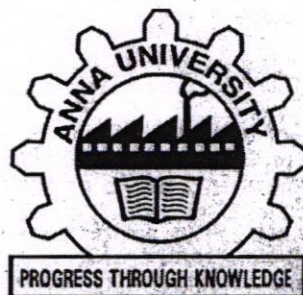
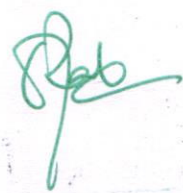


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Exam cell

CONDUCT OF EXAMINATIONS AN INSTRUCTION MANUAL

APRIL / MAY 2019 2020



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OFFICE OF THE CONTROLLER OF
EXAMINATIONS

ANNA UNIVERSITY
CHENNAI – 25

CONDUCT OF EXAMINATIONS – AN INSTRUCTION MANUAL

Section 5.17 of the University Statutes for Affiliation 2004 states “the college shall provide all the required facilities, including sparing of the premises and the staff for the conduct of examinations, invigilation during examinations, and assisting the evaluation process, as directed by the University”.

The Authorities/Representatives of the University involved in the conduct of the Examination are:

1. Controller of the Examinations (COE)
2. Additional Controller of the Examinations (ACOE)
3. Deputy Controller of the Examinations (DCOE)
4. Zonal Coordinators (ZC)
5. Zonal Officers (ZO)
6. Vigilance Squad (VS)
7. Anna University Representative (AUR)

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The Officials of the Affiliated Colleges involved in the conduct of the Examination are:

1. Principal of the College
2. Chief Superintendent of the Examination (CS)
3. Nodal Officer of Nodal Centres
4. Hall Superintendents (HS)

The Examination Centre will be normally the college where the student is/was studying.

The Principal of the college is responsible for overall coordination and he/she has to ensure the participation of the appointed faculty members of his/her college in all the activities connected with the conduct of both theory and practical examinations.

All teaching and non-teaching staff, who are drafted for the conduct of the examinations are bound by the rules and regulations of the University. They will be paid remuneration and allowances as per the approved norms of the University. For any commission and omission in the conduct of University Examinations, the University will take appropriate action.

I. THEORY EXAMINATION

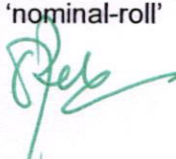
1. Chief Superintendent (CS):

- 1.1. Under normal circumstances, Principal who possesses the qualification and experience as per the University norms given below in section 1.2 will be appointed as Chief Superintendent (CS) for the conduct of University examinations in his / her college.
- 1.2. Whenever the Principal is not in a position to function as CS to conduct the University examinations, the Controller of Examinations (COE) is authorized to

- 2.3. In the event of a holiday being declared after the publication of time table, the examinations should be conducted as scheduled unless otherwise notified specifically by the University.
- 2.4. The Principal/CS should bring it to the attention of the officials/candidates concerned any addition/revision in the 'time-table' notified by the University.
- 2.5. In case of the candidate(s) registered belatedly, only hall tickets will be issued to the candidates. The details of such candidates have to be appended by the Principal/CS in the 'attendance-sheet', packing slip, the 'nominal-roll' and consolidated registration details.

3. Hall Tickets:

- 3.1. Three days before the commencement of the examination, the Principal/CS shall specify when and where the hall tickets will be issued.
- 3.2. Hall-tickets (indicating the name, register number of candidates, subjects with date of examination and session of examination for which they have registered and Centre of Examination) shall be downloaded from the Office of COE Web-Portal. After verification of all the particulars in the Hall Ticket, the Principal have to sign in the appropriate place. The Principal/CS shall distribute the Hall Tickets at least **two days** before the commencement of examinations to the candidates after obtaining his/her signature in the appropriate place. Any discrepancy in the hall tickets should be immediately brought to the notice of COE. In cases where names of candidates are the same or similar, CSs are requested to ensure that each candidate receives proper hall-ticket, after verifying the photograph, date of birth, initials to the names, elective subjects and other identifying facts; this verification is very important particularly in the case of students studying in the first semester of UG/PG programme. Neglect of this precaution will result in mistakes which will be difficult to rectify later.
- 3.3. At the time of issuing hall-tickets, each candidate may be asked to verify whether his/her name is registered for all subjects for which he/she has remitted examination fees. Discrepancy, if any, in the hall-ticket may be brought to the notice of COE immediately.
- 3.4. In case of candidates, whose names have not been registered for a subject or subjects for which they have paid the examination fees, and are also **eligible** to write the examination, CS may permit those candidates to write the examinations

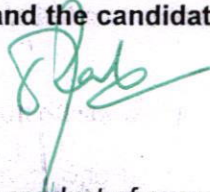

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call for a panel of three senior most members of teaching staff with a minimum of 12 years of experience (both academic and industrial experience put together) who are willing to function as CS. The Controller of Examinations may appoint one of these three members as CS for that semester in that college.

