



## **Examination Policies of IoBM**

IoBM has been, and continues to aim at harnessing the best researched and the most widely implemented methods of dissemination of information to support excellence in teaching, learning and research. Multifaceted teaching strategies at IoBM include experiential learning, cooperative learning, directed class discussions and activities in critical thinking.

- Experiential learning methodology enables industry engagement through “learning by doing” approach. Adoption of experiential learning in all programs is a strategic initiative of IoBM.
- The case method of instruction continues to be a significant classroom teaching strategy at IoBM with a view to integrating the best practices with management theory.
- Field-based learning encourages students to complement their conceptual knowledge with off-campus learning experiences that deepen their understanding of business issues.
- Research-based assignments under the supervision of trained faculty aim to hone the research skills of students and maximize participant-centered learning experiences by exploring specific topics of interest related to real business situations.
- Specially-designed classrooms reinforce instruction through multimedia technology.
- Understanding being the purpose of instruction, the process of assessment at IoBM is more than just evaluation. It is a substantive contribution to learning that aims to identify gaps in student learning. IoBM’s approach to learning is rooted deeply in assessment that fosters understanding and is more than an end-of-the-semester test. It informs students and faculty about what students currently understand and how to proceed with subsequent teaching and learning.
- Each semester has two hourly exams (6th & 11th week), or midterm exam (9th week) & one final exam in the 17<sup>th</sup> & 18<sup>th</sup> week.

### **Performance Evaluation and Standards**

The performance of students is constantly evaluated through surprise quizzes, assignments, presentations throughout the semester, submission of term reports, midterm examinations, and final examinations at the end of the semester.

### **Midterm/final examinations policy & procedure**

Preparation of examination schedule for all programs in accordance with the class schedule operational in the current semester.

1. Uploading examination schedule in the IoBM Website
2. Sending examination code of conduct/instructions to students
3. Sending printing schedule to faculty members
4. Preparation of seating plan and course information banners
5. Displaying seating plan and course information banners
6. Printing and sorting students’ attendance sheets
7. Printing question papers in coordination with Security Department
8. Process students change of examination section
9. Secure printed question papers in the strong room
10. Making standard announcement and communicate students the following examination code of conduct prior to start of each examination.
11. Take down the attendance of the faculty member(s).
12. Handover the examination envelope and attendance sheet of students to the concerned faculty member.
13. Prepare a list of absent and late coming faculty member(s).

14. Distribution of question papers to students on behalf of late arriving/absent faculty member(s).
15. Contact faculty member(s) who does not show up for the scheduled examination and inform CoE for further action.
16. Invigilation during the examinations.
17. Monitor CCTV cameras to check the use of unfair means.
18. Collection of attendance sheets of students and a copy of question paper from faculty on the day of examination.
19. Collection of answer scripts from students at the end of examination of absent faculty Member(s) and keeping
20. same in sealed envelope(s).
21. These envelopes are handed over to Strong Room Custodian for safe keeping.
22. Time check announcements two minutes before the examination ends.
23. Faculty members to report to the Examination Department 15 minutes prior to scheduled examination.
24. Mark attendance at the Examination Desk in Wing "A" and receive back the examination envelope
25. deposited in the examinations department earlier.
26. Check the examination envelope(s) for tempering and then ask the Examination Assistant to unseal the envelope.
27. Distribute question paper to students following the announcement.
28. Attend queries of students related to question papers in the first 10 minutes of the examination.
29. Announce clearly at the Public Addressing System any correction in the question paper, if any.
30. Invigilate to check use of unfair means by the student.
31. Faculty member(s) will not use mobile phone or laptop during the examinations.
32. Provide duly signed Supplementary Sheet to student, if required.
33. Collect and count the answer scripts at the end of the examination.
34. Return the duly signed attendance sheet of students along with the copy of question paper to Examination Assistant for record.

