

# EXAMINATION MANUAL POLICY



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NCERT

**REGIONAL INSTITUTE OF EDUCATION**

(NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING)

**BHUBANESWAR, ODISHA - 751022**

## Examination Manual Policy

### Declaration of Exam schedule and Rule

The exam schedule for all semester examinations for the year is notified in the Institute academic calendar.

Examination Registration form is submitted prior to the date of examination for scrutinizing the eligibility and other requirements and submit the same to the office. After verification of the forms, the Institute submits the same to the Examination Cell of Utkal University.

The examination commences after due notification.

Candidates suffering from any disease that would render their presence in the Examination Hall undesirable in the interest of other candidates are not allowed to enter the Examination Hall. In exceptional cases, the Centre Superintendent if informed by a candidate in advance may make special arrangements.

The doors of the Examination Hall are opened half an hour before the examination starts on the first day and 15 minutes before the examination on other days. A seat with the same number as on his/her Admit Card is assigned to each candidate and s/he is required to sit 5 minutes before the examination begins. Candidates arriving after the examination are permitted only after the special permission of the Centre Superintendent. The permission is not granted to candidates who appear half an hour late.

Candidates are required to bring blue/black ball pens and wherever necessary calculator is also allowed. No book, paper, printed materials or manuscripts other than Admit Cards are allowed into the Examination Hall. A candidate is not allowed to consult any book, paper, printed, or manuscript during examination hours either inside or outside the hall.

Candidates are not allowed to leave the hall until an hour after the examination starts. They are not allowed to remain seated after submission of their answer books to invigilator. It is the duty of the candidate to see that his/her answer paper is received by the Invigilator. No candidate will be allowed to re-enter the examination hall after quitting it. On submission of his/her answer paper in

case of urgent need however, a candidate may be permitted by the senior invigilator to leave the hall temporarily and not more than once in an hour, under special supervision. The period of temporary absence should not ordinarily exceed three minutes.

Candidates are not permitted to talk to each other in the Examination Hall. No one should receive help from or assist another in any manner.

Candidates shall write his/her roll no on the top of the question paper as soon as the question paper is given to him/her and shall produce the same to the invigilator as and when demanded by the invigilator/superintendent/supervisor during the examination.

Candidates should write the roll number, the registration No., date of examination, core no, subject, paper no, pass/hons., and such other distinguishing mark as are given to him/her on the Admit Card on the cover page of his/her answer booklet and should on no account write anywhere in his/her answer book his own name, the name of his college or anything that is not strictly, connected with the answers to the question given. The giving of false roll number is a serious offence and no answer book without the candidates roll number clearly written on the cover page will be examined.

Candidates should not, while in the Examination Hall write anything on the question papers except the roll no. as mentioned in seven supra or blotting papers nor should they take out of the hall any paper other than the question paper. They should not also send the question paper for the examination outside the hall throughout the duration of the examination.

If a candidate is found with, any paper not connected with the examination as mentioned in 4 supra s/he shall have to surrender it to the invigilator on demand and make a written statement if necessary. Refusal to surrender the material or to make a statement shall render the candidate liable to instant expulsion from the centre of examination.

### **Preparation of Question papers**

The different Board of Studies in the meeting convened by the University shall submit a panel of paper setters/examiners to the examination cell of the University.

The Board of Studies shall finalise the names of paper setters /examiners from the panel or from the data bank if such need arises.

The Confidential cell shall contact the paper setters/examiners and ensure that they prepare two sets of question papers and the papers reach back the cell on time. The selected set shall be typed at the confidential cell, Utkal University under the personal supervision of the Controller of Examination maintaining absolute confidentiality.

Proof reading and checking of compliance with syllabus and pattern shall be done thereafter. Question papers shall usually be printed a day before that particular exam to be held. If the number of question papers required are of very big quantity, printing may be done two days in advance.

The confidential cell of University shall pack the question papers in different packets with exact number of question papers required for each exam hall/ room in accordance with the seating plan given in advance by the superintendent of exams and keep them in the strong room after having them sealed.

### **Conducting of Exams**

The sealed question papers shall be handed over to the superintendent of exams one hour prior to the commencement of the exam.

