



# BISHOP BENZIGER COLLEGE

# OF NURSING

*Accredited by NAAC,*

*Member of United Nations Academic Impact Program*

*Approved Research Centre of Kerala University of Health Sciences*



## 2.5.3 - Reforms in Exam Process and Procedure



## INSTRUCTIONS TO EXAMINATION CHIEF SUPERINTENDENT

The chief superintendent is responsible for the efficient conduct of the examination at each centre. She/ He is responsible for receiving the answer books and all examination materials from the Principal/ Head of the Institutions. She / He is solely responsible for downloading, printing and distributing the question papers among the candidates. It shall be the duty of the chief superintendent at each centre of examination to appoint asst. chief superintendents / deputy chief superintendents, asst. superintendents (invigilators) and other supporting staff for the smooth conduct of examinations as required by the rules of the University.

For the smooth conduct of the examinations, the following guidelines may be followed:

### General

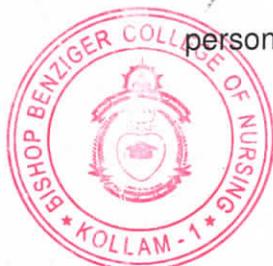
1. The chief superintendent shall provide necessary facilities to the observer who is the representative of the university.
2. The chief superintendent shall go through the '**instructions to the invigilators**' and give necessary directions as and when required.

### Answer Books:

2. The chief superintendent shall ensure that
  - (a) The **list of candidates appearing for the examination**
  - (b) **Required number of answer books and**
  - (c) **Stationery required is received at the venue at least 5 days prior to the commencement of the examination.**

### Budget:

3. The chief superintendent shall prepare a tentative budget for the conduct of the examination concerned, in accordance with the university rules and submit to the university through Head of the Institution for getting advance money from the university **or as per the directions given by the university from time to time.** It is the duty of the chief superintendent to disburse remuneration to all the personnel involved in the examination work including the remuneration and



4. conveyance allowance and halting allowance (if applicable) of university observer. **She/ He should settle the account within 5 working days, after the concerned examination.**

**Arrangements:**

She/ He shall ensure that the technical arrangements are ready at her/his centre, as specified by the university, to download question papers through online, print it as per the requirement (check whether the PCs, internet connection, printer, fax, ups generator etc are proper at least on day prior to the examination). The arrangements that are to be made for the conduct of the examination include:

- a) Seating arrangement for the candidates (register number to be written on the desk/table at the right upper corner)
  - b) Ensure that the examination hall(s) is kept clean and that there is no writing on the desks /walls or board.
  - c) Display hall(s) wise seating plan for candidates at prominent places
  - d) Selection of appropriate number of invigilators and supporting staff from among the faculty members, well in advance as per the norms, in this regard.
  - e) Instructions to the candidates and the candidates' final nominal roll shall be pasted outside the examination hall(s) and exhibit an "OUT OF BOUNDS" (No Entry) Board also.
5. Ensure that the examination hall(s) is opened only one hour before the commencement of the examination and that the **candidates are instructed to occupy their seats at least 45 minutes before the commencement of the examination.**
  6. **CCTV shall be switched on during the theory examination and the recorded examination procedures (in DVD) shall be sent to the university along with the answer book.**
  7. Ensure that arrangements are made for ringing the bell as detailed below:  
  
45 minutes before the commencement of the exam - *long bell* - **Entry**  
  
Half an hour before the commencement of exam – *2 strokes* – **distribution of answer books**



Ten minutes before the commencement of examination – 2 strokes – **distribution of question papers**

Time fixed for the commencement of examination – 3 strokes – start writing

One hour after the commencement of examination – 1 stroke – **1 hour is over**

Two hour after the commencement of the examination – 1 stroke – **2 hours are over**

Five minutes before the closing of the examination – 2 strokes – **warning bell**

Time fixed for the closing of the examination – 3 strokes - **examination is over**

#### **Extra time**

8. In an unforeseen event of late commencement of examination, the lost time shall be compensated. Any such instance shall be immediately reported to the Controller of Examinations by fax.