## **Moderation of the question papers:**

### **Setting and moderating question papers:**

Head of Teaching Departments must ensure that they have effective procedures for setting and moderating exam papers.

This requirement could be met in the following ways:

### **Paper setting achievable deadlines:**

Set achievable deadlines at the beginning of the exam paper setting process to ensure that faculty members have enough time to thoroughly carry out their duties and responsibilities. For example:

- Setting a realistic timetable for setting, moderating and checking of examination papers
- Beginning the exam paper setting process as early as possible
- Reminding staff of deadlines for setting and moderating papers
- Advising staff on study leave to prepare exam papers before the deadline to allow sufficient time for moderation
- Ensuring that if a faculty member fails to meet a deadline that procedures are in place to make those responsible aware of the situation and the potential repercussions.

### **How to set question papers:**

Ensure that the paper setter is fully aware of how they should set their exam papers, by when, and in the provided format/header by the Examination Department. For example, by:

- Providing the paper setter with clear and timely information
- Encouraging paper setters to compose a set of guidelines as they write their exam questions, to help to uncover potential problems, particularly with mathematical questions
- Encouraging all new faculty members to discuss their paper with a more experienced colleague before submission
- Advising paper setters not to send any material via e-mail or shared networks
- Requesting that the paper setter provides a marking scheme; answers to numerical questions, indicative essay answers, and an outline of how learning objectives have been examined, in addition to the exam paper

### **Arrangement for moderation and scrutiny of question papers:**

Ensure that arrangements are in place for the moderation and scrutiny of exam papers, to consider the consistency of standards, presentation and accuracy with which an exam paper has been set. For example:

- Scrutinizing exam papers at an internal meeting with HoD
- Considering the consistency of academic standards and presentation, and checking for overlap between questions both within an exam paper, between exam papers for different modules, and between exam papers and coursework
- Considering whether:
  - the questions assess the stated learning outcomes
  - the questions are properly structured and clearly expressed
  - the questions are clear and not ambiguous
  - the paper makes it possible to distinguish across the full range of ability
  - questions are appropriate in length and difficulty, and given the marks allocated to them
  - the marks/questions add up correctly
  - the correct statement for the year appears on the rubric

### **Final check:**

Once an exam paper has been moderated internally and externally, departments must carry out a final check to ensure that the exam paper has been thoroughly examined in terms of standards, presentation, factual and numerical accuracy. This requirement could be met in the following ways:

- carrying out a final proof-reading exercise for all question papers. For example:
- asking a member of the faculty member to read through each exam paper carefully to ensure that the questions and page numbering are correct and follow a cumulative sequence
- HoD or nominee of HoD (senior faculty member) is responsible for checking that a department's internal moderation procedure has been carried out effectively, and that the exam paper has been set and moderated accurately. For example:
- HoD or nominee of HoD (senior faculty member) checks exam papers for errors, liaises with the paper setter and attends all internal meetings
- ensuring that the exam paper is signed off by paper setter and/or moderator/HoD
- during the examination period departments must ensure that the paper setter, responsible for the relevant exam paper, is available in the event that a query is raised on their paper. If a faculty member on leave, a contingency procedure must be put in place to ensure that incidents are resolved quickly and easily.

### **Printing Question Papers Procedure:**

#### **Roll of faculty member/paper setter:**

1. Faculty member of the concerned department / course is responsible to provide question paper in a standard format of the IoBM and must be dropped down in the Strong-room, Examinations Department in a sealed envelope marked as follows:
2. Day, Date and Time of the Examinations
3. Name of the faculty, Mobile Phone No. & email address
4. Semester (*Fall / Spring / Summer*)
5. Exam (*1<sup>st</sup> hourly, 2<sup>nd</sup> hourly, Mid-term, Final*)
6. Course Code / Course Description / Department
7. Number of registered students in the course
8. Required number of answer sheets (*16 pages, 8 pages answer script*)
9. Results to be uploaded by the faculty member
10. Check and ensure any error/omission in the printed question papers
11. Keep the printed question papers in an envelope and seal it in the presence of Security Officer.
12. Drop down the sealed envelope in the strong room.
13. Faculty member(s) are allowed to avail the printing facility of IoBM as per the printed schedule or opt for self-printing. In case of self-printing, faculty needs to inform examinations department through email and report the examination venue 30 minutes before the examination time.

