



Office of the Controller of Examinations

Ref No.: BKU/CE/437/2020

Date: 30/09/2020

NOTIFICATION

Sub: SOP (Standard Operating Procedure) on functioning of Examination Facilitation Centres in the pandemic Covid-19 situation & Services to be Rendered during the ensuing Terminal Semester Examinations October 2020

In continuation of previous Notifications, and as directed, Examination Facilitation Centres will be located at all 24 affiliated colleges as well as Bankura University (only for PG examinees) to support and guide Examinees adopting / intending to use non-electronic methods during the ensuing Terminal Semester Examination process.

The SOP on functioning of all such Examination Facilitation Centres in the pandemic Covid-19 situation & Services to be rendered, is as follows:

A: Preventive measures to contain spread of COVID-19

- The generic preventive measures include simple public health measures that are to be followed to reduce the risk of infection with COVID-19.
- These measures need to be followed by all (employees and examinees) at all times:
 - Individuals must maintain a minimum distance of 6 feet from each other
 - **Use of face covers/masks is mandatory.**
 - **All staff members manning Examination Facilitation Centres must compulsorily wear face covers / masks**
 - **No examinee be allowed to use services of Examination Facilitation Centre without face covers/masks**
 - Practice frequent hand washing with alcohol-based hand sanitizers
 - Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly
 - Spitting is strictly prohibited.

- Entrance to have hand hygiene (sanitizer dispenser) provision
- Proper crowd management / management of examinees when standing in queues - duly following social distancing norms be ensured
- Specific markings may be made with sufficient distance to manage the queue and ensure social distancing, if possible
- Preferably separate entry and exit points
- Disinfection of Examination Facilitation Centre to be carried out at frequent intervals (as per govt. guidelines). Proper cleaning and frequent sanitization of the place, particularly of frequently touched surfaces must be ensured

B: Examination Facilitation Centres Timings:

- Examination Facilitation Centres would be open from 11 AM to 3 PM on all days from 01/10/2020 to 16/10/2020, except Sundays & Holidays
- Additionally, they would be open till 5.30 PM on 03/10/2020 & 14/10/2020 (not applicable for Bankura University Examination Facilitation Centre)

C: Services to be rendered: Distribution of Question Papers

- Question Papers of the day will be sent by confidential email to the email address of the Principal / TiC of college (Main Authority of any Exam Facilitation Centre at colleges) AND, of the HoDs / TiCs of PG Departments of Bankura University
- Questions will be prescheduled to be sent 45 minutes before start of examination
- Questions will be sent as pdf files with Course ID of any Paper being the File Name
- Colleges to upload Question Papers received to their website
- Colleges may take steps to electronically distribute Question Papers to examinees following their own mechanisms. BUT NO EXAMINEE SHOULD GET QUESTION PAPER BEFORE 30 MINS OF COMMENCEMENT OF EXAM
- Examination Facilitation Centres would print Question Paper as required by any examinee and distribute on any given day after specified time (i.e. 30 minutes before commencement of any exam)
- One Question Paper per examinee can be distributed
- Examinee has to be furnish the following to receive Question Paper
 - Bankura University Exam Admit Card
 - College Identity Card in original

- Examinee has to put down signature in **Question Paper Issue Register/ Sheet** maintained by Examination Facilitation Centre
- Any person authorised by the examinee in writing may be provided Question Paper on behalf of the examinee subject to furnishing of the following:
 - The authorised person's Govt. Issued Identity Card in original
 - Bankura University Exam Admit Card
 - College Identity Card in original
- The above would be applicable for Examinees / Persons with Benchmark Disabilities and representative / authorised person sent by Examinees with Benchmark Disabilities should be provided with Question Paper
- Question Papers may be distributed till
 - 30 mins after commencement of examination (for exam duration of 45 mins)
 - 45 mins after commencement of examination (for exam duration of 1 hour)
 - 1 hour 30 mins after commencement of examination (for exam duration of 2 hours)
 - The time may be increased by another 30 mins for distribution to Examinees / Persons with Benchmark Disabilities and/or their representatives / authorised persons