- 1.3. If there is no suitable person available, COE will appoint a CS from other neighbouring Engineering colleges. In such cases the University will collect from the college the fee prescribed to meet the additional expenditure involved.
- 1.4. CS appointed shall accept the offer only when no close relative of him/her is appearing for the University examinations at the centre concerned.
- 1.5. CS is fully responsible for all the activities connected with the conduct of theory examinations.
- 1.6. CS has to read the rules, regulations and the instructions issued by the University then and there related to conduct of the examinations and has to instruct the officials/staff concerned and the candidates to adhere to the same.

2. Examination Details Provided:

- 2.1. The following details in connection with the conduct of examinations are sent by the University to the respective centres before the commencement of every semester examinations.


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- (i) Copies of 'time-table' of the examinations.
 - (ii) The "nominal-roll" containing the names of the candidates, register numbers and the subjects for which the candidates have registered.
 - (iii) The 'attendance-sheets' of the candidates for every subject.
 - (iv) The 'packing slip' containing the register number of the candidates for each subject.
 - (v) The 'consolidated registration details' containing the date-wise list of subjects with number of candidates registered and number of question papers being sent.
- 2.2. Copies of 'time-table' of examinations will be sent well before the commencement of examinations and it will also be published on the University website. The Principals/CSs are requested to put up a copy of the 'time-table' at a prominent place in the College to invite the attention of candidates.

in subject or subjects after obtaining a written declaration that he/she is appearing for the examination at his /her own risk. The same may be reported at once to COE. In such cases, CS should ensure the availability of proper question papers for each day of examination. In case the claims of such candidates are not supported by evidences at the University end, the answer-scripts will not be valued and the examination written by the candidate will be treated as null and void. In such case the candidate is liable for punishment.

- 3.5. Candidates shall not be permitted to write the examination (even under their own risk) if they are **not eligible** to write the examination as per the rules and regulations of the University.
- 3.6. Hall Tickets are issued by the University through the COE web-portal with scanned photograph of the candidate. If the scanned photograph is not available, it is advised to affix his/her photograph in the space provided for and get it properly attested by the Principal before the candidate is permitted inside the examination hall. In the meantime, CS shall take necessary steps immediately to get a Hall Ticket with scanned photograph by contacting COE.
- 3.7. Class attendance of the students expressed as percentage for the semester concerned should be rounded to the nearest integer. A candidate is eligible to appear for the University Examinations, if he/she has earned at least 75% attendance in each semester. All other candidates who have earned attendance of 74% and below are not eligible unless exempted as per the regulations (*Please keep track with the latest regulations issued by the University*). The list of names of candidates who have not earned the required attendance in that semester may be obtained from the Principal. However, these candidates are eligible to appear for **arrear subjects**. The Principal shall make suitable corrections in hall-ticket provided by the University through web-portal and issue the same to candidates. These corrections should be entered in the 'nominal-roll' and in other relevant records also.



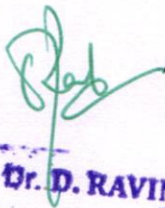
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4. Hall Arrangements:

- 4.1. CS should prepare the sketches of the seating arrangements in the examination halls or rooms (**Proforma 1**) and should forward a copy of the same when requested by COE.
- 4.2. Seating arrangements in every examination hall must be meticulously planned in such a way that candidates writing the same subject shall be seated alternately

In other words, not more than 50 per cent of the seating capacity of a hall shall be allotted for candidates appearing for one particular subject. However, if more number of candidates appearing for the same subject have to be accommodated in a hall, CS has to ensure a minimum distance of one meter between any two candidates.

- 4.3. When the candidates appear for the subject with the same title and with different subject codes, they have to be accommodated in different halls as far as possible.
- 4.4. Register number of candidates must be written on the table or desk in serial order. No candidate is permitted to occupy any seat other than the allotted one. No candidate is permitted to alter the seating arrangement. If a candidate is found guilty of altering the seating arrangement of a hall, CS may recommend the cancellation of the examination written by the candidate by providing the original plan of seating arrangement and the alteration made by the said candidate.
- 4.5. Candidates should be accommodated in rooms or in large halls. One Hall Superintendent (HS) for every twenty-five candidates or part thereof shall be appointed. Reserve HS may be also appointed as per the norms. The Reserve HSs will act as replacement of HS in case of exigency and will also assist CS at times when there is no invigilation.
- 4.6. Every precaution should be taken so that no outsiders are present in and around the examination halls/rooms and sufficient security measures should be taken to carry the question papers safely from one hall to another.
- 4.7. It is the responsibility of CS to ensure before the commencement of the examination that no forbidden materials/writings are present in the walls/desks/black-boards/drawing-boards/floors of the examination halls.
- 4.8. The seating arrangements in the halls should be changed at random to ensure that no candidate writes the examinations of all the subjects in a fixed place/hall.
- 4.9. The slanting/adjustable drawing tables should not be used during the examinations for any subjects excepting drawing subjects.
- 4.10. CS should arrange for the serving of drinking water and supply of approved materials for the examination at the place of the candidates only.



