



Dr. Vithalrao Vikhe Patil Foundation's College of Nursing

SOP Of Internal Assessment Examination

(w.e.f. AY 2021-22)

Internal Assessment Examination

**for Dr.V.V.P.F's College of Nursing
Ahmednagar.**

SOP Code:

Effective date:

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Title: Internal Assessment Examination

The location and business address of the committee:

Internal Assessment Examination-CON, Ahmednagar
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COLLEGE INTERNAL EXAMINATIONS STANDARD OPERATING PROCEDURES

1. Academic calendar

- With reference to academic calendar exams are planned.

2. Planning

- The committee meets the Principal and plans for the forth coming exams.

3. Question Papers Setting:

- The letter of appointment for question paper setting is send to the teacher personally and via exam mail.
- The respective subject teachers set their question papers (hard and soft copy) and will submit the same to the exam cell along with the answer key.
- Preparation of question paper is as per university/Council/Board regulations.

4. Requirements

- Arrangements are made demanding to the number of required copies of question paper.
- All the necessary steps are taken to print the question paper to maintain confidentiality.
- Arrangements of answer sheets and supplements are made.

5. Rooms identification and intimation:

- Identifying the examination halls and intimation to the supervisor is made for necessary arrangements.
- Preparation of consolidated seating plan and attendance sheets.
- Students will be intimated the same on the previous day of the examinations through different notice boards and entry points near steps.

- Request for security persons to control the flow and to support the examination system.

6. Allotment of Dept. Wise Invigilators

- Invigilators are selected based on the need and are intimated prior.
- No. of invigilators = total strength /30/ 50 per internal examinations.

7. Class room preparation:

- The class room board cleaning duty is assigned to non-teaching staff.
- Any educational material displayed in the classroom is to be removed.
- Seat numbers of students are to be displayed on the desk and blackboard.

8. Distribution of question papers to halls

- The invigilators on the day of examination carry question papers along with them to the examination hall in sealed envelope.

9. Attendance sheet

- Attendance sheet statements are arranged on the daily basis.
- It will be taken by the invigilators to the exam halls along with the question paper cover.
- The invigilator needs to update the attendance status of the students on the black board.

10. Bell timings

- Short Bell- 15 mins prior to scheduled time for the students to be seated in exam hall.
- Medium Bell at scheduled time students to begin writing.
- Warning Bell at 10 mins prior to finish time students have to check answer sheets and tie supplements with main answer sheet.
- Final Bell at scheduled finish time.

11. Absentees Statements for all examinations

- An attendance sheet is to be filled duly in all the rooms to get information of the strength of the students.
- After every examination, absentee's statement is prepared.

12. Collection and submission of answer scripts from invigilators to subject teachers

- Answer scripts will be collected from invigilators.
- The same will be handed over to the respective evaluators/teachers along with mark sheet and attendance sheet.

13. Evaluation & Submission

- Collection of the marks statements from the subject teachers/ evaluators.
- Absentees should be marked with RED ink.

14. Receiving queries, doubts and problems in the mark entry within 2 days of receipt of marks and rectification of the same from respective staff and re-communicated to students.

15. University Internal assessment marks are evaluated based on the directions given by board /university.

Procedure for Conducting Examinations:

1. Process for Mid Term Assessment:

- i. Midterm assessment to be conducted by the **first 4 months** of the term i.e. when faculty has completed half of the sessions allotted for the respective course.
- ii. Assessment pattern must be in line with what has been discussed, decided and mentioned in the course outline shared with students at the commencement of the course.
- iii. Any resource requirement (Answer sheets, Printing, rooms, invigilation) to be communicated to Exam department at least 7 days in advance.
- iv. Papers to be evaluated within 6 working days of conduct of examination by the faculty, and the Principal informed of the same.