The question papers are opened by superintendent of exams after verification of any tampering with seal and signature of two invigilators.

The invigilators shall report to the exam cell and receive the answer books and other documentation papers half an hour before the commencement of the examination and proceed to their respective exam halls/rooms.

The examination conducting team shall hand over the required question papers to each room 5 minutes prior to the commencement of the examination.

A squad of designated senior teachers shall make surprise visits to exam halls/rooms occasionally during examinations.

After the completion of the exam, invigilators shall report back to Superintendent of exams in order to account for the question papers/Answer books they had received.

The superintendent of exams shall complete the documentation process and the answer books shall be handed over to the Custodians after collecting the subject/paper along with attendance roster and other reports.

The Custodians shall verify each answer book in all bundles physically and hand them over to the confidential cell.

A candidate wishing to say anything should stand up in his/her seat and remain standing until an invigilator comes to him/her. S/he should on no account leave his/her seat or make any noise to call the invigilator's attention to him/her.

Person unconnected with the conduct of the examination, whether relations of candidates or otherwise, shall not be allowed to enter the Examination Hall. If a candidate of any of the examination of the University or a registered student of the University enters the examination hall unauthorized and/or attempts to supply incriminating materials to help the examinee in any other manner, s/he shall be liable to expulsion from his/her examination and/or any other punishment deemed suitable by the University.

The candidate shall be checked at the entrance to the examination centre for each sitting and in the examination hall during the course of examination as and when the Centre Superintendent considers it necessary.

Candidates refusing to submit to the check at the entrance shall be refused entry to the examination. Those refusing to submit to the check in the examination hall shall be liable to instant expulsion.

### **Valuation of Answer books**

As per approval of the University, the zonal valuation shall be conducted after having documented properly and follow it up for the timely valuation of answer books by the concerned examiners.

**Declaration of Results**

A consolidated statement of marks shall be prepared and after making preliminary analysis, the Controller of Exams shall appraise the conducting Board of Examination of the result for the final approval for declaring the result. On approval of conducting Board and Vice-Chancellor, after preparing the Tabulation Report the result shall be declared.

The results of those who have been booked for unfair means or of those who had not complied with any requirements or formalities shall be withheld until decision on such matters are taken by competent authorities/committees.

**Issue of Mark sheets**

Mark sheets shall be issued within seven working days from the publication of the result. Mark sheets of Semester VIII (4 Year Integrated B.A.B.Ed./B.Sc.B.Ed.) semester IV (2 Year B.Ed. and M.Ed.) shall be issued to only those students who have cleared all their previous semester exams.

**Complaints/Grievances regarding exams**

Grievances/Complaints if any regarding examinations may be brought to the notice of the Centre Superintendent in writing on the same day or next working day and they shall be referred to the concerned exam committee/person for studying, investigating and deciding on the matter. Then it shall be communicated to the aggrieved and redress them at the earliest but not later than 10 working days from the date of the last exam or the receipt of the complaint/grievance whichever is later.

The decision of the Principal/Centre Superintendent shall be final and binding.

**Unfair means during examinations**

Students who have been booked for unfair means shall be given a show cause notice with an opportunity to defend themselves in writing. The invigilator concerned shall submit a report. Such cases shall be referred to the exam/UFM committee and their decision as per norms shall be executed.

**Notification and revised mark sheets**

The result of retotaling/revaluation shall be notified and communicated to the candidate even if there is no change in the marks.

If as a result of the scrutiny/revaluation it is found that the examinee should be declared as passed or placed in a higher division or has secured more marks or on the contrary secured lesser marks, then his /her result shall be revised accordingly and the candidate shall be provided with the revised mark sheet.

### Undertaking

An undertaking shall be obtained from the applicant to the effect that he/she had read and understood the contents of the policies, procedures and rules of revaluation/retotaling/viewing of the answer books.

### Communication

Any communication uploaded on the official Institute website or displayed on notice board shall deemed to have been communicated to the persons concerned.



Mr. M. K. Behera



Dr. A. K. Saha



Prof. L. Behera



Principal

प्राचार्य/ PRINCIPAL  
क्षेत्रीय शिक्षा संस्थान  
Regional Institute of Education  
भुवनेश्वर / Bhubaneswar-751022

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