#### **Roll of Security Department:**

1. Printing Staff will be comprised of one (1) Security Officer, one (1) Security Guard and one (1) Photocopy Machine Operator.
2. Security Officer is responsible to maintain confidentiality of the question papers at any cost and ensures foolproof printing and packing process.
3. Security Officer will receive the question paper from the faculty. He will sign and stamp the question paper and then handover to machine operator for printing.
4. Security Officer will check and ensure the number of copies printed are in accordance with the required number of copies.
5. Master Roll used in printing question papers should be destroyed/burnt as soon the printing process completed on daily basis.

**Roll of Examinations Department:**

1. Controller of examinations (CoE) will prepare a printing program by assigning the activities and roles of people involved in the printing process
2. CoE will notify the printing program to faculty members, security department through email with cc to the President, EDA, Rector, Deans, HoDs and examination team
3. Examination Assistant will prepare a requisition form mentioning the material required for printing and forward it to the Procurement Department to ensure the supply on time. *(material includes: paper reams A3 & A4 size; staples; markers; highlighters and examinations envelopes)*

**Keeping printed question papers in the Strong-room Procedure**

1. CoE/Asst. CoE of the Examination Department will act as the Custodian of the Strong-room
2. Label strong-room's pigeon holes in accordance with the examination schedule
3. Place question papers in the particular pigeon holes
4. Visit strong-room twice a day during examinations to place the question papers
5. Mention the last date for uploading the results on the envelope(s) of question papers
6. Hand over the question papers and answer scripts to faculty for distribution before the start of examinations every day
7. Keep the answer scripts in the strong-room of the faculty who didn't show up on the day of scheduled examinations
8. Maintain a register of solved answer scripts taken by the concerned faculty for checking and marking and takes down the name/signatures of faculty, course title, number of answer scripts, date and day of the examination held.

**The grades awarded are as follows:**

Grade	Marks	Grade Points
A+	96-100	4.00
A	91-95	3.89
A-	87-90	3.78
B+	84-86	3.67
B	79-83	3.33
B-	74-78	3.00
C+	68-73	2.75
C	65-67	2.67
C-	62-64	2.50
D	60-61	1.75
F	<60	0.00

Grade points are assigned to the given grades for calculation of the cumulative Grade Point Average (CGPA).

## **Disposal of old Answer Script**

Keeping updated answer scripts of the last one year as record only and removal of old answer scripts from the storeroom.

1. Answer Scripts of 1<sup>st</sup> & 2<sup>nd</sup> Hourlies/Midterms and Final examinations will be kept in record/store of examination department for a period of one year.
2. Office Assistant will have a record of answer scripts to be disposed.
- 2.1 Office Assistant will supervise the detachment of front sheet, which carries student information, from the answer script.
- 2.2 The detached sheets will be collected and piled in a box for threshing it.
- 2.3 Office Assistant will coordinate for arranging threshing machine and manpower with House Keeping Department for threshing the piled sheets.
- 2.4 The threshed stuff will be packed in plastic bags and handed over to House Keeping staff for disposal.
3. The answer scripts ready for disposal after detachment of 1<sup>st</sup> sheet and will be handover to House Keeping for disposal.
4. Office Assistant will take the receiving of answer scripts to be disposed from House Keeping and will maintain a record of disposed answer scripts.

## **Moderation of the final result**

The faculty member uploads the final result on Smartz software after the final exams with 10 days from the date of final examination.

HoD of the concerned teaching department checks and moderates and then locks the result on Smartz, which cannot be changed by the faculty member or HoD without written permission with documentary evidence by the worthy Rector.