#### **Question Paper:**

9. **The chief superintendent shall also go through the instructions regarding the downloading question papers through online procedure.**
10. **The chief superintendent shall be present at the confidential room or the room arranged for downloading and printing the question papers.** The downloading and printing of the question papers shall be done in the presence of an invigilator and the observer / additional chief superintendent appointed by the university. They shall sign in a declaration to the effect that downloading and printing of the question paper was done as directed by the university.
11. **Since the OMR answer books are to be scanned, care should be taken for not folding the sheet or making any stray marks on the sheet.**
12. On the day of examinations, 30 minutes before the commencement of the examination, on receiving message from the university, all the university examination centres shall download the question papers, print it and distribute among the candidates.
13. **The chief superintendent shall report the corrections in the question papers, if any, like out of syllabus questions, spelling mistakes and**



**repetition of questions to the nodal officer assigned for the purpose within 10 minutes of the commencement of the examination.**

14. The nodal officer, in consultation with the subject expert appointed by the university, will compile all the queries and suggest the correction measures to be taken and inform the same to the Controller of Examinations for finalising and approval. **The university will prepare a text file of corrections and host it within 30 minutes of the commencement of the examination, so that the examination centres can download, print, and inform/distribute among the candidates. It is the duty of chief superintendent / asst. chief superintendents to inform the corrections, if any, to the candidates and also to get it attested by at least two candidates from the front and back row to the effect that they are informed of the corrections on time.**
15. Ensure that the invigilators are present one hour before the commencement of the examination and they collect answer books one hour before the commencement of the examination. The question papers shall be distributed to the examination hall(s) 10 minutes before the commencement of the examination under the supervision of the Chief Superintendent.
16. **The question papers shall be distributed among the candidates 10 minutes prior to the commencement of examination, so that they can familiarise with all the questions. However, the candidates shall not be allowed to write the answers before the time fixed for the commencement of the examination.**

#### **Restrictions**

17. **Mobile phones, blue tooth devices, programmable calculators and other electronic equipments shall not be allowed in the examination hall(s) even if they are switched off.**
18. If any candidate brings such gadgets to the examination hall(s), these shall be taken into custody by the chief superintendent and shall report to the Controller of Examinations at the earliest.
19. **Allow only Admit card, ID card issued by the University and writing & drawing materials in the examination hall(s). Hand bags etc should not be permitted inside the examination hall(s).**



20. **Keep** utmost vigilance throughout the examination process. **The Chief Superintendent may frequently visit examination hall(s) and ascertain that the invigilators are doing their duties** and are not indulging in talking, standing in the veranda, keep reading or writing inside the examination hall(s).
21. A candidate shall not be allowed to write examinations, if she/ he do not have a valid Admit card and ID card issued by the University. **However, if a candidate reports that her/his Admit card/ID card is lost; the chief superintendent can permit her/him for the examination, after obtaining a written request from her/him, and shall report the matter to the University.** The university shall take steps to issue duplicate Admit card/ID card.

#### **Despatch of Answer Books:**

22. **Immediately after the completion of the examination, Part I containing the candidate's registration number, name etc., detach carefully from the answer book and arrange in the ascending order of register numbers, pack in the cover supplied by the University for the purpose and send to the Controller of Examinations along with the answer books by speed post on that day itself.**
23. After tearing the Part I of the answer books and immediately after the examination, all used answer books along with invigilators diary, Chief Superintendent's diary, declaration by the candidates, if any, and cover containing the Part I of the answer books and DVD containing recorded proceedings of the examination shall be packed in the cloth lined cover supplied by the University for the purpose and sent to the Controller of Examinations on the same day of the examination itself by speed post or by the way as specified by the University. They shall be wrapped using brown paper first, and then cover using cloth. **One packet shall not contain more than 25 answer booklets.** On all packets, the name of Examination Centre, Faculty, Examination, Subject, Paper, QP Code, Date of examination, Session [Morning/Evening] etc has to be written using bold permanent marker pen. **All packets shall be sealed properly using wax and metal seal supplied by the university and the chief superintendent shall affix her/ his signature, name and official seal using the metal seal of the university on every cover before forwarding the same**



**to the university. Packing and sealing shall be done in the presence of Chief Superintendent and Observer.**

24. Unused answer books shall be counted and kept in safe custody of the Principal/Head of the Institutions and a stock register shall be maintained for this purpose.

Sd/-

**CONTROLLER OF EXAMINATIONS**



  
Dr. ANOOPA. K.R. Ph.D (N)  
PRINCIPAL  
BISHOP BENZIGER COLLEGE OF NURSING  
KOLLAM - 1, KERALA

**KERALA UNIVERSITY OF HEALTH SCIENCES  
THRISSUR, KERALA 680596**

**Abstract**

KUHS- Examination- guidelines for surveillance camera recording of the proceedings of the conduct of examination and restrictions to be imposed inside the examination hall- approved -Orders issued.

