



SOP ON THE EXAMINATION SYSTEM



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A NAAC ACCREDITATED INSTITUTION

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1. Officer-in-Charge:

The OIC shall be responsible for-

- a) Prepare and announce in advance the calendar of examinations;
- b) Arrange for printing of question papers;
- c) Arrange to get the performance of the candidates at the examinations properly assessed.
- d) May report to the University to postpone or cancel examinations, 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;
- e) Take disciplinary action wherever necessary, connected with examinations, against the candidates, paper setters, examiners, moderators, or any other persons and found guilty of malpractices in relation to the examinations in consultation with University.

2. Supervisor:

- a) Assign members of examination cell to Prepare master plan of seating arrangement, with regards to total number of students appearing for the examination.
- b) Assign members to Appoint invigilators, and administrative staff for conduct of examinations.
- c) Receive blank answer books bearing serial numbers and sealed packets containing question papers and keep them in Institution's custody.
- d) Check the name of examination, course (subject), paper, date & time printed on the envelope with the examination time-table prior to conduction of examination.
- e) Open the sealed packets of question papers, 30 minutes before the start of Examination, both OIC and Co-Officer-in-charge should sign the packet in presence of two witnesses on each day of Examination.
- f) Open only those question paper packets which are required on a particular day and shift as is given in the time-table of the Examination.
- g) Give the memorandum of instruction to invigilators as received from the COE office and ask them to scrupulously follow the same.
- h) Disseminate the examination related instructions for student as received from the COE office at appropriate places through invigilators.
- i) Take rounds in the different rooms/halls to confirm that invigilators are performing their duties well and discipline is being maintained during examination with the Head of the Institution and senior members.
- j) Submit the account of total answer-books received, answer-books used during the examination, spoiled answer-books & the number of answer-books returned to the office of COE after completion of the examination.
- k) Receive the cases of misbehavior, malpractices, use of unfair means, etc from the invigilator and forward the same to the University through the office of COE.
- l) Enter the roll numbers of the absentees in the MIS and send the absentee record to the University.
- m) Check the answer books received from invigilators as per the attendance record submitted by invigilators and arrange them according to the roll numbers by invigilators.
- n) Prepare the statement of remunerations to be paid to the faculty and staff involved in the end semester examination as per the rules. Remuneration shall be paid to the faculty and staff after the examination is over and after releasing the amount from University.

3. End Semester (Lab) Examinations:

- a) A schedule for Lab Examination is prepared by University. OIC sent the schedule to the respective HODs with a request to circulate among the faculty, staff, and students.
- b) Prepare orders for external and internal Examiners with details of time, duration of the examination, day, name of the staff member, and date along with instructions.
- c) The orders are circulated/communicated to the concerned persons.
- d) Supply of required stationery to the concerned departmental laboratories in charge / concerned faculty.
- e) The respective faculty and staff of a particular lab conduct the lab examination for the eligible students.
- f) The concerned lab examiners (Internal / External) evaluate the students and marks are entered online.
- g) Marksheets, attendance sheet,s and answer sheets are sealed in an envelope and submitted to the Examination Cell by respective departments.

4. End Semester (Theory) Examinations:

- a) End semester examination schedule will be notified as per information received from the university.
- b) Registration and admit card will be filled by the eligible students and verified by the HODs within the scheduled time.
- c) The examination time table schedule is sent to the respective HODs with a request to circulate among the staff and students and the same is displayed on all the noticeboards
- d) Seating arrangement with room numbers is to be prepared as per the format, one copy is to be retained with the examination branch and another is to be displayed on exam day for the benefit of the students.
- e) An invigilation chart is prepared with the details of time, duration of exam, day, name of the invigilators, and date along with instructions as per the guidelines issued from the University.
- f) Full invigilation chart is to be circulated to all HODs and an individual invigilation chart is to be circulated to the concerned faculty and staff member, one copy of it is retained in the examination branch for writing day-wise invigilation
- g) In case of availing leave for personal reasons alternative arrangement in the prescribed format, should be made.
- h) The Incharge of examinations is to clearly educate invigilators of conduct of examinations to before the commencement of the examinations.
- i) The seating plan for each room is prepared and displayed.
- j) According to the seating plan the invigilators distribute the question papers subject wise and set wise
- k) The invigilators mark the absentees; the absentee list is collected and submitted to controller of examination.
- l) Incharge of examinations is to ensure receipt of the answer scripts from the invigilators. The answer scripts shall be packed set wise, branch wise, sealed and kept ready for evaluation.
- m) If any malpractice case is found, it will be brought to the notice of the Incharge examination.
- n) To guide students and also to arrange for remedial teaching if required.