



Guidelines for Conduction of Examination

Controller of Examination (CoE) Office, NIIT University

2. Guidelines for the Course In-Charge related to the Examination

- A. Course In-charge/Faculty in-campus are not allowed to take the printouts of question papers with the help of any office staff, in absence of the respective faculty/coordinator; The area SAAM coordinator may be engaged for this purpose.
- B. **Unavailability of printed question paper / online exam session before the final deadline [20 hours before scheduled exam time] may lead to cancellation of the examination** and postponement of the exam to another reserved date. Such cases will be treated as violations of the fair code of conduct.
- C. 'Open Book' would mean -Textbook book and/or hand-written notebooks only. No loose sheet will be allowed as a part of the open-book examination. Please provide clear instructions for students and also for the invigilators about open-book examinations.
- D. 'Open Resource' would mean- Textbooks, class notes, web resources, the internet etc. Please provide clear instructions for students and also for the invigilators. Refer to **Section 2.2**.
- E. Course in-charge will not discuss anything in the examination room for any typo/missing data/weightage of questions/doubts in the question paper. The course in-charge will inform such issues to the CoE, if detected during the ongoing exam. In such cases, students may claim full marks in attempting such questions. The course in-charge may rectify the weightage of the question, if reported, only at CoE office for circulation.

2.1 Pen-Paper Exam (Question Paper Printing):

- A. Refer to **Annexure 2** for the **question paper template** to be followed; you are encouraged to minimize the wastage of paper during making the question paper and maintain fair visibility of questions.
- B. Course in-charge will take printouts of question paper from the designated printer kept in the CoE office as per the printing deadline announced by the CoE.
- C. All question papers should be in the envelope/s as per the seating arrangement and should be verified by the course in-charge and made an entry alongside the respective course in the date sheet kept in CoE office.
- D. Course in charge will provide any specific type of graph/chart/ isometric grid sheet etc. in the envelope which is required to be used by the students.
- E. Course in charge will ensure filling up the '**Information Sheet**' [refer to **Annexure-3**] to be pasted on the envelope with all necessary information, and instructions (which would be further announced by the invigilator before the opening of the envelope in the designated Examination Room).

2.2 Online Exam (Online exam session creation in Moodle):

- A. Course in-charge will send requirements, if anything other than general, about the operating system /software/tools/packages 10 days prior to the examination to the TCO office keeping exam-cell (exam.cell@niituniversity.in) in 'CC'.
- B. Course in-charge will create an online examination session for a course **at least 48 working hours**, before the scheduled time & date of examination as per the date sheet.
- C. Instruction related to any additional attachment; download/upload of files etc. **should be mentioned in the Description box in the online exam link/session in Moodle itself**. Also, **Enable the 'Display Description on Course Page'**. (Refer to **Annexure 4** for a sample)
- D. Requirement of separate answer sheets and/or rough sheets and/or any allowed datasheet to be clearly mentioned for the benefit of students in the online exam session itself and with a special note for CoE.
- E. The time and duration of the examination are to be followed as published in the date-sheet.
- F. This will ensure that students appearing late in the online examination will not get any additional benefit of the computer time counter, which counts the duration from the start time of the session log-in.
- G. In case there is any interruption due to the system/server issue, it will be taken care by the respective invigilators in consultation with CoE and Online exam session (Moodle server) coordinator.
- H. **Once the online examination session is created and published in ERP, take a printout/screenshot showing all the instructions/notes and send it to CoE** through mail along with the information template [Refer to **Annuxure-4** for sample]; Please write the **subject line of the mail** as "Paper-code/Date/Time".

3. Guidelines for the Partnering Faculty (Question Paper Printing):

- A. The deadline for printing question paper has to be followed; faculty may take the help of in-campus faculty coordinator only, nominated by the concerned Area Director.
- B. Co-Ordinator will ensure that the question paper is printed, kept in the envelope, and verified properly for all necessary information, and instructions. [Refer to **Section 2.1**].
- C. Co-Ordinator then will send an intimation mail writing the status of question paper printing to the concerned partner faculty, Course coordinator, area director, CoE.
- D. Follow the '**Online Exam**' guideline as in **Section 2.2** for making an online examination session.

Annexure-3

Information to be provided for Pen-Paper Examination**Room No..... Course Code.....**Course Name _____
Programme _____ Discipline: _____ Academic Year _____

Semester		Mid Sem / Term		Comprehensive / End-Term Exam
----------	--	----------------	--	-------------------------------

Course In-Charge.....

Date of Exam.....**Total Pages per Question Paper**.....**Time:**.....to.....**No. of Question paper:**
(in the envelope)**No. of Envelope:** of**Instructions (to be announced before the opening of the Envelope Seal):***Please 'Tick'/'Cross' appropriate box during sealing of 'Envelope':*

Calculator is Allowed:	<input type="checkbox"/>	Open Book Exam:	<input type="checkbox"/>	Datasheet/graph/chart allowed & provided:	<input type="checkbox"/>	Answer Sheet Required:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
---------------------------	--------------------------	--------------------	--------------------------	--	--------------------------	---------------------------	------------------------------	-----------------------------

----- (Below section to be filled during submission of answer sheet)-----

No. of Written Answer Sheet Submitted: _____ (Full Signature) _____

Information to be provided to CoE office for Online Examination

Mail to be sent after preparing the online examination session in Moodle ERP.

Subject Line in Mail: "Exam / Course Code / Date / Time"

Note: Online Examination Session Creation Status Sheet: (to be sent to the exam cell through the mail after the creation of the session.).

Attachment 1:

Course Code	
Course Name _____	
Course In-Charge.....	Mobile No.....
Programme _____	Discipline: _____ Academic Year _____
Date of Exam.....	Time:.....to.....
Instructions (to be announced before the Commencement of the Examination):	
1. Calculator allowed: <u>YES / NO</u> _____	
2. Open Book Exam: <u>YES / NO</u> _____	
3. Datasheet/graph/chart allowed /to be provided: <u>YES / NO</u> _____	
4. Answer Sheet Required (to be provided by exam cell): <u>YES / NO</u> _____	
5. Rough Sheet Required: <u>YES / NO</u> _____	

Attachment 2: Screenshot from Moodle-ERP after creation of online exam session (Sample)

The screenshot shows the Moodle ERP interface for an online exam session. On the left is a navigation menu with 'Administration' expanded to show 'Quiz administration' options like 'Edit settings', 'Group overrides', 'User overrides', 'Edit quiz', 'Preview', 'Results', 'Locally assigned roles', 'Permissions', 'Check permissions', 'Filters', 'Competency breakdown', 'Logs', 'Backup', and 'Restore'. Below that is 'Course administration'. The main content area is titled 'Comprehensive Exam (Sample)'. It shows the exam is 'Opened: Monday, 12 December 2022, 4:16 PM' and 'Closed: Monday, 12 December 2022, 4:16 PM'. The 'Paper Code' is 'EI-352'. Under 'Instruction for the Student', it lists: '1. Attempt all question.', '2. Negative Marking', and '1. any other'. A 'Note for CoE:' section lists: '1. Separate answer sheet is required.', '2. Rough sheet required.', '3. Calculator / datasheet / chart/ graph allowed.', and '4. No Studio software required.'