**Examination Branch**

No.163/2019/Exam General

21/10/2019

Read: 1) Minutes of the 23<sup>rd</sup> meeting of Board of Examinations dt.25.09.2019  
2) Minutes of the 57<sup>th</sup> meeting of Governing Council dt.04.10.2019  
3) Order in file no 5358/2018/A2-GC/Ex. Gen/KUHS dt.21/10/2019

Order

On examining the visuals of the surveillance camera video recordings received from different Theory Examination Centres, instances of visuals of suspected malpractices have been noticed.

The Examination Manual states that "Surveillance camera system of the required specifications in working condition" should be there in the examination hall. However, the details of this have not been laid down so far. Many shortcomings in the video recordings of Theory Examination proceedings have been noticed, while examining the CDs received from various Colleges. In the above circumstances the following points with respect to video recording has been laid down before the 23<sup>rd</sup> meeting of Board of Examinations for its consideration:-

- a. *The video recordings should commence from 9.00 am or in the case of afternoon examination from 1.30 pm covering the Q.P downloading area to the end of examination process.*
- b. *The visuals should be reasonably clear and identifiable. Further verbal announcement if any made before the exam or in the course of exam should be audible.*
- c. *Required number of camera should be used so that the whole examination hall is clearly visible.*
- d. *Colour contrast should be ensured within the examination hall so as to enable clarity of visuals.*
- e. *The CD recording should be sent to University with utmost care.*
- f. *The surveillance camera-data should be backed up and kept safely for a period of six months from the date of Examination.*
- g. *The CD should be written in rated speed: 4x,8x or16x only.*
- h. *The video footage must be in the standard video format AVI or MP4 only.*
- i. *'Malpractice' is defined in Chapter XII of Examination Manual and instance of malpractices are detailed in this chapter. The ultimate purpose of surveillance camera is to detect malpractices being attempted in the Examination Hall.*
- j. *Non-compliance to the above conditions (a) to (h) by any Examination Centre shall be treated as efforts/ attempts of malpractice by violating KUHS Examination Manual and attempts to defeat the vigilance taken by KUHS and shall be viewed seriously, and punished as per rules laid down in the Manual.*
- k. *if it is identified that one or more malpractices is/are attempted to, on examining the CD recordings by KUHS, the entire results of that particular college / Centre will be withheld till the MLEC/Governing Council takes appropriate decision.*

The BoE discussed the matter in detail and decided to approve the proposal. It was also decided to issue direction to all affiliated colleges to fix sufficient number of wall clocks within



Dr. ANOOPA K.R. Ph.D (N)  
PRINCIPAL  
BISHOP BENZIGER COLLEGE OF NURSING

the examination hall in such a way that the wall clocks can be seen by all the candidates inside the examination hall. Further, it was decided to prohibit Wrist watches and Water bottles inside the theory examination hall, vide paper read as (1) above.

*The 57<sup>th</sup> meeting of Governing Council held on 04.10.2019 has considered the matter vide its Agenda No. 57.21 and resolved to approve the decision of the Board of Examinations with a modification "not to permit boxes including pencil boxes and valets, bottles including water-bottles and watches including wrist watches inside the examination hall. It was also decided to permit only ordinary blue/black ball point pens, in the examination hall", vide papers read as (2) above*

Vide reference (3) cited above, the Honourable Vice Chancellor has accorded sanction to implement the decision of the Governing Council with respect to the recommendations of the Malpractices and Lapses Enquiry Committee. The above decisions will be implemented from next examination onwards.

Orders are issued accordingly.

Sd/-

Controller of Examinations.

To

The Principals of all affiliated colleges.

Copy to: PS to VC, PA to PVC,  
PA to Registrar, PA to CE,  
JR Academic ,  
All Exam sections  
KSAD, DR (Exam) ARs (Exam),  
SM-IT- for web updating.  
Stock file, file copy,

Forwarded by order

Section Officer

**KERALA UNIVERSITY OF HEALTH SCIENCES**  
**THRISSUR**

**Instructions to invigilators (Asst. Superintendents)**

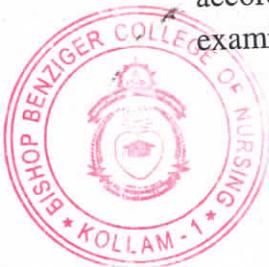
Invigilation is one of the most important tasks required to be performed during the conduct of an examination. Impartial invigilation helps not only to check the use of unfair means but also to keep the morale of the candidates. A set of guidelines for the invigilators are given below:

