

## Examination Procedure

### Introduction.

Examinations are the major determinant of the quality of SPU. The credibility of exams conducted and the promptness in publishing the results are the clear indicators of the efficiency of the Examination section of SPU. The automation of examination system was initiated since the inception of SPU for Transparency, Accuracy and Mass Data handling from the year 2016. Examination Software is complete and customized software solution for all the examination related activities like pre- examination, during examination and post-examination process.

Diploma, PG Diploma, UG and PG program are configured and conducted examination according to the regulations approved by the concerned program council and Academic Council of SPU from time to time. The evaluation of all courses comprises of two major parts, viz

- 1) Internal semester assessment (IA)
- 2) End semester assessment (EA)

The weightage of IA and EA differ for each program and it will be reviewed by the Academic Council from time to time, if necessary. The examination section will conduct End Semester Examinations and issue grade sheets, provisional certificates, Degree certificates, etc with requisite security features.

With the introduction of examination automation, SPU ensure the transparency, reduction of evaluation days, speedy processing, early redressal of examination related grievances and early publication of results. The digital portal of SPU provides the services to constituent institute as well as students, institute wise separate login ID and e-Suvidha application for the students etc.

### Examination Procedure.

For smooth conduction and monitoring the Examination activities, it is classified in three stages of the examination processes with IT integration as follow.

#### Pre-Examination activities.

- The Admission data of the students is forwarded to the Examination section through digital portal of SPU, which generates profile of every student for the purpose of creating ID and conduction of examination.
- Publish Exam Schedule On Uni. Website & is notified to Constituent Institute.



- Faculty Dean Submit the Panel of Paper Setters & Examiners in defined Format and then approval procedure is initiated by examination section.
- Office Orders to be issued to selected Papers Setters through email along with format of Question Paper and link of concerned subject syllabus link.
- Generation of Exam forms & make it available in Institute login for download.
- Circular is issued to each institute regarding to fill up the examination forms & registered for Examination.
- Online Submission of Received Exam Forms through Digital Uni. Login.
- Generation of Exam Hall Tickets & Make it Available to Institute Login.
- Students Download Hall Tickets by using E-Suvidha apps Through Students login.
- Upload the selected question paper in digital SRPD system of SPU.
- Distribution of Examination stationery to the examination centre as per the requirement.
- Generate Jr. Sup. Block Reports Exam Day Wise & make available in Institute login for download.
- Generation & Printing of main Barcode Stickers Exam. Day and Subject Wise.
- Display Seating Arrangement on Institute Notice Board.
- Prepare Block Wise & Exam Day Wise Stationary and appoint Jr. Supervisor and Sr. Supervisor for conduction of examination.

#### **During Examination activities.**

- Observer Reporting at Uni. & Collect the Details from Exam. Section before 45 Min. of Exam & Reach at Exam. Centre.
- SPU Coordinator or Centre In-charge download the question paper through digital portal by using Secret key & access the question paper 30 minute Prior to start of Exam.
- Print the Required copy of Q.P at Exam Control Room in Presence of Observe & Centre In charge.
- Prepare Block Wise Q.P Packets & Hand Over to Sr. Supervisor.
- An allotment of Jr. Supervisor duty as per number of block and Jr. Sup reach the Exam Hall at least 15 min before the Exam Starts.
- Jr. Sup. Verify the Seating of Student & Distribute the Answer Books to the Students.
- Sr.Sup. Handover Q.P blocks Wise to Jr.Sup. Before 5min Start of Exam.
- Jr. Supervisor should verify all detail on Answer Book & then paste main Barcode Sticker on Answer Book and take the signature of student on block report.
- In case, Student is Found to be Unfair Means then report the case as per UFM Guidelines.



- After completion of examination, Jr. Supervisor report to control room of examination for the submission of answer books.
- Observer collects Seal Packets of Answer Book and other reports. Handover to Uni. Exam Section.

