



ASSAM DON BOSCO UNIVERISTY

Tapesia Gardens, Kamarkuchi, Sonapur – 782 402, Assam, INDIA

After receiving the order from The Controller of Examination regarding the conduct of End Semester Examination, following things are prepared in chronological order: -

BEFORE THE EXAMINATION

The Controller of Examination/Examination Department

- Send mail to the Director of the Centre requesting for Tentative Schedule
- Send mail to the Programme Co Ordinators of the Centre requesting to share the List of Question Bank Setters and Evaluator/s names
- Programme Co Ordinators of the Centre share the List of Question Bank Setters and Evaluator/s names
- Send request via mail to the Question Bank Setters for setting of Question Bank
- Publish Examination Notice and Schedule of Examination on Website at least one month before the scheduled Examination
- Publish Notice for **Registration** for Examination sent and Registration Forms on the Website/ LMS
- Orientation to Course Co- Ordinators /Mentors on Online Examination System
- Programme Co Ordinator select Co- Ordinators /Mentors for Proctoring of Examination. One Co- Ordinators /Mentors is assigned to a maximum of 20 learners.
- List of Course Co Ordinators /Mentors are sent to Examination Department by Director
- Blueprint/regulation of Question Banks and Question Banks are moderated by a moderation committee and has to be approved by the Moderation committee.
- Approved Blueprint/regulation of Question Bank are uploaded by Director and Question Banks are uploaded by respective Question Bank Setter on LMS

Responsibilities of the Examination Department

- Preparation of List of Students (Regular, Backlog and Repeat) who have registered for End Semester Examination
- Loading of Students' details on Online Examination System
- Send invitation to students for registration on Online Examination System
- Loading of faculties' details on Online Examination System
- Send invitation to faculties for registration on Online Examination System
- Loading Department, Programme and Course on Online Examination System
- Assigning Courses to respective Faculty members according to the List shared by Programme Co Ordinator.
- Assigning Courses to the Students according to their applied courses during registration.
- Scheduling/Re- Scheduling of Examination on LMS according to the Examination Schedule
- Proctoring Live Examination



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- The student appearing in the approved Course should get the status of Exam in their registered email for the course appeared immediately after exam with the following details –

Course (Code and Name) appeared

No. of Questions Offered

Objective

Descriptive

No. of Questions answered

Objective

Descriptive

No. of images/JPG files uploaded

- Providing support to the students
- Providing support to Mentors whenever requested

Responsibilities of Question Bank Setters

- Preparation of Blueprint
- Preparation of Question Bank according to Blueprint
- Submission of Blueprint and Question Bank to Moderation committee for moderation and approval
- Registering to Online Examination System
- Login to Online Examination System through LMS
- Uploading of only approved Question Bank to the Portal by Question Bank Setters
- Raising technical issues, if any to Examination Department

Responsibilities of Course Co Ordinator's /Mentors

- Mentors will conduct Mock Test for Learners on Online Examination System. Mentors will make their assigned learners familiar with the System.
- Mentors have to provide full support to the assigned Learners. Course Co Ordinator/ mentors can create a WhatsApp Group with the assigned Learners for communication. Sometimes, they have to call their assigned Learners also.
- Course Co Ordinators/ Mentors should be aware about the Examination Schedule of the assigned Learners. Course Co Ordinators/ Mentors should keep details of assigned Learners such as ID, Contact No, functional Email ID, Semester etc.
- Course Co Ordinators/ Mentors are like Invigilator. So, their physical presence is mandatory in the Examination Control Room during the Examination hours



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Instruction to the Students

- Register to Online Examination System
- Login to Online Examination System through LMS
- Appear Examination via Laptop/Desktop with Web Cam and Microphone and Speaker/Headphone
- Appear in Mock Test according to the instruction of Course Co Ordinators/ Mentors
- Students can Login before and after half an hour of Scheduled Exam time. He/she cannot Login after half an hour of Scheduled Exam time.
- Answers should be typed or handwritten (if necessary)
- Raise technical issue, if any to assigned technical manager/programme Co Ordinator/Course Co Ordinators/ Mentors

List of things to be sent to the Examination Centers

- Examination Schedule-Programme wise
- Attendance sheet-Examination Date wise and Programme wise
- List of students-Examination Date wise, Programme wise, Department wise and Course wise
- List of Course Co Ordinators/ Mentors -Department wise

Responsibilities of Examination Centers

- Examination Schedule to be put in the LMS
- List of Students to be distributed to respective Course Co Ordinators/ Mentors
- List of Course Co Ordinators/ Mentors to be published (One Course Co Ordinators/ Mentors should be for every 20 Learners).

Rules to be followed during Live Examination

- Live Examinations are proctored by Examination Department
- Proctor should reach the Examination Hall at least 15 minutes before the exam starts/Login time.
- Proctor should check the Login of all the assigned Learners
- Proctor should follow up, if any Learner not login after 15 minutes of Exam start time
- Proctor should monitor their assigned Learners throughout the Examination
- The Proctor has to handle problems faced by the Learners
- If a Proctor is unable to resolve issues encountered by Learners during Examination, then he/she may report the issues to Examination Department.
- Proctor should report via Mail to Examination Department for re-scheduling of Examination, if any technical issue



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AFTER EXAMINATION

List of things to be received from the Centers

- Live proctoring report
- Answer scripts released to evaluators for evaluation on the same day or the following day of Examination
- Evaluators need to evaluate Answer scripts within 7 days from the day of release of Answer scripts
- Raise technical issues encountered during evaluation of Answer scripts to Examination Department
- Generation of Result
- Re-evaluation of Answer scripts if discrepancy found in generated result

Work to be done after generation of Result.

- Marks entry
- Tabulation
- List of Moderators approved by VC
- Moderation of Result

Declaration of Result

Notification for Re-evaluation or Re-examination if any by The Controller of Examination and Letters to be issued to the-
Vice Chancellor
Registrar
Principal/Director of the Institution
Notice Board.

Declaration of Result for Re-evaluation or Re-examination

- Printing of Grade Sheets
- Grade sheets issued to Students
- Preparation for Next Examination

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