## **Correction of Errors & Omissions of Uploaded Marks Procedure:**

1. Faculty member sends an email request to the concerned HoD
2. Provide documentary proof of the errors
3. Review the email request of the faculty
4. HoD sends recommendations to the Dean
5. Dean reviews HoD's recommendations proceeds to the worthy Rector
6. The worthy Rector assesses the recommendations of the Dean and takes the decision
7. Decision from the worthy Rector is proceeded to CoE for appropriate consideration
8. And to prepare the appropriate corrections case for the rectification of the error in the result
9. uploaded on Smartz by the worthy Rector.
10. Convey the final result to the concerned students by email.

## **Makeup examination policy:**

A student who misses or will miss a midterm/final exam would request the Examination Department for a makeup of the midterm exam.

The student has to provide relevant explanation and documentary evidence to the Examination Department, if required.

The student misses or will miss a midterm exam will be awarded Special I grade and I grade in case of missing final exam.

## **Special I grade policy:**

A student can apply for Special 'I' grade for a course after satisfying the following criteria.

1. If the student missed both the hourlies exams/midterm exam of a course due to a genuine reason for example, serious illness/death in immediate family or important official assignment may apply for Special 'I' grade within two weeks from the date of both the hourlies exams/midterm exam, with sufficient documentary evidence in support of his/her request.
2. Absences should not exceed the allowed limit in the course during the semester, as per students Absence Policy.
3. The student should have secured at least 60 % aggregate marks in both the hourlies exams/midterm exam as Special 'I' graded student.
4. The student should not miss the final exam to be eligible for Special 'I' grade.
5. If the student meets the eligibility criteria, student will be charged Rs. 2,000 being Special 'I' grade processing fee for changing his/her existing grade to revised final grade (after taking the exams of the Special 'I' grade awarded course) in subsequent semester.
6. The student will inform the Examination Department through e-mail the name of the faculty and the section of the course for appearing in the exam as Special 'I' graded student.
7. There is no role of the faculty in the Special 'I' grade case. Therefore, student will not be allowed to email/contact directly to faculty for the same.
8. The status of Special 'I' grade student is subject to following two conditions:
  - (i) If he/she scored at least 60% marks in both the hourlies exams/midterm, these marks would be added to previous aggregate marks of final exams and sessional marks to determine the final letter grade.
  - (ii) The student could not be considered eligible for Special 'I' grade course, if aggregate marks in two hourly exams/midterm exam are less than 60% (as Special 'I' graded student) and 60% marks in final exam, despite the fact the total marks including sessional marks are more than 60%. In such cases, sessional marks would not be considered
9. If the student fails to appear in the 1<sup>st</sup> or 2<sup>nd</sup> hourly exams/midterm exam in the subsequent semester his/her Special 'I' grade would be revoked.

10. If due to some genuine reasons as specified in point no.1 above, the student was not able to appear in both the hourlies exams/midterm exam in the subsequent semester, he/she may apply for extension in Special 'I' grade with sufficient documentary evidence. In case the course is not offered in the following semester the extension will consequently be transferred to next semester.
11. The extension in Special 'I' grade may be allowed due to clash of dates of 1<sup>st</sup> or 2<sup>nd</sup> hourly exams/midterm exam of current course with the 1<sup>st</sup> or 2<sup>nd</sup> hourly exams/midterm exam of the Special 'I' grade course.

**Note:** *The competent authority has the right to accept or reject the Special 'I' grade and/or extension in Special 'I' grade request/case at any stage without assigning any reason. The decision of competent authority will be final and cannot be challenged in any forum.*

### **I grade policy:**

A student can apply for 'I' grade for a course after satisfying the following criteria.