#### **Post-Examination activities.**

- Central Assessment Coordinator reshuffled the Answer Books & Prepare a Packet of 30 Answer Book and File other Reports.
- Appoint the examiner for assessment as per the panel received from the faculty dean.
- Central Assessment Coordinator Handover Answer books & Examiner Barcode stickers to Examiner for Assessment.
- Prepare mark sheet as per the dummy number of each answer book and submit it.
- Data Entry Operator Enters the Marks Obtained from Assessed Answer Books using barcode reader in Digital Uni.
- Verification entered marks Based on Report Generated from digital portal of SPU.
- Concerned institute entered the internal assessment and external assessment mark of practical, viva, project etc. in the digital portal through institute logion ID.
- Reported UFM cases shall be referred to UFM committee and their decision as per norms shall be executed.
- Result Processing through ERP System and Generation of Result Sheets.
- Call Meeting of Result Review Committee for Review the Result,
- Declaration of Result on Uni. Website along with Deadline for Rechecking/Reassessment.
- Online Provisional Result Sheets Available on Uni. Website and Student can assess their results.
- Grievance redressal mechanism – Any student may apply for verification/Revaluation within 05 days of the declaration of the result.
- Process initiated for answer book viewing /Rechecking / Reassessment as per the received applications and declaration of results.
- Throughout the entire process, a complete transparency is followed to ensure a fair revaluation and the process is time bound.
- Generation of Mark Sheets & process for printing it.
- Verification of Received Remuneration Bills to be paid to paper Setters & examiners.
- Close the examination event.





# Examination Procedure

Pre-Examination

During Examination

Post-Examination

Exam Section initiates activities as per the Academic Calendar

## Pre-Examination Activities

Exam schedule published on university website and notified to institutes

Faculty Dean submits panel of paper setters and examiners in the defined format

Approval  
Procedure of Submitted Panels

Office Orders to be Issued to papers Setters through email Including format of Question Paper (Q.P)

Encrypted Questions Papers received from Paper Setters through Q.P Upload Portal

Final Selection of Subject Wise Question Paper

Selected Q.P decrypted from portal & verified & converted into PDF from

Generation of Exam forms & make it available in Institute login for download

Students filled up Exam forms & registered for Examination

Online Submission of Received Exam Forms through Digital Uni. Login

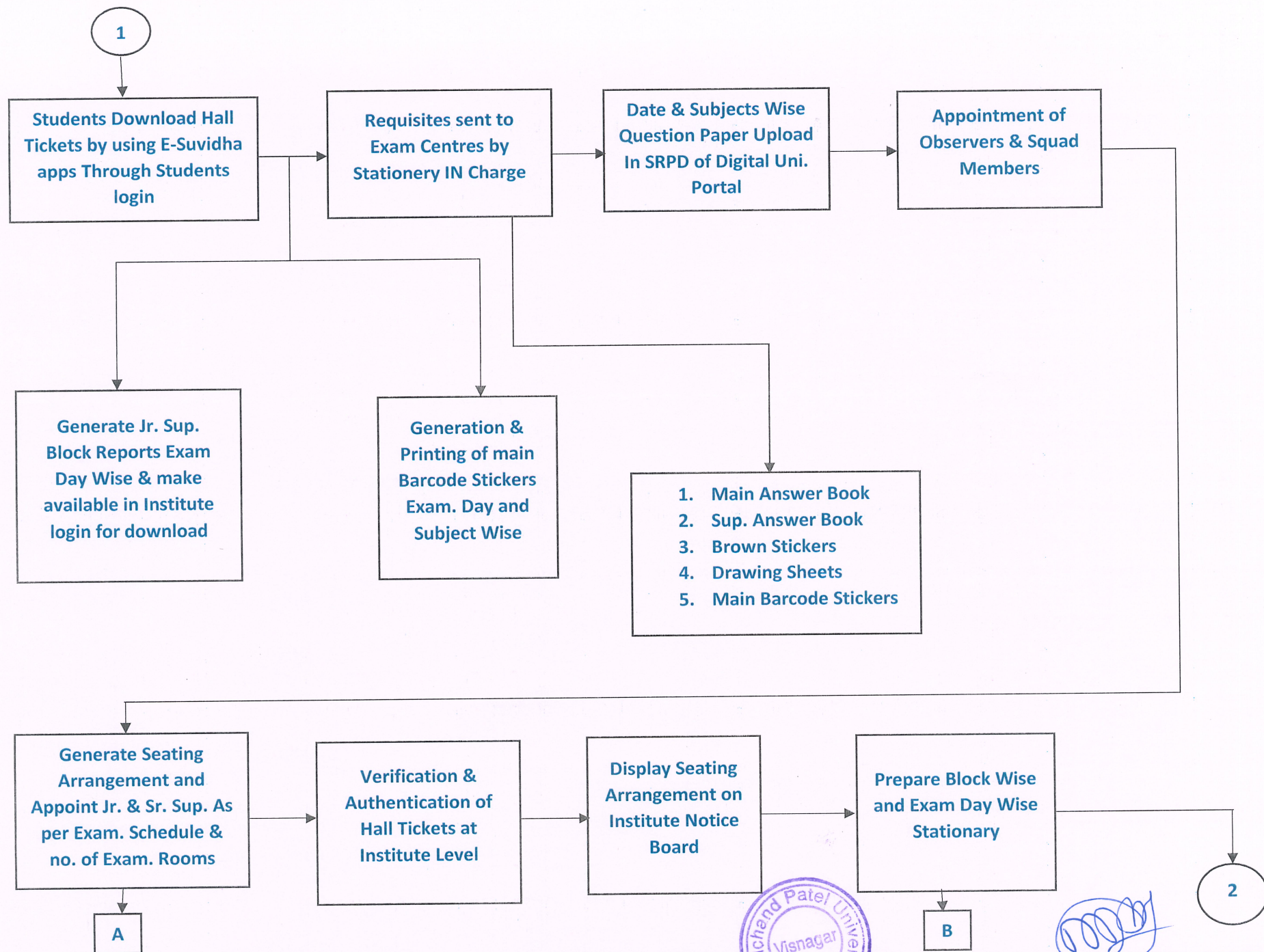
Generation of Exam Hall Tickets & Make it Available to Institute Login

