

Guidelines for Online End Term (Take Home) Examination for ODD Semester 2021-22 (Post-Graduation) (Regular and Backlog)

The following guidelines are applicable to **End Term Examinations** for all Post Graduation (P.G) courses under Sikkim University. In case of programmes that come under the purview of National Regulatory Authorities, namely Bar Council of India, NCTE, Pharmacy Council of India 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 in online mode. The process comprises posting questions online and allowing students to answer them without help from others within a specified period. 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

Each PG department shall draw its examination schedule, during the period notified by the office of the Controller of Examinations (CoE). Both theory and practical examinations shall be completed within this period.

3. Question papers

All PG departments shall use moderated question papers, with a copy submitted to the office of the CoE, for conducting the examination. The pattern of the question paper shall remain the same as that of previous semesters.

4. Key examination personnel and their role

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

(a) Head/In Charge of Department

- (i) The Head/In-Charge shall make all necessary arrangements to ensure the smooth conduct of online examinations, evaluation, and submission of marks.
- (ii) Shall appoint **paper-wise invigilators** (number as per need) to execute all the activities related to online examination. There shall be, at a minimum, one invigilator for each paper, preferably a teacher who is involved in teaching that particular course.
- (iii) All Heads/In-charges of the Departments shall collect email id and mobile number of all students, and also share their mobile/email id (Heads’/In-charges’) to all students of the concerned Department.
- (iv) E-mail id and mobile number of students shall be shared with the respective invigilators.
- (v) Shall provide the name of the invigilators and contact details (against each subject) to all the candidates for contact, in case of emergency.

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- (vi) Shall issue specific instructions, provided at the end of this guideline, to all the candidates at least a week before the commencement of the examination.
- (vii) Shall forward/communicate the question paper **10 minutes** before the start of examination to all candidates via email/WhatsApp.
- (viii) Shall appoint the evaluators for every paper.
- (ix) Shall submit end term marks to the Office of the CoE for results processing and declaration within stipulated time.
- (x) Shall ensure proper archival of all answer scripts (e-copies) and marks awarded for a minimum duration of **1 year**, as per University regulation and also to ensure smooth re-evaluation, if required.
- (xi) 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 requested.

(b) Invigilators

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

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

- (i) The online examination requires 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 online examination will be **as indicated on the question paper** (for writing part) plus **additional 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 to 1:30 pm
Afternoon Session	2:00 pm to 5:00 pm

- (iii) Question paper for each session shall be made available by the Department **10 minutes** before the start of examination via email/WhatsApp.

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(iv) Questions must be answered with the candidate's **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/Department:**
- **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, the candidate must sign an undertaking of non-indulgence in any kind of unfair means as follows –

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 answer script shall be deemed invalid and necessary action shall be initiated against me as per University 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 30th 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 Department, provided by the HoD/In-charge, **using her/his email id only**. The subject of the email must

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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 shall be allowed after the end of the stipulated time.
- (v) For any queries or support, candidates may contact the concerned Invigilator.

6. Grievance Redressal and Helpline

Each PG Department shall establish a **Grievance Redressal Committee (GRC)** with HoD/In-charge 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 **two (2)** faculty members must be provided to all the candidates, two days 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 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 by each Department 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 marks.