2. Process for Prefinal Assessment:

- i. Prefinal assessment to be conducted by the **first 8 months** of the term i.e. when faculty has completed the sessions allotted for the respective course.
- ii. Assessment pattern must be in line with what has been discussed, decided and mentioned in the course outline shared with students at the commencement of the course.
- iii. Any resource requirement (Answer sheets, Printing, rooms, invigilation) to be communicated to Exam department at least 7 days in advance.
- iv. Papers to be evaluated within 6 working days of conduct of examination by the faculty, and the Principal informed of the same.

Pre-examination Activity:

1. Process for Preparation and Announcement of Exam Schedule:

- i. Exam dates are already announced in the Academic Calendar which is communicated at the commencement of the Programme.
- ii. Syllabus for the examination is to be informed to the students.
- iii. The Exam Schedule to be communicated on the whatsapp group for students and displayed on class notice board before scheduled date of examination by the Class Coordinator.
- iv. Any change in schedule to be intimated through notices.

2. Process for Paper Setting

- i. The pattern of questions, maximum marks and time allotted must be in line with what has been laid down in the course manual for the concerned paper by MUHS, Nashik & or MSBPNE, Mumbai
- ii. The examination question paper must be in accordance to the assessment grid and learning outcomes laid down in the course manual.
- iii. Teacher shall submit hard and soft copies of question papers to the examination cell 7 days before the scheduled start of examination.

3. Process for printing of papers

- i. Question papers are to be printed and handed over to the class coordinator one day prior to scheduled date of examination.
- ii. The class coordinator takes the required number of prints.
- iii. Both activity (i) and (ii) are to be carried out either in an area out of bound for students and other staff when the activity is on.
- iv. Printed papers are to be sealed and kept in a safe locked almirah/cupboard/ room, accessible to only the class coordinator

4. Process for Preparation of Seating Plan

- i. The seating plan for the entire set of examinations to be prepared by the Class Coordinator based on the list of eligible candidates under the supervision of the Exam Department at least 6 working days before the commencement of examinations.
- ii. The seating plan is to be displayed on:
 - a. The student notice board
 - b. On the Black Board inside each examination hall for students to see,
- iii. In case there arises any need to shift chairs or other furniture to or from one or more examination hall, the same must be communicated to the administration a day before such changes are to be made.
- iv. Keeping in view Covid pandemic protocol of physical distancing, adequate room capacity to meet the proper seating arrangement of students for exam. Minimum distance of two meters between two students.

5. Process for preparation of Invigilation Schedule:

- i. Invigilation schedule to be prepared by the Class Coordinator based on the pool of invigilators

- ii. The Invigilation schedule to be intimated to the invigilators by the Class Coordinator

During Examinations Activities

1. Process for Conducting Examinations:

- i. Exams to be conducted under the guidance of the Principal
- ii. Counted packets of question papers, answer sheets and seating plan will be handed over to the invigilator by the class Coordinator at the exam cell at least 20 minutes before the scheduled commencement of the examination.
- iii. Students are to be present with complete uniform.
- iv. Students are not allowed to carry any textual materials, calculators, slide rule, log tables, electronic watches with facilities of calculator, printed or written material, bits of papers, mobile phone or any other device inside the examination hall. (If any candidate in possession of any of the above item his/her candidature will be treated as having resorted to unfair means, his/her current examination will be cancelled.)
- v. Attendance sheets for each examination class-room shall be handed over to the invigilator along with question papers and answer sheets.
- vi. Invigilators are expected to obtain the signature of the candidate in the attendance sheet provided, match the details of the student mentioned in the college ID card with the details filled in by the student on the answer sheet, and sign at the place provided on each answer sheet.
- vii. The exam cell is to assist in smooth conduct of exam.

2. Process after Completion of Each Examination Session:

- i. Answer scripts to be counted and collected from Invigilators in the exact sequence (by roll number/registration number) as appropriate.
- ii. Class Coordinator to ensure that all records (Attendance sheets, etc.) are completed as per the communicated guidelines and signed by the invigilator.
- iii. The Class Coordinator and the Invigilator to ensure safe packing of all answer scripts.
- iv. Each Pack of answer script should also have a copy of the question paper.