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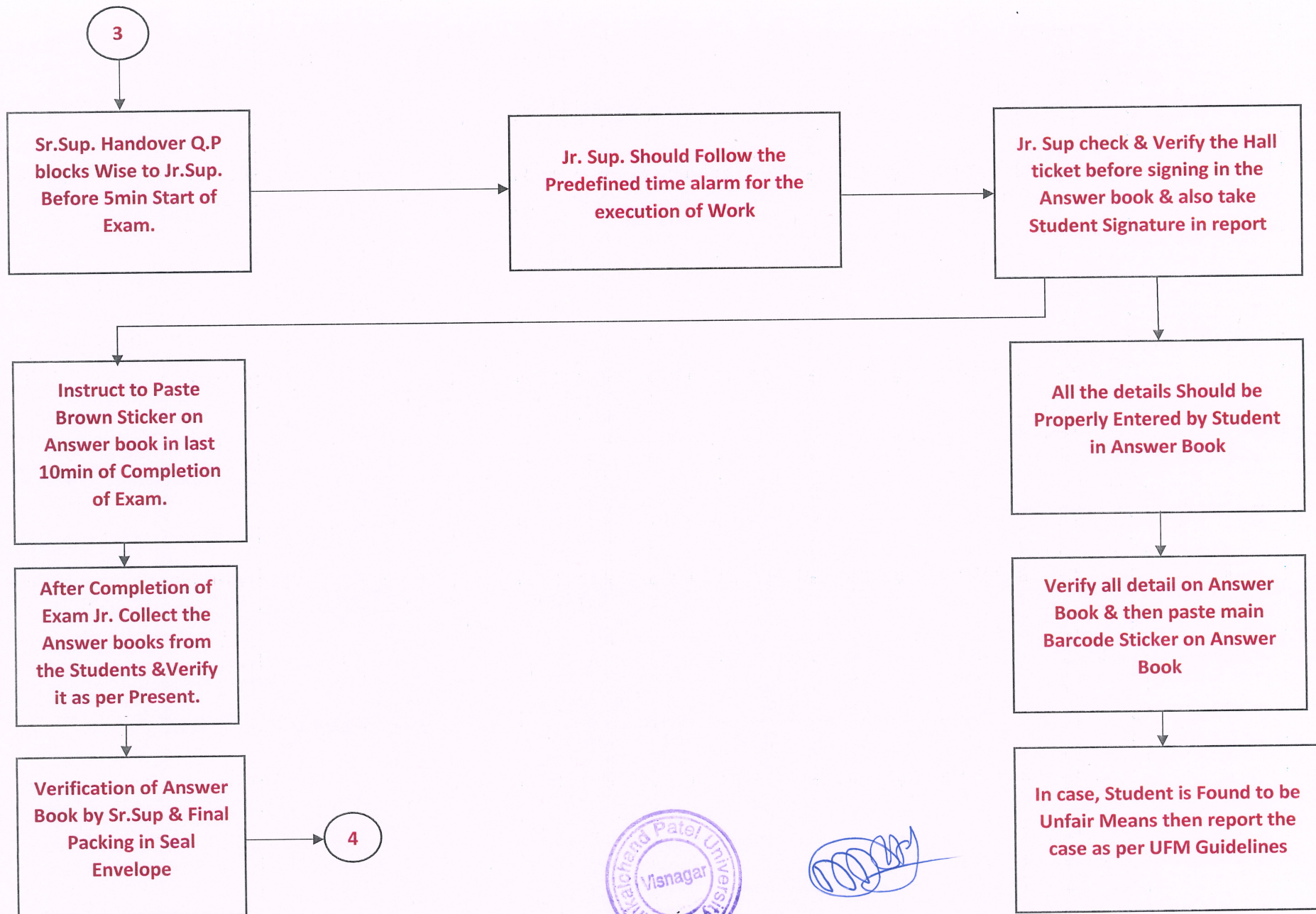














