

All the Chairpersons / Incharges of Teaching Departments, GCWUF.

RULES TO CONDUCT OF EXAMINATIONS

All the teaching departments must following the Rules / SOP's for conduction of examinations.

1. All departments must display date sheet on departments notice board.
2. Students strictly follow the exams timing.
3. Seating plan display outside every exam room.
4. Strictly followed the Covid-19 Sop's.
5. No Mask No Entry.
6. Ensure social distancing of 6 feet at entry, waiting area, exam room, pick and drop area.
7. Avoid crowding and violation of social distancing.
8. No Sharing of personal items (Use of gloves are preferred).
9. Examination Hall will be checked, cleaned and properly locked. It will be opened fifteen minutes, before the start of paper and the charge handed over to the senior faculty member / course teacher.
10. Examination room / interview room and laboratories should be well lit and ventilated.
11. Course Teacher will be responsible for the conduct of the examination as per examination schedule issued by the relevant department.
12. The course teacher and invigilator will reach the examination hall at least 15 minutes prior to the time of exam.
13. The faculty members conducting the exams should be present in the examination hall for the entire period.
14. The course in charge will intimate the seating plan to the other invigilator, who will ensure that the students are seated according to the laid down plan.

15. Answer sheet, one each per student will be provided and receipts of acceptance will be obtained. Continuation sheets will be provided as per requirement.
16. Attendance Sheets will be provided along with the answer Sheets.
17. It will be ensured that the answer and spare sheets are initialed with dates by the course Incharge / invigilator detailed.
18. After half the time is over the examinees will be allowed to leave the hall, the course Incharge will ensure that one invigilator is deputed at the exit, who will receive the solved papers and make an entry in a separate sheet. This will obviate any chance of a student not depositing his/her answer sheet before leaving the examination hall.
19. An announcement will be made before the start of the Examinations that students will not be allowed to go to the washrooms during the Examination and no excuse will be accepted. However in case of emergency it will be ensured that the washrooms will be scanned /cleared of any written/prescribed material.
20. Course Teachers / Invigilators should not only ensure that there is no talking by the students, they should also ensure that there is no disturbance to the students by the Teachers / Invigilators / other staff.
21. Too many students asked questions during the examinations. This may be due either the Questions not being clear, OR the students want to get hints for solving the paper. This must be clarified at the start of the paper and no questions entertained subsequently.
22. It has been observed that some course in charges read out the paper word by word before the start, resulting in wastage of 10 to 15 minutes. This practice should be avoided.

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23. The question paper should be so formulated according to the time duration.
24. Course Teachers / Invigilators detailed as per examination schedule must ensure their presence at the correct time and place to avoid delays / disturbances in the conduct.
25. No student will be allowed to leave the examination before half time.
26. Course in charge should ensure that students are seated five minutes before the start time.
27. No Hand shake and hugging should be allowed.
28. The entry and exit of students towards gate must be supervised by relevant department.
29. Mobile phones, bags, digital or electronic devices are not allowed in examinations rooms.
30. All departments depute representatives to collect mobile phones etc in a zipper folder with write student name with detail and keep in safe custody and return back to the relevant student after exams.
31. All departments must collect examinations material from Controller of Examinations department with in stipulated time period as mentioned in examinations calendar.
32. All departments / teachers upload the subject marks of students in examinations portal developed by IT services within due date.
33. Teachers avoid overwrite, cutting or erasing on answer sheet during paper marking.
34. Teachers check the answer sheet carefully all questions should be marked and allocate each question marks separately then grand total of marks must be written on front page of answer sheet clearly and duly signed.
35. Invigilators / Teachers deliver the instructions during exams to the students that after attempting paper left blank pages of answer sheet must be crossed.
36. All Head of teaching departments depute paper setters and evaluators internally in order to maintain secrecy.
37. All Head of teaching departments instruct to the relevant subject teachers to review the answer sheet to the students after paper marking.

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UNFAIR MEANS

Plagiarism, cheating and using other unfair means constitute unprofessional conduct. Unfair means include discussion and exchange of all such class notes and written material between the students which may subvert the learning process. Exchanging or passing information to other students over the network during lab examination is considered cheating.

Any form of unfair means will be immediately reported by the teacher to the Disciplinary Committee. Severity of Penalty imposed on the student can range from a zero in the assignment/quiz/exam, a failing grade or one grade lower than what is actually obtained in the course, any additional assignment / work before completion of degree or separation from the program.

Note: Solid evidence / supporting cheating material are required for Unfair Means Case.

PAPER RE-CHECKING

In case a student is not satisfied with her award even after checking answer book, or clarification from the teacher, she may make written complaint to Chairperson /Incharge /Director /Principal /Dean /Coordinator **within 15 days** after the result notification date who will refer her case to the Examination Committee of the Department/ Institute/ College/University. The teacher shall handover the papers of a course to the Departmental Controller of Examinations /Chairperson /Coordinator who shall keep them in her custody till the notification of the final result of the program.


CONTROLLER OF EXAMINATIONS
GC Women University Faisalabad.

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