3. Process for Reporting Unfair Means Cases

- i. Any student is found resorting to unfair means will be liable to be debarred from examination either permanently or for a specified period according to the nature of offence.
- ii. The Invigilator is to write a note on the answer copy, obtain the signature of the student and then submit the copy separately.
- iii. All cases of unfair means to be dispatched separately to the Principal.
- iv. The Principal, Exam Coordinator and the Committee initiate necessary action at the end of the examinations.

Post Examination Activities

1. Process for Distribution of Answer Sheets for Correction

- i. Answer copies to be dispatched to the subject teachers by the Exam Department office.

2. Time Period for completion of assessments:

- i. Assessment/evaluation of answer sheets are to be completed by the concerned teacher within the timelines mentioned above.
- ii. The concerned evaluator shall prepare the grade sheet and summary statistics for the answer sheets she/he assessed.
- iii. The answer sheets and **(provisional)** marks are to be shared with students, and corrections if any are to be incorporated before the moderation meeting.

3. Moderation of Marks and Revaluation

- i. Any revaluation request is to be forwarded to the Exam Coordinator by the Student and an alternative evaluator appointed by them on the same day.
- ii. The time allotted for revaluation will be 4 days for answer scripts.

4. Process for Submission of Marks

- i. On finalization of grades/assessment, evaluators are expected to submit the marks secured by students to the class coordinator.
- ii. The evaluator is expected to provide the self-attested hard copy of the same mark sheet to the class coordinator.
- iii. All corrected answer scripts are to be submitted back to the exam department office along with the Mark sheet.

5. Process for Compilation of Results

- i. Marks submitted to the Class Coordinator will be compiled and hard copy score sheets will be generated by the Class Coordinator within 7 calendar days of submission of marks.

6. Process for communicating results to parents

- i. Failure students Marks to be communicated to the parent telephonically and to be addressed in the parent teacher meeting.
- ii. The class coordinator needs to identify slow and advanced learners and inform to the respective subject in charges for necessary action.

Guideline for Exam Coordinator

Preamble: Examination being solemn activity the office bearers are required to perform their duties with complete sincerity upholding the highest principles so that all examinees are provided with equal and fair opportunity of performance. It will be the role of the Exam Coordinator to ensure smooth conduct of exam for all classes and subjects in the college.

1. Overall coordination of
 - a. Theory exam.
 - b. Online Exam.
 - c. Practical Exam.
2. Exam Coordinator to look into cases of
 - a. Forwarding revaluation requests of students.
 - b. Dealing with delay in arrival of result.
 - c. Questions appearing in the exam that are out of the syllabus or wrong
3. Exam Coordinator to print and handover appropriate number of printed question papers as pertaining to the subject, date and time of the exam to the senior supervisor at least 20 mins before the commencement of the exam, maintaining absolute confidentiality.
4. Exam Coordinator to ascertain that security setup
5. Exam Coordinator to liaison with senior supervisor and ensure his/her availability.
6. Exam Coordinator to ensure the availability of PCs and related paraphernalia
 - a. One PC with Exam Coordinator with CCTV for the confidential purpose of downloading question papers with secured internet connection.
 - b. Printer.
7. Exam Coordinator should record and issue answer books and other exam related stationary.
8. Exam Coordinator to provide any other support needed by the exam control room.

Guideline for the Senior Supervisor (Class Coordinator)

Preamble: Examination being solemn activity the office bearers are required to perform their duties with complete sincerity upholding the highest principles so that all examinees are provided with equal and fair opportunity of performance.