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- 4.11. Strict silence should be maintained in the examination halls.
- 4.12. Usage of whitener is not permitted for any corrections in the answer script. Hence, the office of CS should not supply whitener to any of the examination halls. Further, CS must instruct the HSs not to permit the usage of whitener by any of the students in the examination hall. Therefore, the students are instructed not to bring the whitener inside the examination hall.
- 4.13. Students may be instructed not to write in different hand writings in the answer script. If anyone writes, necessary declaration may be obtained by the HSs.
- 4.14. **The CS must arrange for the issue of code books/data books/tables/charts etc., needed for the examination must be supplied by the College. The approved code books/data books/tables/charts with college seal must be supplied by the Colleges to all the students on the day of examination and the students should not be asked to bring the same". The Hall Superintendents must be instructed not to permit the students to bring the Materials during examination** (for further details on 'Approved Books and Instruments', please refer section 15).
- 4.15. **For the issue of code books or any other materials required for the examination in which the question paper setter has not mentioned the need of the same, CS may get a written statement of certification from the Course Instructor and the Head of the Department before the issue and the statement may be forwarded to the concerned Zonal Coordinator / Zona Officer.**

5. Question Paper (QP):

- 5.1. In the conventional method, packets containing copies of the printed question papers are sent in cartons kept inside the sealed cloth bags to the respective centres every day of the examination either from the Zonal office or from the Nodal Centre as the case may be. CS shall check the details of the subject title and code, date and session mentioned on each packet with the 'time table', the 'attendance-sheet' and the 'nominal-roll' generated from the University web portal. Total question papers received can be compared with the question paper required (The data can be obtained from the 'consolidated registration details' provided generated from the University web-portal after duly accounting for the late registered candidates) and as statement should be prepared (Proforma 2

[Handwritten Signature]
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Any shortage in required number of question paper shall be brought to the notice of COE/ZC immediately to avoid last minute problems.

5.2. Question paper packets shall be thoroughly checked by CS to ascertain that the subject code and the title of the question paper tally with the subject of examination announced. **No question paper packet shall be opened in haste as it will cause irreparable damage to the credibility of the University Examination.** Question paper packet shall be opened **fifteen minutes** before the commencement of the examinations in the presence of external HS, AUR and CS. They should verify the pasting and sealing of question paper packets and also the date and session before opening and signing on the packets.

5.3. The question paper packet should be cut open on the **left hand** side of the packet.

5.4. Whenever, only one or very few candidates have registered for an examination CS must open the question paper packet concerned only after verifying the presence of candidate(s) in the hall for that examination. If no candidate is present, the unopened question paper packets should be returned to the ZC every week.

5.5. All the packets pertaining to the opened question papers shall be preserved and forwarded along with polyethylene covers and cartons to the ZC at the close of the examinations.

6. Electronic Question Paper (eQP):

6.1. In case of the questions papers which are to be sent online (the list of subjects for which question papers will be sent online will be intimated by the University), the encrypted version of the question papers will be sent online through two mail servers a few days ahead of examination dates concerned. CS has to download the files and copy the same in a CD (CS CD) with multiple session option and keep it session wise and date wise. On the day of the examination, CS key will be sent online through the same two servers. CS has to download the files and copy it on the CD (CS CD) concerned. With the help of CS CD and the CD brought by AUR, the question papers can be decrypted and the required number copies of the question papers of the session and the day concerned has to be printed and distributed to the candidates.


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- 6.2. A separate room should be allotted for eQP purpose and CS, AUR and a maximum of two supporting staff are only permitted inside the room. Moreover, the official/staff concerned should not leave the room while the question papers are printed.
- 6.3. The college shall make available all the required number of computers with necessary software support, broadband connectivity, printer and photocopying equipment as instructed by COE. Standby arrangements have to be made for all the equipment to ensure trouble-free printing of question papers before the commencement of the examination.
- 6.4. The Principal/CS should keep track with the latest information issued by the University with regard to eQP distribution and get them implemented.