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Stationary Sup. Received unused Answer Book & Stationary from Jr.Sup. Also Maintained Stationary Register.

Observer collects Seal Packets of Answer Book and other reports. Handover to Uni. Exam Section

Reshuffled the Answer Books & Prepare a Packet of 30 Answer Book and File other Reports

Arrangement of Packet as per Subject Code in rack of Strong Room

Central Assessment Coordinator initiate the activities.

Start Assessment Centre Of Uni & invite the Examiner for Answer Book Assessment

Examination Report at Assessment Centre & Record his/her Sign. In Register

Central Assessment Coordinator Handover Answer books & Examiner Barcode stickers to Examiner for Assessment

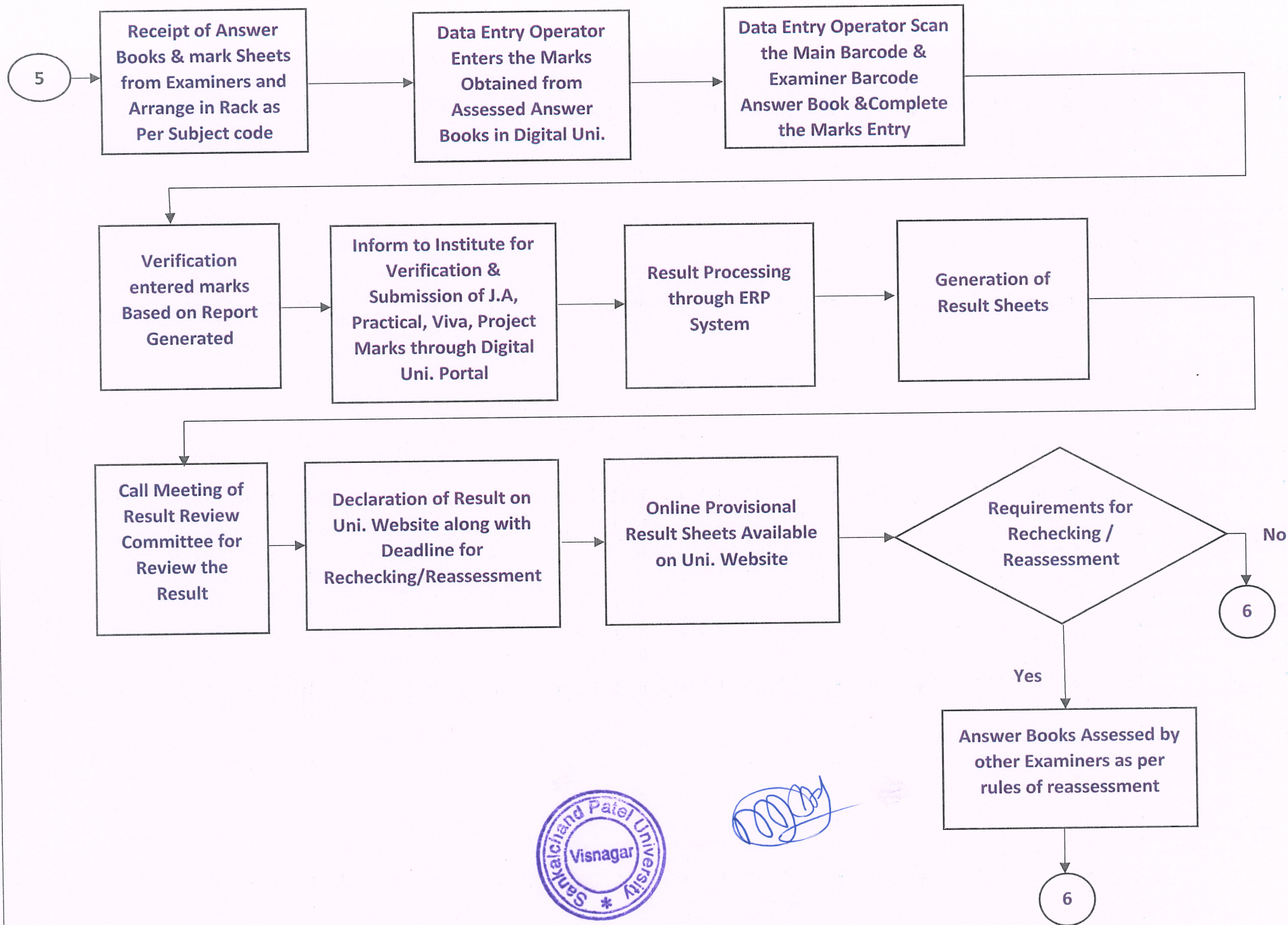
Centre Assessment coordinator maintained Assessment Register

