



## KANNUR UNIVERSITY

### EXAMINATION BRANCH

#### INSTRUCTIONS ON CONDUCT OF UNIVERSITY EXAMINATIONS

##### 1. Examination Centres:

Colleges affiliated to the University, University Teaching Departments/Centres, and recognised Schools alone are identified as Examination centres.

##### 2. Officials:

The Chief Superintendent, Additional Chief Superintendent (if necessary), Assistant Chief Superintendent (if necessary), Invigilators, Clerk, Office Attendants, etc are appointed by Controller of Examinations for the conduct of University Examinations. The Chief Superintendent, Additional Chief Superintendent are directly appointed by the Controller of Examinations. As a general rule, the Principals of Affiliated Colleges, Head of University Teaching Departments, Course Director/Assistant Director/Heads of the Institutions/Principal/Head masters of Schools, shall by virtue of their offices, be the Chief Superintendent of the examinations.. The Additional Chief Superintendent shall report the matters directly to the Controller of Examinations. The Chief Superintendents are authorised to engage Assistant Chief Superintendent (if necessary), Invigilators, Clerk, Office Attendants, Sweeper etc for the conduct of examination and their appointment shall be reported to the Controller of Examinations. They will be paid remuneration as per the university order. The Invigilator- student ratio is 1: 30, and if rooms with sufficient space are not available at School centres, the invigilator – student ratio may be fixed as 1:20.

#### **A.BEFORE THE COMMENCEMENT OF THE EXAMINATION**

##### 3. Receiving and Storing Question Papers:

The question papers will be delivered at the examination centre sufficiently early. The Chief Superintendent shall ensure that the seal and cover of the parcel are intact and the particulars given on the cover agree with the statement of question papers. The Chief Superintendent shall further verify the sealed covers with the time table and nominal rolls of the candidates and satisfy himself that the covers contain sufficient number of question papers. *Discrepancy, if any, including non receipt/shortage of Question Paper should be promptly reported to the Controller of Examinations.* Question papers shall be arranged date wise-session wise (FN/AN) and *all question papers of each examination (viz: III BA, IIBA and so on) should be arranged in chronological order and kept under the safe custody of the Chief Superintendent.*

#### 4. Receiving and Storing Answer Books:

The main answer books (16 pages) and additional answer books (4 pages) supplied by the University are to be kept safely keeping a stock register in the following format. The stock and issue of the main and additional answer books shall be recorded separately by the Chief Superintendant.

Date	Booklet Nos.		Total No. Received	Total No. Issued	Balance	Remarks
	From	To				

The answer books supplied shall be used only for issuing to the students for the Examination and the details thereof are to be entered in the answer book account. It shall be the duty of the Chief Superintendent to report the stock position of answer scripts to the Controller of Examinations soon after each session of Examinations. Damaged/cancelled Answer book shall be returned to the Controller of Examinations with details. The answer books supplied for writing answers by students, shall not be used for any other purpose.

#### B.ON THE DAY OF EXAMINATION

The Chief Superintendent, Additional Chief Superintendent (if any) Assistant Chief Superintendent (if any ) and Invigilators shall be present at the Examination Centre *at least thirty minutes before* the commencement of the Examination.

#### 5. Opening Question Paper Covers

Question papers are supplied in sealed packets and each packet contains 10 question papers. Sufficient number of such sealed packets are supplied to the Chief Superintendent in a Main Sealed Cover along with Question Paper Statement.

Main sealed Cover containing question paper packets shall be opened only in the presence of the Chief Superintendent, Additional Superintendent and at least two Invigilators 30 minutes before the commencement of the Examination. They shall sign in the spaces provided on the Main Sealed Cover. The declaration in the prescribed format shall also be furnished and forwarded to the Controller of Examinations. The opened Main Sealed Cover shall be kept by the Chief Superintendent for inspection as and when required by University till the publication of the results of the examination concerned.