The invigilator should

- 1 Report to the chief superintendent one hour before the commencement of the examination.
- 2 Permit the candidates to enter the Examination Hall **one hour** (Long Bell) before the commencement of the examination
- 3 Collect the answer books from the chief superintendent, count them and the defective answer books if any, are to be got replaced by good ones.
- 4 Carry the question papers from the confidential room to the examination room only in packets.
- 5 **Since the OMR answer books are to be scanned, care should be taken for not folding the sheet or making any stray marks on the sheet.**
- 6 Help the candidates to locate their seats. After the candidates are seated, enquire whether any of them are in possession of mobile phones, calculators or digital diary or any other electronic equipment. If any of the candidates are in possession of any of these items, instruct the candidate to keep it outside the room.
- 7 Candidates shall be admitted only if they have a valid Admit card and the ID card issued by the University. If not, advise them to meet the chief superintendent for necessary guidelines.
- 8 Verify the identity of the candidate through the photograph on the Admit Card and ID card issued by the University and get the attendance sheet signed by them.



- 9 Ensure that no person, other than Chief Superintendent, Invigilators, Observer / Squad are entering the Examination Hall.
- 10 Ensure that drinking water is available inside the Examination Hall so that candidates can have access to it.
- 11 Distribute the answer book **half an hour** before the commencement of the examination (2 strokes bell) and direct them to fill the Registration Number, darken the ovals, write their names, sign on the space provided and other entries in appropriate places on the second page of the answer book. The invigilator shall sign on the answer book only after verifying that the details filled in by the candidate are correct.
- 12 **The Invigilator shall sign in the space provided in the Part I of the Answer Books and also fill up the details in the Part III of the Answer Books**
- 13 Distribute the question paper at 3 strokes bell and ask the candidates to start writing.
- 14 After the lapse of each hour (single stroke bell), announce, "one hour is over", "two hours are over" etc.
- 15 Five minutes before the closing of the examinations, announce "last 5 minutes" and do not allow any candidate to leave the room. After the examination time is over (3 stroke bell) ask the candidates to stop writing and put their pen down.
- 16 **Ensure that the candidates put 'X' marks in unused pages of the answer booklet.**
- 17 Collect the answer books and arrange them in the order of register numbers and hand over the same along with invigilators' diary and unused answer books, if any, to the chief superintendent. Report to the Chief Superintendent before leaving the examination premises
- 18 **No candidate shall be allowed to enter the examination hall without a valid Admit card and ID card issued by the University. Invigilators should check the Admit card and identify the candidate.**
- 19 Candidates shall be admitted to the examination room **one hour** before the scheduled time and should be asked to take their seats in accordance with the seating plan . All candidates shall enter the examination hall **30 minutes before** the commencement of the



examination. No candidate shall be permitted to enter the examination hall after this stipulated time.

- 20 Arrangements will be made by the chief superintendent to issue duplicate Admit cards for students who have not received the original Admit card or in case where the original is lost, provided her/ his name is included in the nominal roll issued by the University.
- 21 **No candidate shall be allowed to leave the examination hall until 30 minutes before the completion of the examination.**
- 22 The invigilators should keep utmost vigilance during the course of examination. They should not indulge in talking in the verandas, use mobile phones or read books in the examination room.
- 23 Ensure that strict silence is maintained in the examination hall. Talking amongst candidates, borrowing of materials etc should be strictly forbidden.
- 24 Do not give any clarifications to the candidates regarding mistakes in the question paper, mode of answering etc. If any candidate brings to the notice of the invigilator, any ambiguity / complaints regarding questions, like spelling mistakes, repetition of questions and out of syllabus questions, ask the candidate to give it in writing to the Chief Superintendent, who in turn, will forward the same to the Nodal Officer for further action.
- 25 Allow the use of logarithm tables, calculators etc only if the use of these are permitted as per the instructions given in the question paper.
- 26 Do not allow mobile phones or any other electronic equipment in the examination hall. The candidate may be allowed to enter the room only with Admit card, ID card and writing material.
- 27 Keep alert, vigilant and check the use of unfair means in the examination hall. If any candidate indulges in unfair means, immediately take in custody the answer book and make a report to the chief superintendent who in turn will forward the same to the Controller of Examinations.
- 28 It is the duty of the Invigilator to ensure that candidates are not written any identification marks in the Answer Books other than in the Part I.



- 29 Ensure that no person, other than the Chief Superintendent ,Assistant Chief Superintendent/Observer/Squad are permitted to enter the examination hall.
- 30 Ensure that drinking water is available inside the Examination Hall so that the students can have access to it.
- 31 Do not allow any candidate to write on the question paper. Advice them to use the last page of the answer book for rough work.
- 32 Do not allow refreshments for the candidates in the examination hall.
- 33 Do not make any correction in the Register number written by a candidate on his / her answer book. Ask him / her to correct it and then countersign it.

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