7. Answer-books:

- 7.1. Answer-books containing forty-four pages with graph sheets (one normal and one semi-log) are supplied by the University. Serial number is also printed in the answer-book. A record of answer-books used, date wise and session wise should be kept by CS (**Proforma 3**) and this information should also be made available to COE when called for.
- 7.2. Space for rough work is provided at the last but one page of the answer-book.
- 7.3. Signature/Facsimile signature of CS should be affixed only at the space provided on the title page of the main answer-book. The facsimile shall not be affixed at any other place on the answer-book or on the drawing/graph sheets attached, if any.
- 7.4. Number of answer-books issued to each examination hall shall not exceed the total number of candidates writing the examination in that hall.
- 7.5. No 'additional answer-sheet/book' is provided.

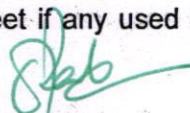
8. Hall Superintendent (HS):

- 8.1. CS shall appoint (**Proforma 4**) required number of Hall Superintendents (HS) for invigilation work from the teaching staff available in his/her college and from the neighbouring colleges. The neighbouring colleges may be addressed requesting them to send the list of faculty members willing to act as external HS much in advance before the commencement of examination. Fifty percent of HS are to be appointed by CS from neighbouring colleges. CS is authorised to issue

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attendance certificate to the staff members drafted for the work relating to conduct of examination. No teaching staff should undertake the invigilation work in a centre where his/her close relative is appearing for the University examination. Under no circumstances staff other than teaching staff shall be appointed as HS.

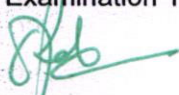
- 8.2. Referring the 'nominal-roll', time table, 'attendance-sheet' and other details generated from the University web-portal, the invigilation scheme/ hall allotment to candidates have to be prepared (**Proforma 5**) and the same without the column containing the names of HS have to be displayed at the notice boards. Based on the invigilation scheme, number of HSs to be appointed for each session may be decided. HS for each hall shall be assigned at random by following the lot system.
- 8.3. HSs have to report to CS for invigilation work at least **thirty minutes** before the commencement of examination on the respective date and session for which invigilation work is assigned.
- 8.4. HS has to check whether the answer-books bear the signature/facsimile signature of CS before issuing them to the candidates (for further details on 'Answer-book, please refer section 7).
- 8.5. An answer-book shall be issued to each candidate **ten minutes** before the commencement of the examination. The candidates should be instructed to read the instructions given in the second page of the answer-book, particularly on the first day of every semester examination, before filling up the particulars on the title page of the book (for further details on 'Candidates', please refer section 13).
- 8.6. The candidates should be instructed to write his/her register number legibly on the first page of the answer-book and further instructed not to write register number anywhere else including the drawing sheet/graph sheet if any used by the candidate.
- 8.7. The candidates should be warned that writing wrong register numbers in their answer-books will entail rejection of their answer-scripts and he/she is liable for further punishment.
- 8.8. Copies of question papers are to be distributed just **five minutes** before the commencement of the examination only to the candidates actually seated in their places. The details provided in each question paper must be scrutinized to


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ensure that the correct question paper is issued to the right candidate. The entries in the Hall Ticket and 'attendance-sheet' are the important guide in this regard. If any mistake is committed in the distribution of question papers HS will be held responsible for the same.

The unused question papers should be kept under the custody of HSs until they are handed over to CS.

- 8.9. Candidate's attention may be drawn to verify and satisfy themselves that they have received the proper question papers before they start answering the questions by cross checking the subject code, title, regulations and other details printed in the question paper with those provided in the Hall Ticket.
- 8.10. HS **must** sign and write his/her name at the space provided on the first page (not in any other page) of the answer-book after duly verifying the particulars written by the candidate with those provided in the Hall Ticket.
- 8.11. The **attendance** of candidates may be finalized immediately after **half-an-hour** from the commencement of the examination by getting i) the serial number of the answer-book entered by the candidate and ii) the signature of the candidate in the 'attendance-sheet' in the appropriate places (For further details on 'attendance of the candidates', please refer section 12).
- 8.12. The number of absentees and the number of unused answer-books and unused question papers in the hall should tally and the unused answer-books and the unused question papers should be returned to CS along with the absentee list (Proforma 6).
- 8.13. **Candidates** presenting themselves thirty minutes after the commencement of the examination shall not be admitted (for further details on 'Examination Timing', please refer section 11).
- 8.14. **The approved code books/data books/tables/charts with college seal must be supplied by the Colleges to all the students on the day of examination and the students should not be asked to bring the same. Materials brought by the students should not be permitted by the Hall Superintendents during examination** (for further details on 'Approved Books and Instruments', please refer section 15).
- 8.15. **For the issue of code books or any other materials required for the examination in which the question paper setter has not mentioned the**


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