Before opening the Main Sealed Cover containing Question Paper Packets, *Chief Superintendent shall ensure that the Day, Date, Session, Program / Course name and code, and year of Admission given on Main Sealed Packet Cover and Question Paper statement are correct.*

After opening Main Sealed Cover, it shall be ensured that *Session, Program / Course name and code, and year of Admission provided on the sealed packets and those furnished on the Main Sealed Cover are one and the same. In case of discrepancy, sealed Packets containing question papers shall not be opened and the matter shall be reported to the Controller of Examinations forthwith.*

**Before issuing the sealed cover containing question papers to the invigilators, the Chief Superintendent shall ensure that the question paper issued is the right one and that sufficient number of sealed packets containing question papers is given.**

The Chief Superintendent shall open the sealed cover containing question papers 30 minutes before the commencement of examination in the presence of Additional Chief Superintendent (if any) Assistant Chief Superintendent (if any ) and Invigilators (two) ,and the sufficient number of question papers shall be handed over to the Invigilators concerned without impairing confidentiality. The packet containing question papers shall be opened by the invigilators at the Examination Hall five minutes before the commencement of examination

### **C. IN THE EXAMINATION HALL**

#### **6. Admitting the Students:**

Candidates shall occupy the seats allotted to them in the Examination hall before the commencement of examinations. Care should be taken to ensure that the person admitted is the candidate himself and the examination taken is the one he has been registered for. Students shall be admitted only with the Hall Ticket. However, in exceptional cases, if the Chief Superintendent is convinced that a student is eligible for admission, he can be provisionally admitted to the Examination on obtaining a declaration to the effect that he shall have no claim for regularization of the examination taken in the event of the provisional registration given is subsequently rejected by the university. Such cases shall be reported to the Controller of Examinations on the same day with an undertaking obtained from the students in the prescribed format and attested copy of the document issued by the University on the basis of which the candidate is identified in lieu of proper Hall Ticket.

- The Invigilators shall identify candidates individually by verifying their Hall Tickets
- The Invigilator shall sign on the Hall Ticket each day against the title of the course/paper.
- No student shall be admitted after 30 minutes of the commencement of the examination.
- Differently abled students shall be accommodated separately as per rules with invigilator-student ratio of 1:5. This includes candidates provided with amanuensis (scribe) and given compensatory time
- Prisoner candidates shall be accommodated separately.
- Candidates suffering from infectious/contagious diseases shall not be admitted to the examination hall.

- The Invigilators shall ask the candidates to hand over all materials that are not permitted in the Examination Hall, to be kept outside the Examination Hall.
- The Invigilator shall draw the attention of students to the proceedings of punishments against those who resort to malpractice and misconduct.
- The invigilator shall ensure that entries (Date of Examination, Reg. Number, Name of Examination, Session and Year of Examination, Question Paper Code, etc.) made by the students in the spaces provided on the facing sheet of the main answer book, are correct.
- The invigilator shall sign in the space specified on the facing sheet of the answer book, and shall not sign on any other space in the answer book.

#### **7. Issuing answer books:**

The Invigilator shall issue answer book to the students 10 minutes before the commencement of the examination, noting the register number in the attendance sheet and obtaining their signature. The Invigilator shall instruct the students to make entries (Date of Examination, Reg. Number, Name of Examination, Session and Year of Examination, Question Paper Code, signature etc.) in the spaces provided on the facing sheet of the main answer book. The invigilator also shall sign in the space provided on the facing sheet.. He shall also instruct the students not to communicate with one another, enquire about the questions, use devices like scientific calculators/cell phones/i-pod etc. He shall further instruct the students to do rough work, if any, on the pages at the end of the answer book itself provided for this purpose and not on any loose sheet or question paper.

