

Instructions for faculties regarding subjective exam invigilation

Taking note of multiple complaints received from students and other sources about unfair means during the subjective exam, with the approval of competent authority, the following guidelines are to be strictly followed:

- 1) Faculty invigilators are assigned for monitoring the subjective exam along with the course coordinator.
- 2) The course coordinator should create a WebEx meeting and ensure that all registered students join the meeting during the subjective exam. The course coordinator will also add the invigilators to the meeting.
- 3) The course coordinator should disable the chat feature for all participants except for co-hosts.
- 4) The course coordinator should record the whole examination.
- 5) The course coordinator will create breakout sessions (~30 student participants/session) and assign each session to the invigilators including himself/herself.
- 6) The course coordinator will make all invigilators co-host of the meeting.
- 7) Each session invigilator should monitor all students in his/her group and ensure that no unfair means (possession of books/notes/mobile phone/dictation etc.) are being used by the students. For this, the student should keep themselves unmute and keep the camera ON throughout the exam duration.
- 8) The invigilator would come to know if any student is facing a low bandwidth issue. This facility is present in WebEx. A “!” mark will appear near the name of the student facing such an issue.
- 9) Any observance of unfair means should be reported to the exam section with proof of recording.
- 10) The invigilators should send the list of students who did not comply with the above instructions to the course coordinator.
- 11) Duration of the exam is of 2 hours (30 Marks) and in mid sem question paper, only subjective questions must be asked.**
- 12) All question must have CO mapping.**
- 13) Please complete the moderation related procedure of your question paper before the subjective exam. Submit the signed moderation copy to exam section in closed enveloped four days prior to your scheduled exam.**
- 14) In case of unavailability for invigilation duty faculty have to make an alternative arrangement by themselves and have to inform to departmental exam coordinator well in advance.**
- 15) Deadlines in Academic Calendar should be strictly followed.**
- 16) Instructions from Dean regarding Midsem, End Sem Exam in Faculty meetings should be strictly adhered to.**
- 17) Adequate care to be taken to ensure date and time setting of Exam on Moodle.**

Exam Coordinator