GUIDELINE
FOR CONDUCT OF EXAMINATION
AND MINIMUM STANDARD OF EXAMINATION CENTRE

Dronacharya Centre for Online and Distance Education (D-CODE)

Chhatrapati Shahu Ji Maharaj University, Kanpur

Guidelines for Conduct of Examination and Minimum standard of Examination Centre

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Chhatrapati Shahu Ji Maharaj University,
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General

D-CODE has a two-tier system of evaluation:

    i)   Continuous evaluation through tutor-marked and computer marked assignments; and

    ii)   End semester examination

Provided that no end semester examination or term end examination shall be held in a subject unless:

    (i)   at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted;

    (ii)   For Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each of the programmes; and detailed attendance records have been maintained by Learner Support Centre;

    (iii)   For Online mode: the learner has minimum participation of 75 per cent. in all the activities of Online programme prior to end semester examination or term end examination.

Proportionate weightage is given to both the assessment components for evaluation purposes as follows:

    (i) Continuous or formative assessment (in semester): 25 per cent.

    (ii) Summative assessment (end semester examination):75 per cent.

Conduct of End Semester Examination

1. All processes of assessment of learners in different components of Examination shall be directly handled by the **Controller of Examination, CSJM University, Kanpur**.

2. For ensuring transparency and credibility, the full time faculty of the Open and Distance Learning and/or Online mode Higher Educational Institutions or qualified faculty from Uttar Pradesh State University recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc.

A. For Open and Distance Learning programmes:

1. All Examinations for Open and Distance Learning mode programmes shall be conducted within the **CSJM University, Kanpur** approved Study Centres or Learner Support Centres located under the direct control and responsibility of the **CSJM University, Kanpur**

2. Also, all Government Institutions like
   a. Kendriya Vidyalaya(s),
   b. Navodaya Vidyalaya(s),
   c. Sainik School(s),
   d. State Government Schools, etc.

   can also be identified as examination centre(s) under direct overall supervision of a **CSJM University, Kanpur** including approved affiliated colleges under the **Uttar Pradesh State University system**.

3. In case the types of Institutions mentioned at 1 and 2 above are not sufficient to meet the requirement in a city/town **CSJM University, Kanpur** may locate the Examination Centre(s) at
   a. Krishi Vigyan Kendras,
   b. State Training Institutes/Industrial Training Institutes,
   c. Government Organisations/Departments,Accredited Laboratory

   with the prior approval of its statutory bodies.

4. **Minimum Standards for Examination Centres:**

   a. **Infrastructure:** Ensure examination centres have adequate infrastructure including seating arrangements, lighting, ventilation, and restroom facilities.

   b. **Accessibility:** Examination centres should be easily accessible by public transportation and should have provisions for candidates with disabilities.

   c. **Security:** Install security measures such as CCTV cameras, metal detectors, and security personnel to prevent unauthorized entry and maintain a secure environment.

   d. **Technology:** Provide necessary technological infrastructure for conducting computer-based exams, including computers, internet connectivity, and backup power supply.

   e. **Capacity:** Examination centres should have sufficient capacity to accommodate the expected number of candidates without overcrowding.

   f. **Sanitation:** Maintain cleanliness and hygiene standards in examination centres, including regular cleaning and sanitation procedures.

   g. **Emergency Preparedness:** Have contingency plans in place for emergencies such as power outages, natural disasters, or medical emergencies.

   h. **Compliance:** Ensure examination centres comply with all relevant UGC guidelines for ODL examinations, including those related to infrastructure, security, and technology.

The Examination Centre shall be established with due approval of the statutory authority of the **CSJM University, Kanpur** subject to the following:-

   (i) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure and biometric system and in case of non- availability of the Closed-Circuit Television facilities, **CSJM University, Kanpur** shall ensure that proper videography be conducted and video recordings are submitted by particular in charge of examination centre to the concerned Higher Educational Institution.

   (ii) **CSJM University, Kanpur** shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years.

(iii) There shall be an observer for each of the Examination Centre appointed by the **CSJM University, Kanpur** and it shall be mandatory to have observer report submitted to the Higher Educational Institution

These guidelines should be followed diligently to ensure the smooth and fair conduct of examinations in accordance with UGC guidelines for Open and Distance Learning.

5. **Examination Conduct Guidelines**

   a. **Transparency:** Ensure transparency in examination processes from scheduling to result declaration.

   b. **Security:** Implement stringent security measures to prevent malpractice and ensure the integrity of the examination process

   c. **Fairness:** Treat all candidates fairly and equally, providing a level playing field for all regardless of background or circumstances.

   d. **Accessibility:** Ensure that examination facilities are accessible to all candidates, including those with disabilities, and make necessary accommodations as per UGC guidelines.

   e. **Proctoring:** Employ appropriate proctoring techniques, such as remote proctoring or on-site invigilation, to maintain the sanctity of the examination.

   f. **Data Security:** Safeguard examination data and personal information of candidates in compliance with relevant data protection regulations.

B. For Online Programmes:

1. **CSJM University, Kanpur** offering programme through Online mode will conduct examinations either using Computer based test or pen and paper test in a proctored environment in designated test centre (institutes mentioned in A(1),(2) and (3)) with all the security arrangements ensuring transparency and credibility of the examinations. It can also conduct online examination through technology mediated proctoring.

2. The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers for Indian learners and Passports for International learners.