1. If the student missed final examination of a course due to a genuine reason for example, serious illness/death in immediate family or important official assignment may apply for 'I' grade within three weeks from the date of the final exam held, with sufficient documentary evidence in support of his/her request.
2. Absences should not exceed the allowed limit in the course during the semester, as per students Absence Policy.
3. The students would not be eligible for 'I' grade for a course, if aggregate marks in two hourly exams/midterm exam are less than 60%, despite the fact the total marks including sessional marks are more than 60 %. In such case, sessional marks would not be considered. The student has to secure at least 60 % aggregate marks in the two hourly exams/midterm exam in the course, in order to pass the course.
4. Student should not miss 1st or 2nd hourly exam/midterm exam to be eligible for 'I' grade.
5. After the above eligibility criteria is satisfied, student will be charged Rs. 1,000 being 'I' grade processing fee for changing his/her existing grade to 'I' grade after the approval of Controller of Examination.
6. The student being awarded 'I' grade will have to appear in the final examination of the subject course in the subsequent semester.
7. Students are not eligible for both the 'I' grade and Special 'I' grade / Weightage simultaneously in the same course.
8. 'I' grade of the student would be changed to letter grade by Rector subject to following two conditions:
  - (iii) If he/she scored at least 60% marks in the final exam, these marks would be added to previous aggregate marks of hourly exams and sessional marks to determine the final letter grade.



- (iv) If the student failed to appear in final exam in the subsequent semester his/her 'I' grade will be revoked, and 'I' grade would be changed to previous grade.
- 9. The student will inform the Examination Department through e-mail the name of the faculty and the section of the course for appearing in the exam as 'I' graded student.
- 10. There is no role of the faculty in the 'I' grade case. Therefore, student will not be allowed to email/contact directly to faculty for the same.
- 11. If due to some genuine reasons as specified in point no.1 above, the student was not able to appear in the final exam in the subsequent semester, he/she may apply for extension in 'I' grade with sufficient documentary evidence. In case the course is not offered in the next semester the extension will consequently be transferred next to next semester.
- 12. The extension in 'I' grade may be allowed due to clash of date of final exam of current course with final exam of the 'I' graded course.

**Note:** *The competent authority has the right to accept or reject the 'I' grade and/or extension in 'I' grade request/case at any stage without assigning any reason. The decision of competent authority will be final and cannot be challenged in any forum.*

**Rechecking/Grade appeal/Scrutiny policy:**

After the final exam results have been posted, a student can apply for rechecking/grade appeal/scrutiny of answer script of final exam or term project if he/she has certain doubt in marking of the said answer script/term project by the faculty member within three weeks after the announcement of result of the examination. Following steps would be required to be taken by the student for rechecking of his/her answer script.

1. The student has to ensure before applying that he/she has scored at least 60% aggregate marks in both the hourlies exams/midterm exam & final exam and has completed 80% class attendance (absences should not exceed the allowed limit as per Absence/Attendance policy during the semester).
2. The student is required to pay Rs. 1,000 rechecking fees in accounts department that will issue receipt to the student against this payment.
3. The student will collect a rechecking form from examination department, fill in the required information and submit it back to examination department along with original receipt of Rs. 1,000. During rechecking of answer script by the faculty member, if the change in marks is found due to counting or calculation error, the rechecking fee will be refunded to the student.
4. Examination department will attach answer script of final exam required to be rechecked, with the rechecking form and send it to the relevant HOD who will get the answer script rechecked by neutral faculty member.
5. In case of any change in marks of question(s), faculty member will mention question-wise previous marks, corrected (revised) marks, reason for change in marks and grade in the relevant columns of the rechecking form and sign the same. The change in marks and grade if found appropriate, will be reviewed by the HOD and approved by the Dean. They will also sign the rechecking form for having reviewed and approved the change in marks and grade of the student. In case of no change in marks

or grade the faculty member will mention “no change in marks.” The rechecking form and the answer script may be sent back to examination department for further action.