D: Services to be rendered: Receiving of HARD COPY

- Examination Facilitation Centres would **receive HARD COPY of Answer Scripts being submitted** by candidates/examinees on any given day within the stipulated time (i.e. within 2 hours after the end of the exam concerned)
- Thus the **CONVENIENCE TIME provided for submission / upload of Answer Scripts after the end of examination shall be 2 HOURS for all modes of submission/upload.**
- The same time would be applicable for Examination Facilitation Centres where examinees may submit their HARD COPY of Answer Scripts
- Notification containing the Exam Duration of All Papers / Courses have been uploaded previously / sent to colleges
- The time allowed for Examinees / Persons with Benchmark Disabilities

- When receiving HARD COPY of Answer Scripts being submitted by candidates/examinees, Examination Facilitation Centres MUST ensure that the examinee has followed proper FORMAT as notified
- THE TOP MARGIN OF EACH AND EVERY PAGE OF ANSWER SCRIPT should be as follows:

Page No. 01/04	Name of Examinations: Bankura University Postgraduate Semester IV Examinations 2020 UID No. _____ Activity ID/Code _____ Name of Examinee _____ Course ID _____ College of Examinee _____ SUBJECT _____
	<p>SAMPLE PAGE 01</p>

- Examination Facilitation Centres MUST ensure
 - NO COMPUTER TYPED OR PRINTED DOCUMENTS ARE SUBMITTED
 - Answer Scripts contain handwritten answers
- Record details of Answer Script received in HARD COPY Receiving Register/ Sheets
- Examinee of any affiliated college / PG department (as applicable) can submit HARD COPY of answer script
- The handwritten Answer script of the examinee for any examination can be a maximum of 04 (FOUR) pages of plain white A4 size paper (NOT BOTH SIDED)
- If FULL MARKS is MORE THAN 20 in any Question Paper, ONLY FOR THAT QUESTION PAPER the Answer Script Limit may be increased to a maximum of 06 (SIX) pages of plain white A4 size paper (NOT BOTH SIDED)

- For subjects like Chemistry, Mathematics, etc. requiring examinees to write equations / calculations, the Answer Script Limit may be increased to a maximum of 06 (SIX) pages of plain white A4 size paper (NOT BOTH SIDED)

E: Services to be rendered: Conversion of the HARD COPY of Answer Scripts received to ELECTRONIC FILE

- After Hard Copy is received, Examination Facilitation Centre has to convert the same to an electronic file
- The conversion may be done using mobile phone camera or scanner (as found convenient)
- If done using mobile phone, **Document Scanner Apps available in Google Play Store like *Adobe Scan, Camera Scanner, Page Scan, Kaagaz Scanner*, etc may be used. THESE APPS WILL CONVERT ANSWER SCRIPT TO ELECTRONIC FILE**
- FOUR PAGES OF ANSWER SCRIPT DOES NOT MEAN FOUR FILES
- In the Document Scanner Apps, photos of ALL FOUR PAGES can be taken one after another, to CREATE ONE SINGLE FILE. **THUS ALL FOUR PAGES OF ANSWER SCRIPT WILL BE COMBINED IN ONE SINGLE ELECTRONIC FILE**
- In scanning using Scanner also, all scanned pages to be combined to one single File
- The Electronic **FILE MUST BE SAVED in .PDF format. NO OTHER FORMAT IS ALLOWED EXCEPT PDF**
- Care should be taken to ensure that the photograph / scan is **NOT HAZY or DARK or DISTORTED** and is **LEGIBLE/READABLE**
- **The FILE NAME** should be as follows: **UID_ACTIVITY ID.**
- Thus for example if the UID of a candidate / examinee is 17001010101 and ACTIVITY ID of the Course/ Paper is 123456789, then the **FILE NAME should be: 17001010101_123456789.**
- The **ACTIVITY ID** of any Course / Paper can be found on the **TOP of Answer Script submitted by examinee. It can also be found on the TOP of any QUESTION PAPER.** The **ACTIVITY ID** of any Course / Paper can also be found in the **Admit Card of all examinees**

- SAVING THE ANSWER SCRIPT WITH ANY OTHER FILE NAME WILL NOT ALLOW IT TO BE UPLOADED
- The **FILE SIZE** of the **Electronic Answer Script** is **LIMITED TO 3 MB**
- Any File more than 3 MB in size will **NOT BE UPLOADED / AUTOMATICALLY BE REJECTED BY THE PORTAL**