3. **Minimum Standards for Examination Centres:**

    a. **Infrastructure:** Ensure examination centres have reliable internet connectivity, adequate computing devices, and power backup to support online examinations without interruptions

    b. **Security Measures:**

        i. Implement security measures to safeguard examination centres against unauthorized access, data breaches, and cyber threats, including firewalls, antivirus software, and encryption protocols.(**Annexure-I**)

        ii. Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions.

    c. **Proctoring Facilities:** Equip examination centres with proctoring facilities, including webcams, microphones, and monitoring software, to enable remote proctoring of online examinations. **(Annexure-II)**

    d. **Accessibility:** Ensure that examination centres are accessible to all candidates, including those with disabilities, by providing ramps, elevators, accessible restrooms, and other necessary accommodations.

    e. **Comfort and Safety:** Maintain a conducive and safe environment for candidates, with comfortable seating arrangements, adequate lighting, ventilation, and sanitation facilities.

    f. **Compliance:** Ensure examination centres comply with all relevant UGC guidelines for online examinations, including those related to infrastructure, security, accessibility, and technology.

The Examination Centre shall be established with due approval of the statutory authority of the **CSJM University, Kanpur** subject to the following:-

(i) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure and biometric system and in case of non- availability of the Closed-Circuit Television facilities, **CSJM University, Kanpur** shall ensure that proper videography be

conducted and video recordings are submitted by particular in charge of examination centre to the concerned Higher Educational Institution.

(ii) **CSJM University, Kanpur** shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years.

(iii) There shall be an observer for each of the Examination Centre appointed by the **CSJM University, Kanpur** and it shall be mandatory to have observer report submitted to the Higher Educational Institution

These guidelines should be adhered to meticulously to ensure the smooth and fair conduct of online examinations in accordance with UGC guidelines for Online Learning.

4. **Examination Conduct Guidelines**

   a. **Authentication:** Implement robust authentication mechanisms to verify the identity of candidates, such as biometric authentication, AI-based facial recognition, or secure login credentials.

   b. **Proctoring:** Utilize effective proctoring solutions to monitor candidates during online examinations, ensuring integrity and preventing academic dishonesty.

   c. **Integrity:** Maintain the integrity of examination content by utilizing randomized question banks, time limits, and secure browser environments to deter cheating.

   d. **Accessibility:** Ensure that examination platforms and content are accessible to all candidates, including those with disabilities, by adhering to accessibility standards and providing necessary accommodations.

   e. **Technical Support:** Offer prompt technical support to candidates during the examination to address any issues related to connectivity, platform access, or software compatibility.

   f. **Data Privacy:** Safeguard the privacy and confidentiality of examination data and personal information of candidates in compliance with applicable data protection laws and regulations.

   g. **Contingency Planning:** Develop contingency plans for technical failures, network disruptions, or other unforeseen circumstances to minimize disruptions to the examination process.

Annexure-I

Security arrangements in the testing centre for Online Exams:

(a) Only authorised staff and if any external examiner(s) shall have access before exam time;

(b) Only authorised staff and examinee shall have access during exams;

(c) Authorised staff and external examiners to have only the level of access as required and mandated;

(d) OS, Browser and the Software must be kept up-to-date and patched in a timely fashion;

(e) The testing application shall be able to track and report all access attempts;

(f) Each examination room shall have CCTV facility;

(g) Centralised audio/video monitoring of all exam centers shall be ensured;

(h) A separate examination application server or machine in each exam centre must be ensured which will be connected to a central server through virtual private network connectivity for secure delivery of question papers in encrypted form at a designated time prior to the exam;

(i) Examination applications server must reside on a local area network in the same subnet to allow communication between test delivery applications without blocking any ports;

(j) Audit Logging: the online examination system must provide a detailed audit logging facility recording activities like Login, Logout, Exam Access, Question Navigation, Answer Responses, etc. Using techniques like geo-tagging which will make it possible to track the exact location of the user during online exam activity.

(k) IP based Authentication and Authorization: the access and operation of the examination program must be restricted or limited to a certain specified number of IP addresses especially in the case of admin login to ensure complete safety for the examination.

(l) Examination Centre has to be connected to the internet via a good internet connection with a minimum download speed of 4 Megabits per second (Mbps) and upload speed of 1

Megabits per second (Mbps) for online question paper delivery and uploading of scanned answer scripts.

(m) There should be a separate device for Local Area Network (switch) and internet connectivity (router) instead of using an integrated device.

(n) Staffs have to verify the student's original ID proof issued by Govt. of India with the ID proof for authentication.

(o) External devices (i.e. mobile, pen drive, tab, laptop, smart watch etc.) or reading materials should not be permitted in exam centres.

(p) The online exam Platform will be accessible *via* user id and password which is unique for each student for each session and exam.

(q) After examination data shall be transferred in encrypted format through an encrypted virtual private network connection from examination application server to central server.

Annexure-II

Remote Proctoring:

Following security measures to be ensured for conducting online examination through

remote proctoring:

(a) Secure browser: there must be custom application pre-installed on the machine for the examination preventing opening of any other windows or application. This application must prevent Screen Capturing, Recording and Remote Login or taking output to a remote screen through Video Graphic Array (VGA), Universal Serial Bus (USB) or High Definition Multimedia Interface (HDMI) ports features.

(b) Remote Proctoring: remote proctoring shall involve image capturing in intervals or video streaming of the candidate through webcam or screen capturing of the current access screen of the candidate.

(c) Data Encryption: Online examination system's data needs to be encrypted to prevent any kind of misuse. Question Bank and exam data must be stored in a highly secure and encrypted manner. The entire communication between server and client/student machine during the examination needs to be encrypted with a secure mode of communication.