

**SCHOOL OF DISTANCE EDUCATION
UNIVERSITY OF CALICUT**

CONDUCT OF UNIVERSITY EXAMINATIONS

GUIDELINES TO THE EXAM CENTRES/CHIEF SUPERINTENDENTS

01. Appointment of Chief Superintendent

A Chief Superintendent shall be appointed by the University at each examination centre. He/ she will be responsible for the proper conduct of the Examination at that centre. The Chief Superintendent is wholly responsible for the custody of confidential materials. He/she should be present at the centre one hour before the commencement of Examinations to ensure that all the preliminary arrangements are made for the Examination under his/ her supervision.

The Chief Superintendent should not delegate his/her powers to another staff without intimation to the Controller of Examinations. Apart from these, the Chief Superintendent should strictly abide by the guidelines detailed as per clauses 02 to 25 below.

All Communications pertaining to the Examinations (being confidential in nature) should be addressed to the Controller of Examinations and in the case of examinations of SDE students (private candidates) it should be in the name of Joint Controller of Examinations VIII (SDE-EXAMS).

02. Appointment of Invigilators

The Chief Superintendents should take special care in posting required number of suitable persons/teachers for invigilation work. Invigilators may be appointed by the Chief Superintendent at the rate of one for every 30 candidates. In case there are more than 5 candidates after such an allotment, one more invigilator can be appointed. Invigilators shall report for duty at least 30 minutes before the commencement of Examination on each day/session. The invigilator appointed for duty should desist from using mobile phone inside the examination hall.

03. Seating Arrangement

Only a maximum of 30 students should be accommodated in a room. In the case of halls/auditoriums where large no. of students is admitted for the examination, the Chief Superintendent should ensure that sufficient number of invigilators is appointed (one invigilator for every 30 students). 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.

04. Hall Tickets

The hall tickets of the candidates appearing for the Examinations will be downloaded by the candidates themselves. They should get the photo in the hall ticket attested by a gazetted officer. All precautions against fraudulent impersonation should be taken and if any case is detected, it should immediately be brought to the notice of the Controller of Examinations. The Chief Superintendent should verify the names of candidates and register numbers on their hall tickets with the list of candidates sent to him/her by the Controller of Examinations. The name of doubtful candidates should be reported immediately to the Controller of Examinations.

05. Admittance to the Hall

No candidate should be admitted to the Examination Hall unless he/she presents the hall ticket issued to him or otherwise satisfies the Chief Superintendent as to his/her eligibility and identity. The hall-tickets of all candidates should be verified during all sessions of the Examination. Candidates reaching the hall after half an hour of the commencement of the exam should not be

admitted. Candidates should be instructed to maintain strict silence in the hall. Invigilators should obtain signatures of candidates while issuing the answer books in the form provided for the same and record the serial/code number of main answer book and the number of additional answer books supplied to each candidate. Invigilators should put their dated signature/initials against the column of each course/paper in the hall ticket in each session of the examination. The invigilator should sign on top of the additional answer book before issuing it. He/she should also sign on the last page of the answer paper where the answers end.

06. Time limit for leaving the Hall

Candidates shall not be allowed to leave the hall until after the expiry of 30 minutes after the commencement of examination. In such cases, the candidate should handover the answer book and question paper to the invigilator. The question paper shall be returned to the candidate after the closure of the examination. This rule is applicable also in the case of candidates who wish to leave the hall before 15 minutes of the closure of the examination.

07. Warning bells

The Chief Supdt. should arrange for a bell being sounded at every half an hour after the commencement of the examination. A warning should be given 10 minutes before the closure time of the examination.

08. Inspection

The Chief Superintendent/additional (assistant) chief supdt should visit the exam hall while the examination is going on. Where the Examination is conducted in a number of rooms or in separate buildings, the Chief Superintendent should visit each room or buildings as frequently as possible.

09. Allowing candidates to write the examinations with the help of Scribes

The blind candidate / candidates and a small category among disabled candidates (i.e., physical disability that incapacitates a student from writing) who write the Examination with the help of scribes shall be seated in a separate room. Even if there is only one candidate a separate room and invigilator shall be provided. For prisoner/ prisoners, a separate room and invigilator have to be given. The answer scripts of blind candidates should be super scribed "BLIND" and be packed in the same packet of other candidates.