If the pages of main answer book become insufficient for the students, additional answer book shall be supplied. **The Reg. No. shall not be written on the additional answer book.** Main answer book shall not be issued as additional answer book. **White twine only shall be used for tying/fastening the main and additional answer books together. In the case of use of single main answer book, tying or fastening with twine shall not be permitted.**

#### **8. Distribution of Question Paper to the Students:**

The Invigilator shall open the question paper packet on hearing the bell **five minutes before** the commencement of the Examination and distribute it to the students ensuring the program / course, language and year of admission (scheme of Examination). It is to be particularly noted that **there can be courses / papers with the same title for different schemes / year of admission and therefore, care should be taken to avert mismatch. The invigilator shall instruct the student to write their name and register number only in the space provided on the question paper supplied to them.**

**The candidates shall be instructed not to place question paper on the Answer book while writing their Reg. no on the question paper so that imprint of register number on the answer book can be avoided.**

#### **9. Absentee statement:**

No candidate shall be admitted **after 30 minutes** of commencement of the exam. On expiry of 30 minutes after the commencement of the examination, the Invigilator shall note the students present/absent and prepare the statement in duplicate in the format supplied by the university. On every examination for which there are students as per the Nominal Roll and the Question Paper Statement, a statement is to be given. If there was no student for an examination a NIL statement with "NIL" in the column of number of answer book is to be given. The original shall be forwarded to the university along with the answer scripts filing the duplicate at the centre. It should be noted that the **absentee statement is prepared question paper code wise and not hall/room wise.** It shall be the responsibility of the Chief Superintendent to consolidate the statements from all the rooms/halls and authenticate it.

Absentee statement shall be prepared with utmost care. A *Programme wise consolidated absentee statement* in the format supplied by the university is also to be prepared and forwarded to the university *at the close of the examination* (ie. after each semester/session).

The Register Number of the candidates against whom malpractice/misconduct reported shall be specifically mentioned in the absentee statement.

#### **10. Disobedience / Malpractice:**

**The candidates shall not misbehave with the officials engaged on exam duty or resort to any unfair means in the premise of the centre of examination or during the course of the examination. The Chief Superintendant shall ensure that relevant instructions to candidates to prevent misconduct/malpractice are exhibited on notice board.**

In the case of suspected malpractice, the Chief Superintendent shall obtain written statement from the candidate and a report from the Invigilator concerned, and forward the same along with SMP report in the **prescribed format** together with the seized Answer book (marked as “Answer Book- I”), the subsequent answer book issued to the candidate (marked as “Answer Book- II”) and the confiscated material in a **separate sealed cover super scribing as “SMP”**. SMP cases shall be reported to the Controller of Examinations on the day itself. If the charge reported is “found copying using mobile phone”, the confiscated mobile phone is to be submitted to the Controller of Examinations, following the existing procedure. In the case of “possession of mobile phone”, the confiscated mobile phone shall be returned to the candidate at the examination hall itself, on obtaining a duly filled declaration from the candidate in the prescribed format. The Chief Superintendent shall read the Regulations pertaining to SMP and Circular on procedure to be followed, as made available on the official website of the University.

#### **11. Duration of the Examination:**

Students shall stop writing at the time prescribed. However, if the examination happens to commence late for no fault of the students, the lost time shall be compensated for without impairing the confidentiality of the examination.

#### **12. Leaving the Examination Hall early:**

No candidate shall be permitted to leave the Examination Hall before 30 minutes after the commencement of examinations. In case any candidate wants to leave the Examination Hall due to any emergency situation before 30 minutes after the commencement of examinations, he shall be required to surrender the question paper given to him before leaving the Hall. Students leaving before more than **30 minutes before the close of the examination shall also surrender the Question Paper** to the Invigilator.

### **D.CLOSURE OF THE EXAMINATION**

At the expiry of the time prescribed the students shall fasten / tie the answer book if the additional answer book is used, with the twine provided, write on the facing sheet the total number of additional answer books used, submit the answer script the invigilator and leave the hall. **The invigilator shall ensure that the candidates strike off the blank spaces/pages remaining in the answer script so as to avoid further entry later.** The Invigilator shall collect the answer scripts examination / programme / year-wise in the ascending order of the register numbers and submit to the Chief Superintendent for verification with reference to the absentee statement and attendance-cum-answer book account.