E: Services to be rendered: Submission / Upload of File

- UPLOAD of Answer Script File of Examinee belonging to the college / department to be done using Unitrack portal account
- In the Unitrack portal account of the college / department, on entering the UID of the examinee, all details (Papers of the examinee) would be displayed. College / department will select the appropriate Course ID / Activity ID of the Paper and upload the electronic answer script. Answer Script Upload Successful message will be displayed and activity will be completed.
- The same procedure will be repeated for the next candidate.
- Answer Script File of Examinee belonging to some other college or PG department to be sent to Examination Facilitation Centre email address of that college / PG Department
- All Examination Facilitation Centres should first send the Answer Script Files of Examinees belonging to other Examination Facilitation Centres and then upload files of own students / examinees
- Similarly, Answer Script Files received by any Examination Facilitation Centre in email, should be downloaded and then uploaded using the Unitrack portal
- UIDs and Upload facility option for all own students / examinees of the college / department will be available in the Unitrack portal account
- The Upload option would be available for a substantial amount of time so that Examination Facilitation Centres get the time to do the entire process for all examinees who had submitted HARD COPY
- But authority concerned of Examination Facilitation Centre should ensure that such a facility is not misused in any way and Examinees submit their Hard Copies in due time, as applicable

F: EMAIL Address of Examination Facilitation Centres:

- All Examination Facilitation Centres will have their unique email addresses which would be hosted in the Bankura University secure server
- Thus for PG Departments, the email ids would be like: pgbengaliap@bankurauniv.ac.in
- For colleges, the email ids would be like: efc_124@bankurauniv.ac.in
- This entire list of email addresses of all Examination Facilitation Centres will be circulated in due course

G: Power of Authority of Examination Facilitation Centre, i.e.

Principal / HoD of PG Department

- During the entire examination process, if any examinee faces any unforeseen situation due to the prevailing pandemic situation, OR, encounters any technological challenge while using electronic modes, Examinees have been notified to contact their respective parent college / department authority immediately
- **The Authority concerned of the Parent College / Department of the examinee must immediately aim at a humane and examinee-friendly resolution, on an urgent basis.**
- **Also, pursuant to UGC Guidelines, NO STUDENT/EXAMINEE SHALL BE INCONVENIENCED / DEPRIVED BY ANY MEANS WHATSOEVER** while participating in the examination process.
- Any examinee found violating the COVID-19 pandemic guidelines and / or, all Bankura University Notifications regarding the functioning of Examination Facilitation Centres may be **REPORTED AGAINST** by the appropriate authority of the Examination Facilitation Centre
- They would face Disciplinary Action as per relevant Rules and Regulations

H: Prohibited

- **NO EXAMINEE CAN WRITE ANY EXAMINATION IN THE PREMISES OF ANY COLLEGE / EXAMINATION FACILITATION CENTRE**

- **Examinee can stay in the Examination Facilitation Centre for the time required to receive Question Paper and then compulsorily leave**
- **Similarly, Examinee can stay in the Examination Facilitation Centre for the time required to submit Hard Copy of Answer Script**

I: Email address for examinees to send Answer script electronic file

- Applicable for examinees who are using electronic methods
- If any examinee is unable to upload Answer Script electronic file using their Unitrack account upload option, THEN THEY HAVE TO CONTACT COLLEGE / DEPARTMENT AUTHORITY IMMEDIATELY
- College / Department Authority may allow the examinee concerned to send the Answer Script electronic file to the email address of the Examination Facilitation Centre, as mentioned above, based on discretion of the authority concerned
- Such files received from examinees have to be similarly uploaded to Unitrack portal by entering UID of examinee

J: Registers to be maintained


- Examination Facilitation Centres would maintain two separate Registers / Sheets
 - Question Paper Issue Register/ Sheets
 - Answer Script received in HARD COPY Register/ Sheets

Sd/-

Controller of Examinations (Addl. Charge),
Bankura University

Copy to:

1. The Registrar, *Bankura University*
2. The Inspector of Colleges, *Bankura University*
3. All Principals / TiCs / OiCs of affiliated colleges where UG courses are taught
4. All HoDs / TiCs of PG Departments of Bankura University
4. The Secretary to the Hon'ble Vice Chancellor, *Bankura University*
5. Guard File


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