



Examination System

Pre-Examination Work:

The question papers on different subjects are set, moderated and final proof checked by the faculty members approved by the respective Boards of Studies (BOS) of the University. The printed question papers are sent directly to different Police Stations near the examinations centres fixed by the Controller of Examinations (COE) according to the strength of the examinees in each examination centre a few days before the beginning of the examination.

Role of the coordinators of the Study Centres:

On the basis of ONLINE filled in examination forms, corresponding admit cards with the summary list are sent to the Learner Support Centres. For any anomaly, the Coordinator is advised to contact the Controller of Examinations. If a candidate does not possess a valid admit card/admit card without photo signature, he/she is not allowed to appear in the examination.

Examination Centre: The examination centres are selected as per guidelines of the UGC (ODL programmes and OL Programmes) Regulations 2020. All Examinations for Open and Distance Learning mode programmes are conducted within the Institution where the Study Centres or Learner Support Centres is located under the direct control and responsibility of the university. For ensuring transparency and credibility, the full time faculty of the university and qualified faculty from University Grants Commission recognised Higher Educational Institutions are associated to function as invigilators, examination superintendents, as observers etc.

Role of the Examination Centre In-charge:

The main door of the examination hall in an examination centre is opened half-an-hour before the commencement of the examination. The time (commencement and completion) of the examination are strictly maintained. The schedule of examinations and the room-wise seat plans are displayed on the notice board. The paper-wise printed stickers of the seat numbers are sent for fixing on the benches in the examination halls. The blank answer books and loose sheets which are sent from the Department of Controller of Examinations are kept under lock and key. A proper account of the blank answer books and loose sheets are maintained at the examination centres and, at the end of the examinations, the above mentioned account are sent to the COE by filling up the format along with the unused answer scripts and loose sheets.

The examinations centre-wise statements of the question papers are sent to Centre-in-Charge before the examination starts. The Centre-in-Charge is advised to compare the number of packets of question paper with the said statement in the presence of the custodian of the Police Station. Any problem relating to the question papers sent are intimated to the COE.

The examination Centre-in-Charge collects the question papers for each day's examination from the custodian an hour before the commencement of the examination. He/she is advised to open the sealed packets containing the question papers fifteen minutes before the beginning of the examination of each paper. After signing on the packets and checking the contents carefully in presence of the invigilators/the observer, the distribution of the question papers to the examinees are arranged five minutes before the scheduled time fixed for examinations in each half.

Attendance of the Examinees:

Three parts “Top sheet-cum-Descriptive Roll” are sent to the Centre-in-Charge for examinees’ attendance in the examination. The examinees have to put their signature against their roll numbers on the Top Sheet. For the absent candidates, the invigilator puts “AB” with red pen in the absent column. The first page of the three parts of the Top Sheet is the COE’s copy which is sent to the COE’s office along with answer scripts in a separate cover. Next part, the 2nd part, is a carbon copy of the filled in Top Sheet is kept at the examination centre. The examination centre has to take written permission from the COE before issuing any photocopy of this 2nd part to anybody. The last part, i.e., the 3rd part, is also a carbon copy of the filled in Top Sheet-cum-Descriptive Roll which is used as the Top Sheet of the answer scripts and are wrapped up width wise so that the absent and present marks can be visible from the two sides in the transparent packet.

Invigilation:

No non-teaching staff/outsider are engaged as invigilator. The centre-in-Charge maintains a record of the names, designations, addresses, phone numbers of the invigilators and sends a copy of this record to the COE. The invigilators are informed about a broad guideline of their duties during and after the examinations. The invigilators allow the candidates only with their pens, pencils, admit cards, registration certificates, water bottles, and simple calculators (if required). They check the admit cards, registration certificates of the candidates on each day of the examinations (and also the question papers) as per the admit cards before putting their signatures on the first pages of the answer scripts. All loose sheets issued to the examinees should bear the invigilators’ signatures with date and only after checking the main answer books whether all pages are written or not. They do not allow any candidate entering in the hall after one hour from the commencement of the examination and do not allow any candidate to submit his/her answer script, leaving the examination hall with question paper, two hours prior to the closing of the particular examination. A candidate has to submit his/her answer script to the invigilator and the invigilator submits all the answer scripts of his/her hall which must tally with the present candidates’ signatures on the Top Sheet-cum-Descriptive Roll. If there are two groups w.r.t. a particular question paper, then two separate answer books are given to the candidates concerned. If a candidate is found taking any unfair means, the invigilator, on duty, can seize his/her answer script and the incriminating documents for copying & found in possession, if any, and get the documents signed (and also in the admit card) with the date by the candidate and submit all these with a report to the Centre-in-Charge. In case the candidate is unwilling to sign on the documents found with him/her, the same may be signed by another invigilator of the room. The centre-in-Charge forwards the answer scripts with the abovementioned documents, filling in the RA format to the COE.

The expelled candidates are allowed to appear in their subsequent examinations, if they want. A candidate shall be held guilty of misconduct, if he/she copies (or is found in possession of a book/piece of paper/hand written/typed notes) during the examinations.

Result Publication: After processing of marks with due care, the results are published online through dedicated portal. The students can download their provisional result card online. The hard copies of mark sheet, certificate and migration certificates are sent to the respective LSCs for distribution.

Examination Regulations:

http://www.wbnsou.ac.in/student_zone/examinations/regulations/regulations.shtml#active_examinations