1. Policy Title - Final Examination Policy

2. Policy Number - DU-AC-001-V2

3. Effective Date - 1\textsuperscript{st} December 2012

4. Next Review Due - June 2014

5. Purpose and Need

In DU, 40% - 60% of total course grade is derived from final examinations. In view of this, smooth and secure conduct of examination is of vital importance. The aim of this policy is to ensure that the exams are conducted in a secure environment and in compliance with DU’s rules and regulations about academic honesty, integrity and fairness.

Academic security is ensured through a variety of measures such as: preparing two versions of question papers, photocopying of question papers in secure environment, safe-custody of question papers, vigilant proctoring to prevent cheating and provision of penalties for cheating.

6. Scope of Application

The policy applies to the final exams conducted in all three specialisation Colleges (CAAS, CCBA and CE) and Foundation Program (FP) Unit.

7. Policy Statement

Conduct the examinations in a secure environment in accordance with set procedures and guidelines and ensure academic honesty and integrity in the conduct of examination. Continuously monitor and review the existing examination procedure and guidelines so as to make them more effective.

8. Procedure

8.1. Procedure for Final Examination

1. Establish a central examination committee at University level. This committee will monitor and coordinate the examination activities in DU.
2. Establish an examination committee at College (FP unit) level. This committee will be responsible for smooth conduct of examination in their respective Colleges (FP unit)

3. The college (FP unit) level committee will be appointed by the College Dean (FP Director). The committee will consist of at least two members. One of the members will be nominated as chairperson and will be designated as “Controller of Examination”. He/she will represent the College (FP unit) in central examination committee

4. The central examination committee will consist of
   - Controller of Examinations – CAAS
   - Controller of Examinations – CCBA
   - Controller of Examinations – CE
   - Controller of Examinations – FP
   - Director OAR

   One of these members will be selected as chairperson.

5. Establish an external observers’ committee consisting of QA coordinators from each College (FP Unit). This committee will observe the conduct of examination and give its report to the Director QA unit. These observations will be used for further improving the conduct of examination.

6. OAR will be announcing the schedule of examinations based on the student registration for that semester. While preparing the schedule of examinations, care should be taken to see that a student does not have more than one theory examination on the same day.

7. The course tutor will prepare two versions of the question paper for the final examination. He/She will also get the question paper moderated as per the procedure laid down in moderation policy.

8. The course tutor will be responsible for photocopying the required number of question papers. He/She will also ensure that these photocopied question papers are ready at least 2 days before the commencement of final exam and kept in safe custody in Dean or Asst Dean’s office as specified by examination committee, in sealed envelopes.

9. The college level examination committee will assign the duties of proctors and head proctors. As far as possible these duties should be equitably distributed
10. The proctors must verify the identity of the students taking the exam. For this purpose only DU ID will be considered as sufficient evidence.

8.2. Procedure for Make-up examination

1. A student, who is absent in final exam, is given one week time, from the date of examination, to submit the excuse for his/her absence.
2. The excuse letter should be submitted in the prescribed form to the respective advisor.
3. The excuse letter should be approved by the Departmental Chair.
4. No student will be allowed to take the make-up exam without completing these formalities.
5. If the student does not produce a valid excuse or does not report for the make-up exam also, he/she will be given zero marks for the said exam.
6. Normally the make-up exam will be conducted within four weeks of the beginning of next semester.
7. The date of make-up exam will be announced by the examination committee of the college (FP Unit).
8. The make-up exam will be conducted on the same day and time for all the absentees.
9. If a student is absent in more than one course, he/she is given one exam everyday starting from the first day of the re-exam.

9. Guidelines

1. The college (FP unit) level examination committee will oversee the examination proceedings and maintaining the attendance of proctors head proctors.
2. There should be 1 proctor for every 20 students in the examination hall, with a minimum of two proctors in any examination hall, wherever possible.
3. All proctors should be in the examination hall at least 15 minutes before the commencement of examination. They should collect envelopes containing question papers from the controller of examination (head proctor) before the commencement of examination and return these to him/her after the examination is over.
4. Answer scripts should be counted and these should tally with the number of students who have signed for having taken the exam. These answer
scripts should be sorted and put in appropriate envelopes with number of scripts enclosed and number of absentees clearly indicated on it.

5. Proctors should ensure that the examination commences and ends at the times specified in the examination schedule and last for the duration indicated in that.

6. Students should not be allowed to enter the exam hall after 30 minutes of commencement of examination. No extra time is to be allowed for late comers.

7. Proctors should be vigilant towards the conduct of the examination. The examination should be conducted in a professional manner and a high standard has to be maintained at all times.

8. Students are allowed to write the examination with either blue or black pen only. The use of pencil for writing the examination is not permitted.

9. Students are not permitted to use programmable calculators or mobile phones instead of calculators.

10. Proctors should ensure that the mobile phones of the students are switched off and not in vibrator mode.

11. Students should not be allowed to leave the examination hall within the first 30 minutes of the examination.

12. The proctors should not engage themselves in any argument with student that leads to upsetting tranquility in the exam hall.

13. The proctors should try to create a relaxed atmosphere inside the exam hall.

14. Proctors should make the students aware of the exam rules and regulations before commencement of the examination; and also make sure that the students read these rules given on the back side of front page and sign it.

15. If the student is found using unfair means during the examination, he should be warned about this; and extraneous material, if any, found with the student should be confiscated by the proctor.

However, the student should be permitted to continue the examination. The detailed report should be submitted to the controller of examinations in the prescribed form on the same day.

16. Any student found talking with other student should be warned about it. If he/she repeats the same thing second time, his should be shifted to another
10. Custodian
QA Unit.

11. Responsibility for implementation
College Deans and FP Director

12. Contact Person for answering queries
QA Unit.

13. Key Stakeholders consulted
DVC, College Deans, FP Director, Director OAR

14. Approval details

14.1. Approval by University Council
   UC Meeting number:
   Meeting date: 25/11/2012

14.1. Approval by Board of Trustees (If required)
   Not Required