

## **Guidelines for Online End Term (Take Home) Examination for Odd Semester 2021-22 (Under-Graduation) (Regular and Backlog)**

The following guidelines are applicable to **End Term Examinations** for all Under Graduation (U.G) programmes under Sikkim University. In case of programmes that come under the purview of National Regulatory Authorities, namely Bar Council of India, AICTE, Pharmacy Council of India, Indian Nursing Council etc., separate guidelines shall be issued in accordance to guidelines issued by the respective regulatory authority, as applicable.

### **(I) THEORY PAPERS**

#### **1. Mode of Examination**

The examinations shall be held in a “**Take Home Examination**” mode which is one of the recognized methods for conducting the examination. The process comprises posting questions online and allowing students to answer them without help from others within a specified time. Take-home exams allow testing student’s ability to find relevant information quickly, understand and analyze the concepts, apply knowledge, and think critically.

#### **2. Examination Schedule**

The Office of CoE shall draw a detailed schedule of examination for all UG courses which shall be notified in advance. However, Colleges may plan end term practical examinations on their own which can be completed within the specified period indicated in the examination schedule.

#### **3. Question papers**

The University shall host question papers in the University website **15 minutes** before the commencement of exams. All candidates should download the relevant question paper from the University website/portal. In case a candidate is unable to download her/his question paper from the central portal she/he may get in touch with the concerned Centre Supervisor for access to the question paper. List of Centre Supervisor/Invigilators along with contact details shall be provided on the University website and notified to all concerned.

#### **4. Key examination personnel and their role**

For the smooth conduct of examination, stake-holders and their roles have been defined as follows-

##### **(a) Centre-In-Charge**

- (i) Principal/In-Charge shall be the Centre-In Charge of the examination.
- (ii) The Centre-In-Charge shall appoint Centre-Supervisor(s) and invigilators (number as per convenience/need) to execute all activities related to online examination. She/he needs to appoint **paper-wise invigilators** (number as per need) to execute all the activities related to the online examination of a particular paper, preferably a teacher who is involved in the teaching of that paper.
- (iii) All Heads/In-charge of the Departments of Colleges/Institutions shall collect email id and mobile number of students appearing for the examination, and also share their mobile/email id (Heads’/In-charges’) to all students.
- (iv) Email id and mobile number of students shall be shared with the invigilators.

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- (v) Shall issue specific instruction, provided at the end of this guideline, to all the candidates at least a week before the commencement of the examination.
- (vi) The University shall send all question papers (password protected) for a given session to the official email of the Centre-In-Charge **30 minutes** before the start of examination for the needful forwarding to only those candidates who are not able to download the relevant question paper from the University website.
- (vii) Shall appoint the evaluators for every paper.
- (viii) Shall submit end term marks to the University for results processing and declaration.
- (ix) Shall ensure proper archival of all answer scripts (e-copies) and marks awarded for a minimum duration of **1 year**, as mandated by University regulation and also to ensure smooth re-evaluation.
- (x) The Controller of Examinations shall appoint re-evaluators for all applications for reevaluation. The Principal/Head/In-Charge shall submit the reevaluation applications to the O/o the CoE within the period as specified.
- (x) The Centre-In-Charge shall make all necessary arrangements to ensure the smooth conduct of online examinations, evaluation, and submission of marks.

**(b) Centre Supervisor**

- (i) The Centre Supervisor on commencement of examination shall send the question paper to only those candidates who are unable to download the question paper from the University website, directly to their email address or mobile number.
- (ii) Monitor all answer-script submissions made by candidates over email through invigilators.
- (iii) After the end of examination ensure segregation of all answer scripts in separate folders for evaluation.
- (iv) Provide the answer-scripts to the respective faculty for evaluation.
- (v) Ensure entry of all evaluated marks in the University online portal and submission of final '*frozen marks*' to the University.
- (vi) Ensure archival of all answer scripts (e-copies) according to exam session and subject for a minimum period of 1 year for retrieval during re-evaluation.
- (vii) Assist candidates in all matters regarding the online examinations.
- (viii) Shall act as the link between her/his designated centre and the Office of CoE.

**(c) Invigilators**

- (i) The Invigilators shall monitor the time-bound submission of answer-scripts by candidates over email.

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- (ii) After the end of the examination, ensure the segregation of all answer-scripts paper-wise in a separate folder for evaluation.
- (iii) Provide the answer-scripts to the respective faculty for evaluation.
- (iv) Ensure entry of all evaluated marks in the University online portal and submission of final 'frozen marks' to the University through HoD/In-charge.
- (v) Assist candidates in all matters regarding the online examinations.
- (vi) Shall act as the link between her/his designated paper and the college.

