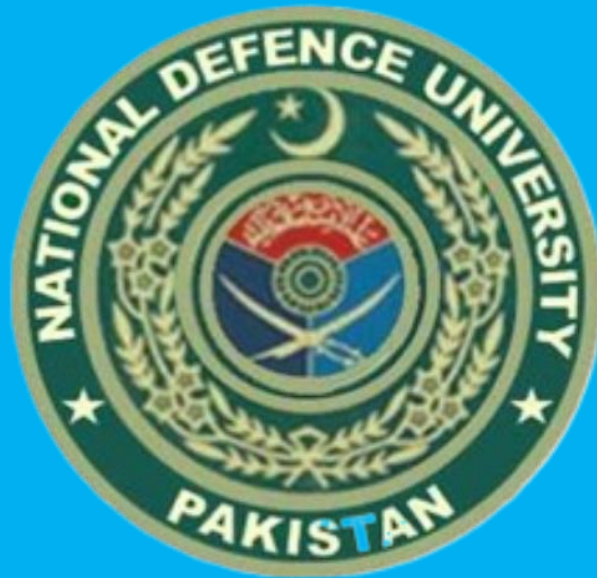


**Standard Operating Procedure**  
**Printing, Issuance & Disposal of Answer Sheets**



EXAMS BRANCH

Version: 1.0

**NATIONAL DEFENCE UNIVERSITY ISLAMABAD**

This SOP contains 3 pages and has been prepared in line with the provisions of NDU Academic Regulations / HEC guidelines and will remain enforced till amended, cancelled or suspended. It shall be revised / amended after approval of any changes in the Academic Regulations or HEC guidelines or after the statutory bodies' decision or as and when considered necessary by the Competent Authority. Number provision of this document shall supersede information / direction contained in the Academic Regulations / HEC guidelines or other superior documents on the subject.



# Record of Approvals/Revisions

Ver	Approval Date	Effective Date	Approving Authority	Revision Details
1.0	3 Oct 2023	3 Oct 2023	• President NDU	New SOP



## List of Acronyms

<b>AI</b>	Acting
<b>CA</b>	Competent Authority
<b>Dept</b>	Department
<b>Exam(s)</b>	Examination(s)
<b>FCS</b>	Faculty of Contemporary Studies
<b>HoD</b>	Head of Department
<b>No(s)</b>	Number(s)
<b>SOP</b>	Standard Operating Procedures



# **SOP: PRINTING, ISSUANCE & DISPOSAL OF ANSWER SHEETS**

1. **Aim.** To lay down procedures for demand, printing, issuance and disposal of answer sheets & continuation sheets during mid and final term exams to ensure accountability.
2. **Description of Answer Sheet**
  - a. Main Answer Sheet shall comprise of 12 x pages including main page printed on white A4 size papers.
  - b. The main and inside pages of each answer sheet should have same serial number on the top and page numbers on the bottom.
  - c. Back side of main page shall have undertaking regarding exams rules, regulations and instructions, which shall be required to be signed by all the students.
  - d. Besides the main page and its back side, all pages shall have lines for writing the answers by the students.
3. **Description of Continuation Sheet.** The continuation sheet shall be printed on white A4 size papers, shall have unique serial numbers on top, and lines for writing the answers.
4. **Procedures for Demand/ Printing and Issuance of Answer Sheets**
  - a. **Demand/ Printing**
    - (1) Depts/FCS to submit demand of Answer Sheets and continuation sheets to the Examinations Branch within 4 weeks of semester start.
    - (2) Exams Branch to provide serial numbers of Answer Sheets and Continuation Sheets to Media Sp Branch (NDU Press).
    - (3) Media & Sp Branch (NDU Press) to print and handover the answer and continuation sheets to Exams Branch (in packs containing 100/500 of main answer/continuation sheets respectively).
    - (4) All packs shall bear block serial numbers of sheets enclosed inside (i.e. From----- to -----).
  - b. **Preparation/ Issuance of Attendance Sheets and Answer/ Continuation sheets**
    - (1) Invigilator shall print the attendance sheets from Acadmax (specimen attached).
    - (2) Packets containing main answer sheets and continuation sheets shall be prepared, sealed and stored at Exams Branch as per the strength provided by the dept and date sheet for each exams hall.



(3) Invigilators shall collect the sealed packets from Exams Branch 30 – 60 mins before the start of paper after proper handing /taking over.

5. **Responsibilities of Invigilator.** The invigilators shall ensure:-

- a. Students are sitting in the exams hall as per the seating plan (attendance sheets).
- b. Issuance of 1 x answer sheet to each student inside the exams hall.
- c. Marking of attendance, entry of serial no of the answer sheet and continuation sheets on the attendance sheet by the students.
- d. Signing the answer sheets and continuation sheets (as and when issued).
- e. Verification of the attendance sheet by counting the students, marking absentees before signing the attendance sheet
- f. Placing of the attendance sheet inside the envelope with answer sheets after the exam.

6. **Disposal of Blank Sheets.** All invigilators shall be responsible to tally the answer sheets and continuation sheets and return the unused/blank Answer & Continuation Sheets to the Exams Branch immediately after the paper after proper handing /taking over.

7. **Accountability** of Answer and continuation sheets on daily basis shall remain the responsibility of Exams Branch.

8. This issues with the approval of the President, NDU and shall come into force with immediate effect.



Controller of Examinations  
(Brig Abdul Saboor Zahid (R))

Distribution: \_\_\_\_\_  
(All Concerned)





# National Defence University

## Examination Branch

### Attendance Sheet

Semester: \_\_\_\_\_

Program: \_\_\_\_\_

Department: \_\_\_\_\_

Discipline: \_\_\_\_\_

Teacher/Invigilator Concerned: \_\_\_\_\_

Subject: \_\_\_\_\_

Code: \_\_\_\_\_

Date: \_\_\_\_\_

Sr.	Student Name	Registration no.	Attendance Percentage	Answer Sheet and continuation sheets no	Signature
<b>Row -1</b>					
1					
2					
3					
4					
5					
6					
7					
8					
9					
<b>Row -2</b>					
10					
11					
12					
13					
14					
15					
16					
17					
18					
<b>Row -3</b>					
19					
20					
21					
22					
23					
24					
25					
26					
27					
<b>Row -4</b>					
28					
29					
30					
31					
32					

#### Summary

Total Students: 32

Present: \_\_\_\_\_

Absent: \_\_\_\_\_

\_\_\_\_\_  
Invigilator (Name and Signature)

\_\_\_\_\_  
Signature HOD