10. Prohibition of Unauthorised Persons

No unauthorized person should be permitted to enter the Examination halls and their vicinity. The invigilators should watch the conduct of last grade employees/helpers to see that they do not communicate with any candidate verbally or by signs or by conveying written messages. Candidates should not be allowed to communicate either verbally or otherwise with persons outside the Examination hall. During the hours of examination care should be taken to see that no person loiters on the verandahs or anywhere near the Examination room/hall.

11. Provisional Admission of Candidates

If a candidate fails to produce his/her hall ticket on a particular exam day or a candidate's name does not appear in the nominal roll even though he has applied for the exam remitting the required fee, the Chief Superintendent may grant permission to the candidate to appear for the Examination provisionally, provided the candidate gives a declaration in writing that he is taking the examination at his/her own risk and if he/she is later found ineligible to take the exam, the exam taken by him/her is liable to be cancelled. A provisional register number may be allotted to the candidate (whose name is not seen entered in the nominal roll) and the matter must be informed to the Joint Controller/Controller of examinations. Such candidates should be directed to produce the hall ticket without fail at the next examination day.

12. Blank Answer books/Issuance to candidates

The blank answer books received from the University and kept in safe custody by the Chief Superintendent of the exam centre should be issued to the invigilators for use on each

session/day of the Examination according to the requirement. The invigilator in charge/senior/assistant supdt should count and hand over the required number of main answer books and additional answer books to each invigilator. A Register shall be maintained for keeping the accounts of answer books (Main as well as Additional).

13. Safe custody of Question Papers

The safe custody of the question paper packets and also of the answer books is the personal responsibility of the Chief Superintendent and he/she will attend to it personally every day. The safe/almirah containing the question papers should be kept in a strong room. Question papers should invariably be kept under the personal custody of the Chief Superintendent in steel almirahs which have duplicate keys.

14. Verification of Question Paper Packets

The Chief Superintendent should see that the seal and cover of the packets of question papers are intact and the particulars given on the outside of each sealed cover agree with the exam time-table/nominal roll and satisfy himself that the covers contain adequate number of question papers. In the event of there being any material defect or discrepancy, he/she should bring it to the attention of the Controller of Examinations at once.

15. Opening the Question Paper Cover

The covers containing question papers should be opened in the presence of the Additional Superintendent/ invigilators, not earlier than ten minutes before the time for commencement of the examination. The Chief Superintendent and the Additional Chief Superintendent (if any) and the two invigilators must sign in the space provided in the covers after satisfying themselves that the covers are in good condition. The Chief Superintendent will then cut the cover with scissors along the line indicated, without damaging the seal. The question papers must be scrutinized by the Chief Superintendent or Additional Chief Superintendent so as to verify that the heading of the question paper agrees with its description in the timetable. If a wrong question paper is found due to mistake in packing at the university, the Chief Supdt should immediately contact the Controller of Exam for necessary instructions. No other question paper packet should be opened. The question papers will be handed over to the invigilators for distribution to candidates who are seated in the Examination hall. Extra care must be exercised in the distribution of question papers to see that papers of the right subject according to the timetable only are distributed and that no question paper relating to any other subjects is inadvertently distributed.

16. Shortage of Question Papers

In the event of any shortage of question papers, suitable arrangements may be made for preparing the number of copies additionally required and the fact reported to the Controller immediately. When this is done proper measures should be taken to avoid malpractice of any kind.

17. Collection/Despatch of Answer Scripts

After the answer books have been collected, they should be carefully arranged according to the subject code and in the order of register numbers. The answer books should be bundled, covered with cloth and properly sealed in the presence of the Chief Superintendent and the Additional Chief Superintendent (if any) and be ready for despatch within one hour of the completion of Examination concerned and should be sent on the same day if possible to the Controller of Examinations unless otherwise instructed. A register showing details such as date of exams, code No, date of handing over the bundles and acknowledgement obtained, etc shall be maintained.

18. Absentee Statement

As far as the University examinations are concerned, **absentee statement** is a very important document. After the first half hour of the examination, the Chief Superintendent should ensure that Register Numbers of absentees are entered in the forms of absentee statements supplied (to be returned at the close of the Examination to the Controller of Examinations) keeping a copy at the Centre for future reference. The Chief Superintendents should personally see that the

statement is carefully filled up each day and returned to the Controller of Examinations without fail, along with the bundle of answer scripts. A NIL Statement should be forwarded even if there are no candidates appearing for the examination after registering for the same.