**The Chief Superintendent should send a detailed statement regarding the stock position of answer scripts to the Controller of Examinations as per the guidelines in this regard.**

### 13. Packing of Answer Scripts:

Answer scripts are to be packed in **one code-one pack** pattern. If a particular code (paper) has more than 200 scripts, it can be made into more packets limiting the number to 200 in each packet, and marking on the packet 1/n, 2/n, 3/n, ... n/n, where 'n' denotes total number of packets in each question paper code.

Answer scripts of the blind/differently abled/ suspected of malpractice etc. are to be packed separately, and superscribed accordingly.

All scripts are to be packed promptly in the presence of the Chief Superintendent, Additional Chief Superintendent and two invigilators to facilitate despatch/collection on the same day of the examination.

Answer book account/attendance sheet, declaration (of Question Paper opening) and absentee statement are to be packed together.

The following information shall be given on the answer script pack/bundle:

- a) Name of the Centre & centre code:
- b) Date of the Examination
- c) Name of Examination, Session and year of examination indicating (e.g. "Sixth semester BA Degree Examination, March /April / May 2016).
- d) Indicate "Regular" or "Supplementary/Improvement"
- e) Code of Question Paper (eg. "K16U 0001, K16P 0001")
- f) Course code and Title (eg. 6B12ENG-Women's Writing")
- g) Packet/Bundle number (eg. "1/2 & 2/2")
- h) Signature and Seal of the Chief Superintendent and Additional Chief Superintendent if any

**Answer scripts of more than one question paper code shall not be packed together**

**The Chief Superintendent shall ensure that answer scripts are packed with proper water proof covers.**

The packet/bundle shall be addressed to the Controller of Examinations. The University Examination Cell will collect it duly acknowledged. A stock-cum-despatch Register shall be maintained in the following format:

Date of Exam	Question Paper Code	Course Code	Title	Number of Scripts			Total No. of Packets	Signature, Name & Designation of the receiving Officer
				Regular	Supplementary / Improvement	Total no of scripts		

## 14. OTHERS

- ✓ **Postponement of Examination:** The scheduled examinations will not be postponed unless specifically notified by the University on its official website and/or mass media.
- ✓ On receipt of instructions either through the media or through the University communications with regard to postponement or rescheduling of examination, the date and day noted on the Main Sealed Question paper cover should be rounded off and the revised date and day be noted invariably then and there on the question paper cover. After making such noting on the question paper cover, the question paper cover be arranged again in chronological order.
- ✓ When the revised / rescheduled date of examination is not given, the original date / day etc, on the Main Sealed Question paper cover should be rounded and a noting by pencil be made on the cover that revised date is yet to be announced. Such question paper may be set apart from the common lot and kept separately under safe custody. When revised dates of examination are announced by the University, revised date / day should be noted on the question paper cover and the question paper covers be included again to the common lot in chronological order according to the revised day/date of examinations.
- ✓ When examinations are postponed after issuing question papers due to leakage of question papers, the question papers of such examinations be set apart and kept separately for returning the same to the University.
- ✓ **No one shall be permitted to loiter on the examination premises. The Chief Superintendant shall ensure that all movements in the Examination Hall come under the surveillance of and recorded under CCTV system installed.**
- ✓ **Stationery:** The Chief Superintendent is authorized to make local purchase of stationery required for the conduct of the examination if the items are not supplied by the university. The expenditure on it shall be met from the advance drawn or be got reimbursed later on production of original bills with necessary certification. The advance drawn shall be settled within one month by submitting statement with bills and vouchers as per rules.
- ✓ **Emergency cases:** In case of any emergency not provided for in these instructions, the Chief Superintendent shall act according to his discretion for the proper conduct of examinations without impairing confidentiality of examination. Such actions shall be reported to the Controller of Examinations forthwith.
- ✓ **Inspection:** The duplicate keys of the shelf / almirah where the answer books/ question papers are stored should be kept in a sealed cover under the personal custody of the Chief Superintendent and it should be opened for inspection by the Controller of Examination or any other Officer authorized by the Controller of Examinations. **Special Inspection Squads are formed to monitor the conduct of Examinations and the Chief Superintendents are, therefore, requested to see that the invigilators co-operate with the squad.**
- ✓ **Report of Invigilation Works:** At the close of the examination, the Chief Superintendent shall give a schedule of work done by each invigilator stating the date and session and hall number of his duty. This statement is required in processing the cases suspected of malpractice reported.

