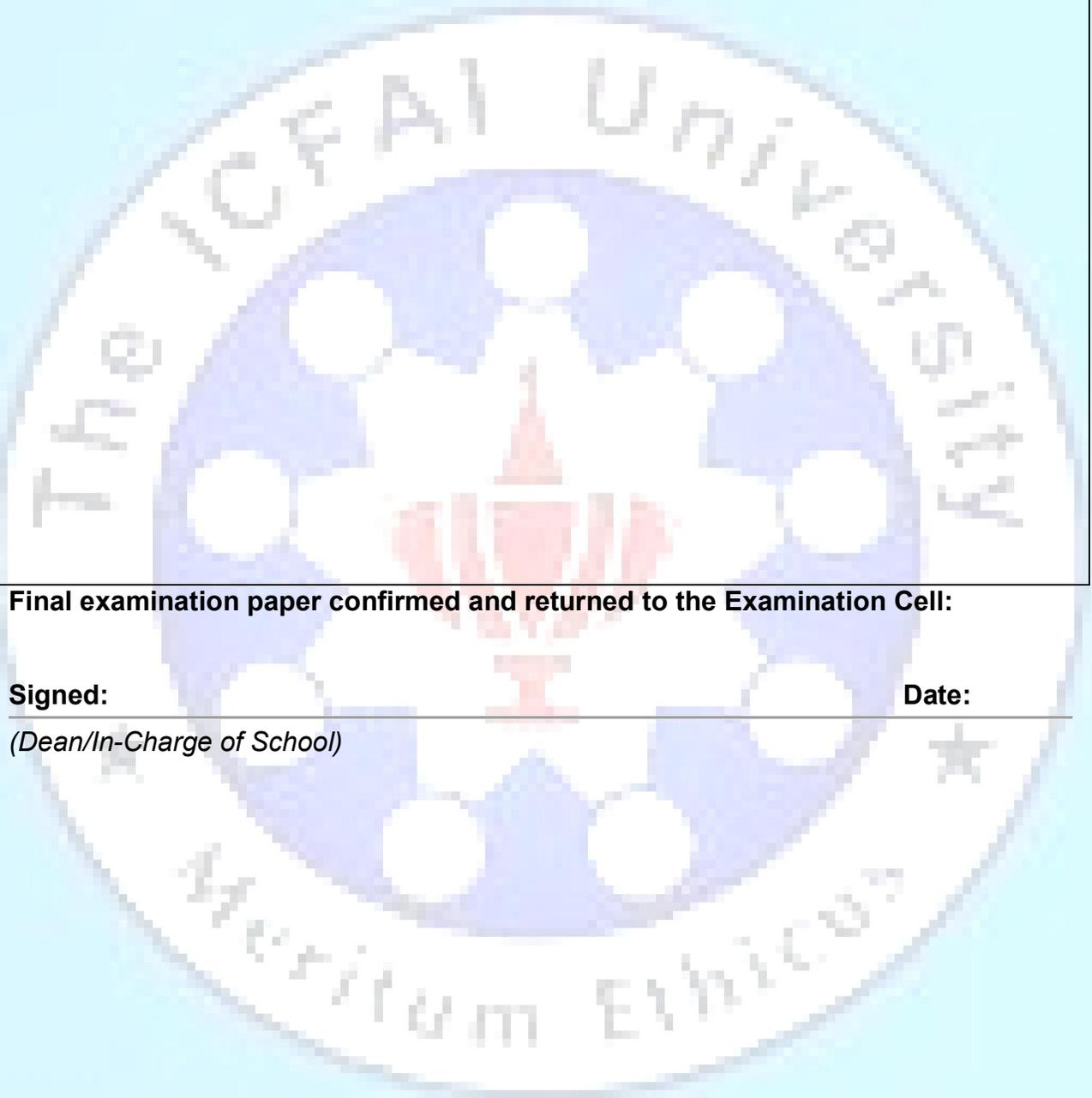
**General comments**

**Final examination paper confirmed and returned to the Examination Cell:**

**Signed:**

**Date:**

*(Dean/In-Charge of School)*



## Format Admit Card



THE ICFAI UNIVERSITY, DEHRADUN

## Admit Card Mid-Term Examination Odd Semester 2018-19

<b>NAME OF STUDENT:</b>		<b>ID No.:</b>		Paste your Recent Colour Photograph Here
<b>FATHER'S NAME:</b>		<b>DATE OF BIRTH:</b>		
<b>SCHOOL:</b>		<b>PROGRAM:</b>		
<b>SEMESTER:</b>		<b>YEAR:</b>		
<b>SUBJECT CODES:</b>				
<b>SIGNATURE OF STUDENT:</b>				
<b>Controller of Examination</b>		<b>Verified by Dean/In-charge</b>		