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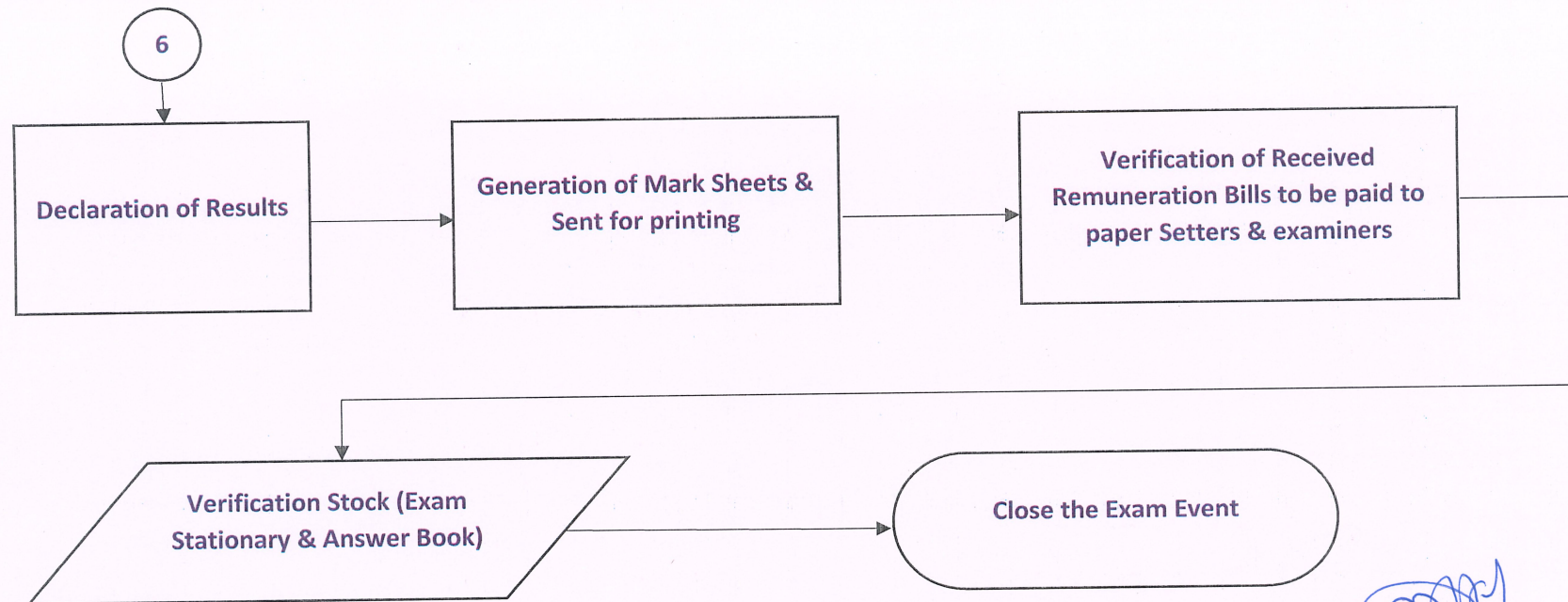
### Post-Examination Activities











Controller of Examinations  
Sankalchand Patel University  
Visnagar (Gujarat)