19. Opened Question Paper Covers

The Chief Superintendent will forward the opened covers bearing the signatures of Chief Superintendent and invigilators to the Controller along with the declaration in the prescribed declaration form supplied certifying that the seals on the question paper covers were intact at the time of opening them. The declaration should have on it the signature of the Chief Superintendent and invigilators.

20. Exhibition of Time Table & Seating arrangement

The Chief Superintendent shall paste a copy of the timetable, instructions to the candidates and details of seating arrangement at a prominent place in the Centre and invite the attention of the candidates thereto.

21. Instructions to candidates

(i) **General:** Before the question paper is distributed to the candidates, the Chief Superintendent or invigilator should draw the special attention of the candidates to the instructions on hall-tickets and cover page of the answer scripts, warn them against the adoption of any unfair means at the examination. Though the use of Mathematical instruments and Mathematical and Physical Tables by candidates while answering questions in Mathematics, Physics, Chemistry, Statistics and Engineering subjects is allowable, the use of Scientific calculators is prohibited. All books, notebooks, manuscripts, etc. brought by the candidates should be placed outside the Examination Hall. Instructions to the candidates shall be strictly enforced. Candidates should write their name and Register Number on the Question paper as soon as they receive it.

(ii) **Multiple Choice Questions:** In the SDE/Private CCSS UG question set, there will be two separate question papers for Multiple Choice and Descriptive type. The part MCQ is equivalent and in lieu of the internal examination of regular college going students. The candidates should be instructed to answer both the parts/questions in the same answer book. The Multiple choice questions which are of 15 minutes duration should be answered first and the questions papers are to be collected as soon as the first 15 minutes are over. They shall be issued the next question paper meant for descriptive type for answering it. The MCQ question paper shall be returned to the candidates at the closure of the examination.

22. Malpractice

Any candidate who indulges in Malpractice of any kind will not be permitted to write the Examination in the same answer script. The answer book should be collected forthwith from the candidate. This script should be forwarded directly to the Controller of Examinations immediately along with any incriminating material used by the candidate and material evidences of any other kind which would testify the malpractice. The Chief Superintendent should forward the statement obtained from the candidate and the statement of the invigilator along with his detailed report on the malpractice. Such candidates shall be permitted to continue to write the examination, but with a fresh answer script.

23. Packing of answer books

After collecting the answer books from the candidates, the same should be arranged subject-wise. Under no circumstances shall the answer papers belonging to two different subjects or languages or the same subject belonging to different admissions be put in the same cover. For example, if different courses/papers of BA, B.Sc or B.Com exams are conducted simultaneously at a centre, the packing of answer scripts should be done separately for each and every course/paper. Packing and sealing should be carried out each day of the examination, immediately after the examination is over. The answer paper covers must be suitably prepared (cloth covers). The subject code number should be shown on the cover. The answer paper covers pertaining to each Subject Code shall be packed and sealed. Outside the cloth bundles,

the Centre Name & Code, course/subject code and the date of Examination should be prominently written. If need be there can be more than one cloth bundle for each subject code. In such cases, each cloth bundle should clearly carry the Centre Name & Code, Course/subject code, date, etc. Indication regarding the number of cloth bundles such as 1/3, 2/3, 3/3 should be noted on the cloth bag and sealed. This would facilitate easy cross checking at the receiving end. In the case of SDE students (Private candidates), the answer papers should be separately packed and addressed to the JOINT CONTROLLER OF EXAMINATIONS VIII (SDE EXAM), UNIVERSITY OF CALICUT, CALICUT UNIVERSITY.P.O., MALAPPURAM (DIST), 673635, KERALA.

24. Remuneration for the conduct of examination

The remuneration bills should be prepared within 15 days of the completion of the examinations and be submitted to the Joint Controller of Examinations VIII (SDE EXAM) in the prescribed proforma in triplicate. The rates of remuneration will be as per the UO attached along with these instructions.

25. Conclusion

The Chief Superintendent should see to it that the above guidelines are strictly adhered to and deviations are made only in unavoidable cases in which special circumstances warrant such an action. It is primarily the duty and responsibility of the Chief Superintendent and the invigilators to work as a team and ensure fair and hassle-free conduct of the examination so that we can serve the student community to the satisfaction of all stakeholders.

**JOINT CONTROLLER OF EXAMINATIONS
SCHOOL OF DISTANCE EDUCATION**