## Examination Verification Format



THE ICFAI UNIVERSITY, DEHRADUN

Verification Card Mid-Term Examination Odd Semester 2018-19

<b>NAME OF STUDENT:</b>				<b>ID No.:</b>				Photograph of Examinee
<b>FATHER'S NAME:</b>				<b>DATE OF BIRTH:</b>				
<b>SCHOOL:</b>				<b>PROGRAM:</b>				
<b>SEMESTER:</b>				<b>YEAR:</b>				
S.N.	Name of subject	Subject code	Date	Time	Sign of student in Exam hall	Sign of invigilator		
1								
2								
3								
4								
5								
6								
7								
8								



## Instructions for Examinee

Examinees are advised to follow the following instructions during examination:

1. Always keep the Examination Admit Card and University I card with you and show it to the supervisory staff/inspection team on duty as and when required / demanded.
2. The examinee should check their pockets, desks, geometry boxes, purses etc. immediately after they occupy their seats. Any written paper found should be handed over to the invigilator before the schedule start of examination.
3. No candidate shall be allowed to carry inside the Examination Hall, any textual material, printed or written, bits of paper or any other material of like nature. If any candidate is found in possession of such material after commencement of examination-whether in use or not, he/she is liable to be disqualified.
4. Mobile phones, smart watches, pagers and other Electronic devices are not allowed during the examination.
5. If any candidate is found in possession of Mobile phones, cellular phones, pagers and other unauthorized electronic gadgets etc. in the Examination Hall after commencement of the examination-whether in use or not, he/she will be deemed to have been using unfair means.
6. Any candidate attempting to receive help from any source in any manner or attempting to render help to another candidate(s) will be dealt with in accordance with provisions of unfair means.
7. A candidate misbehaving in or around the Examination Centre is liable to be disqualified.
8. A candidate, who reports after 20 minutes of the commencement of the Examination, shall not be permitted to take the Examination. Candidate will not be allowed to leave the examination hall in first one hour of examination.
9. Write your ID No. neatly and correctly on the Question Paper.
10. Write carefully the Name of Examination, Name of Subject, Name of Paper/Course, Date of Examination on the cover page at the space provided for purpose.
11. Do not write any matter except your ID. on your question paper.
12. Number your answers according to the numbers given in the question paper.

## Guidelines of Invigilators

- § Please implement the code of conduct for students during examination.
- § Examination duty is compulsory. In case of emergency, alternative arrangement to be made by respective faculty members only.
- § All invigilators must report within time to CEC and must reach to respective examination hall before 15 minutes of the examination schedule time.
- § All invigilators must maintain silence in the examination hall.
- § Your mobile phone should be in silent mode but you should not use in the examination hall.
- § Please check the students have occupied their respective seats according to seating plan.
- § Distribute the answer books to the students before 10 minutes of the examination and ask them to fill all the details in the answer book.
- § Distribute the question paper to the students before 5 minutes of the examination.
- § Verify the admit card of the every student in the examination hall and do not allow student to sit in examination hall if he/she is failed to show admit card.
- § Do not allow the students to go for washroom in first 30 minutes and last 30 minutes.
- § Without consent of CEC, do not allow students to sit in the examination if he/she is late by 20 or more minutes.
- § Take the signature of the students on the attendance sheet and on verification card in the examination hall.
- § Invigilators must watch the students continuously and should be vigilant.
- § Please move continuously in the examination hall to prevent indiscipline / copying.
- § Should not leave examination hall during examination period. In case of urgency, may be allowed for maximum 15 minutes with the permission of CEC.
- § Other invigilators / faculty are not allowed to enter into other examination halls without consent of CEC.
- § Distribute the supplement answer books / graph sheets to the students when requested by students.
- § Request the students to tie their supplement answer books before 5 minutes of the end of the examination time.
- § Invigilators must be vigilant, prevent unfair means and will report unfair means cases if any, without any discrimination.

**The ICFAI University, Dehradun**  
**I / II Semester, 2017- 2018**  
**Mid-Term / Comprehensive Examination**  
**Absentee & Debarred students detail**

**Date of Exam:** .....

**Session:** FN/ AN

**School Name:** ITS/ IBS/ ILS/ IEdS

**Program (With Year):** .....

**Course Code:** .....

**Course Name:**

.....