### 5. Instruction for students (To be issued by Centre In-charge to candidates)

- (i) The online examination shall require only limited access to the internet and computer/mobile phone for downloading the questions before the commencement of examination and for uploading the answer scripts after completion of the examination.
- (ii) The duration of the examination will be **as indicated on the question paper** (writing part) plus **one hour** for downloading question paper and uploading answer scripts. The examination shall be held in two sessions as follows –

Session	* Time
Morning Session	10:30 am
Afternoon Session	2:00 pm

\* Time may vary for certain subjects/programmes as per specific pattern of marks allotment and/or regulatory guidelines, as applicable.

- (iii) Question paper for each session shall be made available for download by the candidates on the University website (**cus.ac.in**) **15 minutes** before the start of the examination. If for any reason candidate is not able to download the question paper from the website, she/he may contact the Centre Supervisor of her/his exam centre for the question paper. The contact list of Centre Supervisors shall be provided on the University website.
- (iv) Questions must be answered with the candidate's own handwriting in **black/blue pen only on white A4 sheets (ruled/plain)**. All sheets must be **numbered**. The first page of the answer script must contain the following information –
  - **Name of the Candidate:**
  - **Roll Number:**
  - **Institution/College:**
  - **Programme Name:**
  - **Semester:**
  - **Paper Name:**
  - **QP Code:**
  - **Full Signature of Candidate:**
  - **Date of Examination –**
- (v) Candidate must write on **both sides** of the sheet.
- (vi) Candidate must **sign on every page** of the answer-script and in the last page of the answer-script candidate must sign an **undertaking** of non indulgence in any kind of unfair means as follows –

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1. “I, \_\_\_\_\_, bearing roll no \_\_\_\_\_, of (Institution) \_\_\_\_\_ hereby acknowledge that I have not indulged in any unfair practices while writing this examination and the answers I have submitted herewith are my original work.
2. I also acknowledge that I have duly submitted my **e-exam application form**, paid all the necessary **fees**, obtained valid **e-admit card**, appeared in **all sessional tests**, **attended** the required number of lectures, and followed all other guidelines for take home examination and Regulations for Conduct of Examinations.
3. In case it is found that I have failed to fulfil any of the above obligations, I understand that my candidature and answer script shall be deemed invalid and necessary action shall be initiated against me as per regulations.”

Signature of Candidate:

Name:

Date:

**After completion of the examination, the candidate must ensure the following for submission of the answer scripts:**

- (i) Scan or take pictures (by mobile/scanner) of all pages of the answer script strictly in accordance to order of page number and in a **single e-copy**.
- (ii) The file for submission must be named in the following format *Roll No-QP Code-Date of examination*, e.g. if candidates roll no is 19EZ0001, QP code is 12345 and date of exam is 30<sup>th</sup> March 2022, then the scanned answer sheet file for submission must be named as **19EZ0001 -12345 - 30-03-2022.pdf**
- (iii) The scanned file must be emailed by the candidate to the official email id of the Centre Supervisor of the Institution/Department **using her/his personal email id only**. The subject of the email must be the **file name** and the email body must have the details of the candidate and exam appeared as enlisted in point 5(iv) above.
- (iv) Candidate must ensure that all her/his entries in the scanned file and name of the scanned file are in order before submission. No submissions will be allowed after the end of the stipulated time.
- (v) For any assistance candidates may contact the concerned Centre Supervisor.

### 6. Grievance Redressal and Helpline

Each College/Institution shall establish a **Grievance Redressal Committee (GRC)** with Principal as Chairperson to address any issue arising during and after the “Take Home Examination” and troubleshoot problems. The decision of the Committee shall be final. Further, mobile numbers of at least **three (3)** faculty members must be provided to all the candidates one day before the examination to act as helpline until the completion of the examination process.

### 7. Special Examination

There shall be a separate **special examination (mode to be decided later)** post declaration of results for those students who fail to appear (absent) in “Take Home Examination” for **genuine** reasons (to be supported with documentary evidence). Such students shall report to the **GRC** for

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special examination. The special examination shall be treated as normal attempt (not as backlog paper).

However, **only** those students who fulfill **ALL** the following criteria shall be considered for special examination. Non fulfillment of any of the criteria shall **automatically** render the candidate as **not eligible** for special examination. Therefore, the GRC shall not consider, for special examination, any student who fails to fulfill **all** the below criteria -

1. Appeared in **all** internal examinations (regular/backlog).
2. Submitted Examination Form and paid relevant fees to apply for the **regular** Take Home Examinations, within the deadline, however, failed to appear in the said examinations.
3. Has valid **Admit Card**.
4. Submitted sufficient and genuine documentary evidence for the reason of failing to appear in the regular examination, duly vetted by the GRC.
5. Reported to the GRC within the deadline as set by the Competent Authority.

**(II) PRACTICAL PAPERS**

- End term practical examination may be conducted using assignment mode or any other innovative method including e-viva, e-quiz, etc.
- The questions should be framed on the laboratory experiments prescribed in the course curriculum and should focus on testing the ability of a student on the practical aspects and knowledge accrued.
- The examination may be conducted by faculty members of the concerned Department only.
- Marks shall be submitted to the Office of the CoE along with end term theory examination.