✓ **CHECK SHEET**

<b>Student</b>	<b>Invigilator</b>	<b>Chief Superintendent</b>
Download Hall Ticket	Reach centre as instructed	To give proper instructions to the Asst Chief Superintendent (if any) and the Invigilators.
Get the Hall Ticket attested as per instructions	Witness the opening of question paper cover (any two invigilators)	
Bring Hall Ticket to the Examination hall	Receive question paper packets.	
Reach the hall in time (at least 10 minutes before)	Identify candidates and Distribute answer book to the candidates.	Receive, verify and store answer books and question papers.
Obtain answer books and read instructions. Ensure that answer books are in good condition.	Make entries in the attendance sheet and obtain signature of candidate	Distribute Answer books and question papers as instructed
Write date, name of Examination, session & year of exam; course code & title; register number; and sign on the facing sheet.	Sign the answer book (on the facing sheet of the main answer book) ensuring the correctness of entries by the candidate and their signature on facing sheet.	Consolidate absentee statements code wise.
Obtain question paper & write register number on it and sign. Ensure that right question paper is received.	Distribute question paper in time (on hearing the bell) on verifying the title and year of admission etc	Keep the Controller of Examinations informed of every action at the centre.
Write examination and follow the instructions of the invigilator	Prepare absentee statement (after 30 minutes) and remain in the hall till close.	
On the facing sheet of the main answer book, write total number of additional answer books used. Strike off blank space/page.	Collect answer scripts	Pack and seal answer scripts as instructed.
Fasten answer books if addl answer book is used, with white twine and hand over the answer script to the invigilator	Submit Answer scripts, absentee statement and answer book account-cum-attendance sheet to the Chief Superintendent	Submit program wise consolidated absentee statement at the close of examination
Leave the hall and keep the Hall Ticket for obtaining Grade Card etc.	Hand over answer scripts to Chief Superintendent.	Use discretionary power in emergency without impairing the confidentiality of examinations..



**15. Time schedule for ringing bell shall be as follows:**

- First bell (Long bell) -10 minutes before commencement of examinations.  
Second bell (Short bell) - 5 minutes before commencement of examination.  
Third bell (Short bell) - On commencement of examination.  
Fourth bell (Short bell) - After 30 minutes from the commencement of examination  
Fifth bell (Short bell) - After I hour from the commencement of examination  
\*Sixth bell (Short bell) - 1 ½ hour before the end of examination  
\*Seventh bell (Short bell)- 1 hour before the end of examination  
Eighth bell (Short bell). - 30 minutes before the end of examination  
Ninth Bell (Double bell) - 5 minutes before the end of examination  
Last bell (Long bell) - On closure of the examination

(\* The above time schedule of ringing bell shall be rearranged as per the duration of examination)

On Ninth bell, without interrupting the course of examination, the Invigilator shall, in a gentle voice, announce that only five minutes is left for the end of examination and instruct the students quietly to ensure that necessary entries are made on the facing sheet of the answer books and to strike off blank space/pages once writing is over.

\*Visit the official website of the University [kannuruniversity.ac.in](http://kannuruniversity.ac.in) for up-to-date information.

Contact No. 0497 2715 351(PA to Controller of Examinations)

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CONTROLLER OF EXAMINATIONS

**UNDERTAKING**

I ..... candidate with Register  
Number.....Class.....Centre.....  
Session.....appearing for the .....  
Examination of Kannur University, have understood that I have been provisionally admitted to the  
above examination pending rectification of certain defects in my candidature. I am writing this  
examination at my own risk and that I shall not put forward any claim with the University, resulting  
from my failure to clear the defects pointed out to the satisfaction of the University authorities.

Signature of the Candidate

Name and Address

Signed before me

Signature of the Principal/ Chief Superintendent

Name and Office seal

Date :