6. In case of change in marks and grade, examination department will compile the revised result of the student after the change in a separate rechecking compilation form. This form shows detail of previous marks and grade before rechecking and add to the previous total marks, the updated marks given by faculty member after rechecking to ascertain total revised marks and revised grade. The compilation form is checked, rechecked and signed by the competent authority and sent to Registrar and Rector for approval and to record change in the previous marks and grades.

**Note:** *The competent authority has the right to accept or reject the Rechecking request/case at any stage without assigning any reason. The decision of competent authority will be final and cannot be challenged in any forum.*

### **Attendance/Absence policy**

- If students know they will miss a class (for a valid reason), they should be required to inform the instructor in advance and provide appropriate documentation.
- Students need to submit the required documents for medical reasons, family emergencies, and participation in university-related activities.
- Students must maintain a minimum attendance requirement to be eligible for exams.

**Important Note:** Regular absences are not to be taken without valid reasons. Exhausting regular allowed absences without justification does not entitle a student to automatic additional absences.

Category	Regular Policy <sup>1</sup>	Umrah Leaves <sup>2</sup>	Sports Activities <sup>3</sup>	Medical Issues <sup>4</sup>	Other Issues (Compassionate Grounds) <sup>5</sup>
<b>Weekday Classes (1.5 hours)</b>	4 absences allowed (Maximum 6 hours)	Included in regular absences (No special Permission)	Regular policy + 1 additional (with Head of Sports approval and proper documentation)	Regular policy + up to 2 additional (with proper medical documentation)	Regular policy + up to 1 additional with documentation
<b>Weekend Classes (3 hours)</b>	2 absences (Maximum 6 hours)				
<b>Summer Session</b>	Maximum 6 hours				

**1. Regular Policy<sup>1</sup>:**

- Weekday Classes (1.5 hours): Students are allowed to avail 4 absences.
- Weekend Classes (3 hours): Students are allowed to avail 2 absences.
- Summer Classes: Students are allowed to avail 6 Hours only.

**2. Umrah Leaves<sup>2</sup>:**

- Umrah leave of TWO weeks (FOUR absences) for weekdays and (TWO absences) for weekend are allowable for a course on production of sufficient evidence, and are subject to the approval by the Relevant HoD. Total absences, however, should not exceed the allowed absence limit.
- There are no extra leaves allotted for Umrah. Students need to plan their Umrah within the allowed regular absences.

**3. Sports/Society Activities<sup>3</sup>:**

- The Head of Sports/society adviser must justify and approve absences due to official sports activities. Student must plan their regular absences accordingly
- For Weekday classes: regular policy 1 additional absence permitted.
- For Weekend classes: regular policy + 1 additional absence permitted.

**4. Medical Issues<sup>4</sup>:**

- Absences due to medical emergencies require hospital documents, lab reports, diagnoses, and prescriptions from registered doctors; diagnoses written on the prescription are not allowed.
- For Weekday and Weekend classes: 2 additional absences may be adjusted, subject to the severity and documentation of the medical emergency.

**5. Compassionate Grounds<sup>5</sup>** (for situations like the death of an immediate family member or marriage (own).

- One additional absence may be considered under compassionate grounds for both Weekday and Weekend classes.

**Note:**

- If a student accumulates more than the approved number of absences in a course, he/she will automatically be awarded an "F" grade in that particular course.
- A student will not be eligible to apply for weightage/special "I" grade or "I" grade in case the absences exceed the allowed limit.
- In case of the circumstances beyond the control of students, Rector may condone further absences, case to case bases.

**Hajj leave:**

- Hajj leave of THREE weeks (SIX absences) for weekdays and (THREE absences) for weekend are allowable for a course on production of sufficient evidence, and are subject to the approval by the Dean. Total absences, however, should not exceed the allowed absence limit.