List of Debarred Students for tests due to attendance shortage			List of Absentees		
S. No.	ID No.	Name of Student	S. No.	ID No.	Name of Student
<b>Total No. Debarred Students:</b>			<b>Total No. Absent Students:</b>		

**Date:**

**Controller of Examination, IUD**

**The ICFAI University, Dehradun**  
**I / II Semester, 2017- 2018 Mid-Term /**  
**Comprehensive Examination Answer**  
**Scripts Packing Report**

**Date of Exam:** .....

**Session:** FN/ AN

**School Name:** ITS/ IBS/ ILS/ IEdS

**Program (With Year):**

.....

**Course Code:** .....

**Course Name:**

.....

Total number of answer books packed -

Total number of **Absent students** -

Total number of **Debarred students** -

The answer books have been packed in our presence on ..... at  
.....AM/PM.

**Signatures & names of two invigilators**

\_\_\_\_\_

**Date:**

**Controller of Examination, IUD**



## Guidelines of Question Paper Setter

- Confidentiality must be strictly maintained.
- Examination papers must be typed under secure conditions with disks, pen drive and master copies kept locked away after use.
- Papers should be typed/printed in the format as: Paper size: A4; Font style: Times New Roman; Font size: 12; Line spacing: 1.5 Header portion should be in font size 14 with bold and capital letters.
- The impression of material should be sufficiently dark and clear to produce good quality photocopies.
- Each page must be numbered clearly. (e.g.) Page 1 of 2, at the middle bottom of the page.
- Use only one side of the paper when printing the examination paper.
- 'Instructions to the examinee' should be correctly specified on first page of the question paper.
- The question paper should be fairly distributed over the whole syllabus prescribed for the course during the academic semester. No question or part thereof should be out of the prescribed syllabus. Repetition of question must be avoided.
- A question/sub question should not be split across two pages, it should appear on the same page.
- Serial number of question should be given on the left hand margin and marks allotted to each question should be mentioned on right hand side of the paper. Where a question is divided into parts, the marks assigned to each part should also be indicated on the right side of the paper.
- Graphs, diagrams, maps, tables etc. must be originals and suitable for photocopying. They must either be incorporated in the typescript OR if they are to appear as separate sheets, they must be in A4 format and bear the paper number and must identify clearly the question to which it refers.
- The name of examination, subject and subject code as given in the heading should be carefully checked from the syllabus.
- Abbreviation of all kinds should be avoided, except those in special subjects.
- Ensure that the question paper does not contain any objectionable/unlawful contents/questions of politically or religiously sensitive issues.
- IUD has provision of submitting question paper online, therefore paper setter should submit the password protected file to COE. Password will be highly confidential and told to only COE in personal.



## THE ICFAI UNIVERSITY, DEHRADUN

### EXAMINER APPOINTMENT LETTER

Dated:

Ref No.IUD/CEC/ 2018-19/ II sem/

To,

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Dear Sir/ Madam

I am pleased to inform you that you have been appointed as an examiner of Course:

(Course Code: \_\_\_\_\_ ) for Mid-Sem / End-Sem Exam 2018-19.

You are requested to complete the evaluation within ..... Days and submit the answer scripts along with Marks List to Controller of Examination.

The Details of Answer Scripts are as follows:

No. of Answer Scripts:

Enclosed:

1. Question paper
2. Absentee and Debarred student List
3. Instructions for Examiner

Yours Faithfully

Dr Rakesh Pandey  
Controller of Examination  
The ICFAI University, Dehradun

## GUIDELINES FOR ANSWER-BOOKS EVALUATORS

1. The Answer Sheet shall be evaluated as per the marking scheme for each question paper. Award to be assigned for each of the value points as per the marking scheme specified by the Paper Setter. Marks of each attempted question shall be mentioned on front cover of sheet at specified space.
2. The evaluated answer sheets should be duly signed along with the award Marks List on each page and to be returned to the Controller of Examinations within prescribed times.
3. Answer books may be personally handed over to the Controller of Examination along with the Award list within specified period.
4. Each page of the Award List should bear the signature of the Examiner.
5. Evaluation of Answer Sheets will be done by the Red Color Pen.
6. Green color pen will be used for checking of re-evaluation of answer sheets/re-totaling.