1. Block size recommended by College is in the range 30 to 50.
2. In case of more than one paper being assigned to a block reasonable number of subjects and examinees to be allotted to a block so that there is ample time for invigilation rather than writing reports.
3. Preparation of Blocks
 - Cleaning of the Block
 - Repairing of the furniture's, fans and lights etc.
 - Power Backup.
4. Sanitization of toilets, flush out probable hidden copying material.
5. Assignment of duties / alternate arrangement's.
6. Preparation and display of exam schedule and postponement if any.
7. Initiate action on unfair means.
8. Receiving question papers from the Exam Cell and distributing it to the Jr. Supervisor as per schedule of the exam.
9. Collecting answer scripts from Junior Supervisors.
10. Packing of written answer sheets, dispatch and maintenance of necessary records including documents pertaining to the Exam cell.
11. Appointing of Standby and Reserve Junior Supervisor to cater for emergencies.

Guideline For Junior Supervisor

Preamble: Examination being solemn activity the office bearers are required to perform their duties with complete sincerity upholding the highest principles so that all examinees are provided with equal and fair opportunity of performance.

1. Report 20 minutes before the commencement of the exam.
2. Distribute blank answer papers to the students 10 mins before the start of exam.
3. Do not allow students to exchange any kind of material.
4. Do not allow students to communicate amongst them.
5. Point number 3, 4 and any other malpractices to be immediately brought to the notice of the senior supervisor.
6. Verify that correct Question Papers based on the pattern and subject is distributed to the students.
7. Do not talk on mobile phones or indulge in any other activity which distracts your attention from invigilation.
8. Ensure that students are not disturbed due to any reason during the examination.
9. Do not allow student to leave the exam in first 30 minutes.
10. Receive the answer papers and arrange them serially before submitting it to the senior supervisor

Observations:-

1. Many times a person entering exam hall or even movements inside the exam hall are not noticed by the supervisor.
2. Supervisor should be active, alert and moving in the exam hall.
3. in case of emergency Jr. Supervisor to make mutual exchange of duties and submit it in writing to the senior supervisor or Exam Coordinator.

Guideline for Support Staff

Preamble: Examination being solemn activity the office bearers are required to perform their duties with complete sincerity upholding the highest principles so that all examinees are provided with equal and fair opportunity of performance.

1. The support staff should report 30 minutes before the start of exam.
2. The blocks should be opened 20 minutes before the start of exam.
3. Carry out duty as assigned by the senior supervisor.
4. Avoid last minute leave unless absolutely necessary.
5. Do not leave the exam venue without intimating and without the permission of the senior supervisor.
6. Assist the senior supervisor in preparation of the blocks.(Shifting and rearranging Furniture, cleanliness.)
7. Promptness in case of urgent exam based needs.
8. They should be present at the respective blocks, venue or task assigned.
9. Any exam related task assigned by the senior supervisor or the Exam coordinator.
10. Even after completion of the exam do not leave without the permission of the senior supervisor.

Observations:-

It is commonly noticed that peons and water-man allotted to the blocks gather together and chit-chat at one place and are not found in the vicinity of the assigned blocks. This should be strictly avoided.

Examination Advisory for Students

Preamble: Examinees must behave like good cultured students upholding high moral, ethical values and do not attempt to take advantage by employing any kind of unfair means. It is the purpose of the examination system to provide each examinee equal and fair opportunity.

DO's

1. Occupy your seats 15 minutes before start of the exam.
2. Ensure that you have necessary stationery (pen, pencil, eraser, scale etc,)
3. If there is any emergency / urgent need of any sort speaks to the exam supervisor only,
4. Follow the instructions of the exam supervisor.

DON'TS

1. Do not come late.
2. Do not borrow stationery material from other students.
3. Do not speak or even look at any other student in the exam room for whatever reason.
4. Do not argue with exam supervisor for any reason.
5. Do not bring in the exam room any material for purpose of copying either deliberately or unknowingly.
6. Do not attempt to copy even by employing non-written communication means
7. Do not leave the exam room for any reason unless permitted by supervisor.
8. Do not bring cell phones or tablets or electronic gazettes to the exam rooms.
9. Do not move the benches and disturb the seating arrangements which may have been arranged for purpose of taking rounds by exam officials.