# Instructions and guidelines for the exam day

## Student Instructions for taking the midterm/ final exams:

- Valid ID card is mandatory at all times.
- Punctuality in the examination must be observed. Students are required to check their exam location from the seating plan affixed at the entrance of SSK Center of Excellence and on the examination floor and be seated at least 10 Minutes prior to examination time. Late comers, after closure of the doors, will be made to wait outside the examination hall for 5/10 minutes in hourly/midterm exams and 15 minutes in final exams. Students arriving late for more than 15 minutes will not be allowed to appear in the exam.
- Students are required to bring their own stationary in transparent pouches and no lending and borrowing is permitted during the exam. Smart watches, Cell phones, programmable calculators or any other kind of electronic devices are strictly prohibited in the examination hall. Those defying this rule shall be reported to the disciplinary committee.
- The institute will not be responsible or made liable to claim any sort of damage and/or mishandling in case of depositing the mobile phone/Smart watch/any electronic gadgets at the mobile phone counter. You will deposit the mobile phone/Smart Watch/any electronic gadget at your own responsibility/risk.
- Impersonation may lead to permanent expulsion from the Institute.
- Please show your palms at the entrance to ensure that nothing is written on them.
- Leaving the examination floor before the completion of the paper during examination is not allowed.
- No queries related to the question paper will be entertained after the initial 15 minutes of the examination.
- Students are required to fill up all the columns as given on the front page of the answer script and return the same along with the question paper to the concerned faculty after the completion of examination. Early start i.e. writing points, formulas etc. on the answer script is strictly prohibited and reported to DC.
- During the exam any student is found in possession of any written material related to the course, communicating with fellow students, or using any other means may be liable for disciplinary action that may lead to F grade and suspension for a semester.
- Departure from the exam hall will be permitted 30 minutes after the commencement of the Hourly exam and one hour in case of final exam.
- Wash room facilities will be available at the examination floor during final exams. Students using the facility are not allowed to talk with fellow students in the wash room with medical emergency/condition only. Otherwise the use of Washroom during the exam is not allowed.
- Entry will be denied in case any student is found violating dress code policy.
- Finally, CCTV cameras will record minutest movements of the students in the examination halls. You are advised in your own interest to avoid seeking help or helping others during the examination. In case of breach, our staff will come and change your seat and demand your student ID card. Please do not argue with the staff and cooperate. Card can be obtained after the paper is over from the Office after completing necessary formalities.

**Invigilation guidelines for faculty members during midterm/ final exams:**

- Report to examination department 15 minutes prior to scheduled examination.
- Mark attendance at the Examination Desk in Wing “A” and receive back the examination envelope deposited in the examinations department earlier.
- Check the examination envelope(s) for tempering and then ask the Examination Assistant to unseal the envelope.
- Distribute question paper to students following the announcement.
- Attend queries of students related to question papers in the first 10 minutes of the examination.
- Announce clearly at the Public Addressing System any correction in the question paper, if any.
- Invigilate to check use of unfair means by the student.
- Faculty member(s) will not use mobile phone or laptop during the examinations.
- Invigilator/faculty member must sign on the front page of the main answer script assuring that the student has filled all the requisites/spaces/blanks properly and correctly.
- Provide duly signed Supplementary Sheet to student, if required.
- Collect and count the answer scripts at the end of the examination.
- Return the duly signed attendance sheet of students along with the copy of question paper to Examination Assistant for record.
- On no account invigilators may leave the examination room/hall where he/she is posted during the examination without consent of the Controller of Examinations.
- Avoid communication with any student except for the purpose allowed by the Rules for the guidance of the candidates. No explanation etc. related to the question paper is to be given.

