

## **Primary Functions of KVDC Examination Cell**

1. The College Academic Calendar indicates the tentative examination schedule for internal examination. Exact schedules are fixed by the academic council according to the university academic calendar and are conveyed to the staff and students through circulars.
2. For each subject, the respective faculty member prepares a question paper on the basis of the curriculum. Questions are formed such that they adhere to ANU standards and follow Bloom's Taxonomy. The Question Paper Scrutiny Committee is formed comprising of the Head of the Department and two senior faculties as scrutinizers to check for the quality of the question paper.
3. The next process involves sending the soft copies of the scrutinized question papers to the examination cell three days prior to the commencement of the examination. The examination cell arranges for sufficient number of question paper copies before the examination.
4. A schedule for invigilation duty is prepared by the Exam Cell. The assigned faculty should perform the invigilation duty as per the norms and schedule.
5. After exams, papers are collected by the invigilators and handed over to the Exam Cell along with attendance report. Exam Cell hands over the answer sheets to the corresponding department through Examination Co-coordinators within one day.
6. Hall arrangements and seating arrangements are prepared by the Exam Cell. The retest, if required will be conducted by the department.
7. In the beginning of each semester examination cell prepare the stationary requirements like papers, gadgets, tonners etc. and forward this to the administration wing. All the items are provided after the approvals from higher authorities.

## **University Level Examination**

1. The end semester examination is conducted by the University for All Courses. The theory examinations will normally be of three hours duration.
2. University will publish the detailed timetable for end semester examinations, based on this schedule for invigilation duty is prepared by the Exam Cell.
3. The assigned faculty member should perform the invigilation duty as per the schedule.
4. Room/ hall wise seating plan for candidates are prepared and displayed at a prominent place in the notice board of the College.
5. The examination hall is opened only 20 minutes before the commencement of the examination. The students are instructed to occupy their seats at least 15 minutes before the commencement of the examination. Similar timings shall be followed for examinations in AN session. The above schedule of timings shall be appropriately modified for AN examinations.
6. Ensure that the invigilator for each room collects the question booklets and answer books 15 minutes before the commencement of examination and that they proceed to the examination room.
7. Mobile phones, programmable calculators and other electronic gadgets should not be allowed in the examination room even if they are switched off. If any student brings in such materials to the examination room, they have to be taken into custody by the invigilator and submitted to the Chief Superintendent at the earliest
8. Allow only hall-ticket, pen, pencil, eraser and ordinary calculator in the examination room. Hand bags should not be permitted inside the examination rooms.
9. A candidate shall not be allowed to write the examinations, if he/ she does not have a valid hall-ticket. However, if a student reports that his/her hall-ticket is lost, the Chief Superintendent/HOD, after receiving a written request from him/her along with required fees, shall forward it to the College for issuing a duplicate hall ticket.
10. This can be allowed only if his/ her name is included in the nominal roll issued by the College
11. Distribute the question paper at the three strokes of the bell and ask the candidates to start writing.

## **Examination Rules**

1. A candidate is permitted to use geometric tools, non-programmable calculators and approved tables and data books only during the theory and the practical examinations. No other material / gadget (including cell phone) should be brought inside the examination hall.
2. A candidate should neither possess / refer any forbidden material in any form nor should seek/obtain assistance in any form from any person / source towards answering the questions during the examinations. He/she should not assist other candidates in any form towards answering the questions during the examinations. The candidate should maintain discipline and decorum during the examinations.
3. See that strict silence is maintained in the examination hall. Talking amongst candidates, borrowing of materials etc. should be strictly forbidden
4. Distribute the question paper before 10 minutes of the examination time and ask the candidates to start writing
5. Ten minutes before the closing of examination, along with the warning bell, announce 'last ten minutes' and do not allow any candidate to leave the room. After the last bell ask the candidates to stop writing and put their pens down
6. Collect the answer books and hand over the same with attendance list and unused answer books to the examination cell. Invigilators shall leave the examination premises after reporting to the Additional Chief Superintendent.
7. No candidates shall be allowed to leave the examination hall till the expiry of half an hour after a question paper has been given out and no candidate who leaves the room during the period allotted for the paper shall be allowed to return within that period
8. Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their question papers with their names and register numbers written on them to the invigilator
9. Violation of the above rules in any form during the examinations will attract punishment as per the University guidelines.