### **Examination Related Offences and Punishments**

<b>Levels</b>	<b>Offenses</b>	<b>Punishments</b>	<b>Remarks (Not to be shared with Students)</b>
1	<b><u>Classroom:</u></b> Class assessments, assignments, quizzes etc. (any sort of cheating) – 1 <sup>st</sup> incident	One grade down	Faculty will In form Secretary DC through h HoD with evidence
	<b><u>Examination Hall:</u></b> 1 <sup>st</sup> incident of any sort of attempt to talking/peeking/showing/early start of writing on answer sheet (before exam starts)/writing on question paper other than name (Physical and/or Online Exam) / not following examination instructions		Invigilator / Examination Department will Inform Secretary DC through CoE• with evidence
2	<b><u>Classroom:</u></b> Class assessments, assignments, quizzes etc. (any sort of cheating) – 2 <sup>nd</sup> incident	Two grades down	Faculty will In form Secretary DC through h HoD with evidence
	<b><u>Examination Hall:</u></b> 2 <sup>nd</sup> incident of any sort of attempt to talking/peeking /showing/early start of writing on answer sheet (before exam starts)/writing on question paper other than name (Physical and/or Online Exam) / not following examination instructions		Invigilator / Examination Department will Inform Secretary DC through CoE• with evidence
3	<b><u>Classroom:</u></b> Class assessments, assignments, quizzes etc. (any sort of cheating) – 3 <sup>rd</sup> incident	“F” grade in the course	Faculty w ill In form Secretary DC through h HoD with evidence
	<b><u>Examination Hall:</u></b> <ul style="list-style-type: none"> <li>3<sup>rd</sup> incident of any sort of attempt to talking/peeking/showing/early start of writing on answer sheet (before exam starts)/writing on question paper other than name (Physical and/or Online Exam) / not following examination instructions Left exam hall during exam</li> <li>Took exam copy out of the exam hall</li> <li>Keeping Camera off (in case of online) or camera not adjustable</li> </ul> <b><u>Possessions cases:</u></b> <ul style="list-style-type: none"> <li>Possession of mobile phone/smart watch etc.</li> <li>Possession of exam related material (in any form – physical</li> </ul>		Invigilator / Examination Department will Inform Secretary DC through CoE• with evidence  <b>Decision will be made during DC meeting</b>

	chits or online – in the form of softcopy or electronically available copy)		
4	<b><u>Classroom:</u></b> Class assessments, assignments, quizzes etc. (any sort of cheating/copying)		Faculty will In form Secretary DC through h HoD with evidence
	<b><u>Examination Hall:</u></b> <u>Cheating/Copying from:</u> <ul style="list-style-type: none"> <li>• Smart watch</li> <li>• Mobile phone</li> <li>• Any device / software</li> <li>• Calculator</li> <li>• Piece of paper</li> <li>• Parts/ eraser/ stationary box etc.</li> </ul> <u>Other Forms:</u> <ul style="list-style-type: none"> <li>• Copying from the Internet (in case of online)</li> <li>• Receiving and/or passing piece of paper or answer sheet or question paper or sharing data through calculator</li> <li>• Material written on body in any form</li> <li>• Submitted fake medical certificate for I-grade/weightage purpose</li> <li>• Sharing exam stuff during online exam with classmates for any reason</li> <li>• Sharing/receiving softcopy of answer sheet with other students</li> <li>• Submitting others answer sheet with his/her name</li> <li>• Impersonation of another student or carrying someone else Student ID Card or someone else other IDs etc.</li> </ul>	“F” grade & suspension for one regular semester (Fall/Spring) or any other penalty committee may decide	Invigilator / Examination Department will Inform Secretary DC through CoE• with evidence  <b>Decision will be made during DC meeting</b>  <b>Note:</b> Keeping in view the severity of case DC may decide the " F" grade a long with partial suspension of semester (i.e. half course load) or any other penalty.
5	On second disciplinary call during his/her tenure at IoBM	“F” grade & suspension for two regular semesters.	<b>Decision will be made during DC meeting</b>
6	On third disciplinary call during his/her tenure at IoBM	Expulsion from Institute	<b>Decision will be made during DC meeting</b>
	Plagiarized assignments/work/reports/thesis etc.	Minor/Moderate/Major penalties, which include expulsion from Institute (As per HEC guidelines)	<b>Decision will be made at Anti-Plagiarism Committee</b>

\*Decision will be made by a Sub-Committee based on evidence provided by Examination Department

