NATIONAL DEFENCE UNIVERSITY- ISLAMABAD
Examinations Branch

Subject: **Exam Instructions for Spring-2019 Sem: Conduct of Final Term Examination, Marking of Answer Scripts and Submission of Results**

Conduct of Examination

1. Final Term Examinations will be conducted as per the date sheet, approved by the President NDU, already sent to all concerned. It is pertinent to remind all concerned that:

a. All faculty members to ensure communication of sessional marks to students before starting of Final Term Exams.

b. Any change in the date sheet (like invigilator, venue, date etc) shall be without any lawful authority unless communicated to the Examinations Branch min 24 hours prior to the schedule, for info/approval of the Dy President NDU.

c. The entry in the Examination Halls shall be through Admit Cards only. Students without Admit card shall be responsible to bring Duplicate Admit Card from Exams Branch for which they will be charged at following rates in subsequent semester fee or their security money (final sem students):

1) First Duplicate Copy: Rs 100/-
2) Second Duplicate Copy: Rs 500/-
3) Third Duplicate Copy: Rs 1000/-

d. Exams Branch shall issue duplicate copy of Admit Cards affixed with fine slip no. The fine slip duly signed by the student and Offr of Exams branch shall be forwarded to Finance Branch for payment through fee voucher whereas second copy shall be retained by Exams Branch.

e. Invigilators shall issue answer scripts for the subject on production of Admit card by the student and ensure that candidate has been allowed to undertake final term exam in **that subject** failing which they shall face disciplinary action by the HOD concerned.

f. ***Under no circumstances the Candidate(s) shall be allowed to sit in the examinations without admit card(s).***

g. ***Carrying the mobile phone(s) inside the Examination Halls by students, invigilators, Exams Branch reps and other staff has been strictly prohibited. All depts shall setup mobile collection points during the entire examination. For Faculty, HoDs shall depute their PAs to collect the mobile phones. Invigilators shall be responsible to make specific announcement in this regard at the start of the paper.***

h. All candidates must be told to write their registration no on the answer scripts as well as on the Question papers/additional sheets as and when acquired. Furthermore, candidates shall also be told to write the question no as per the question paper for answering the questions.

i. ***All candidates shall be asked to sign the attendance sheet, failing which they will be considered absent from the examination. On completion of the attendance sheet, it must be signed by the invigilator and sent to the***

Examinations Branch (through an ION), the same day and next day morning in case of evening papers. Departments shall retain photocopy of the attendance sheets.

j. All invigilators are required to initial the answer scripts during the examinations and all the extra sheets as and when provided.

k. Candidates found engaged in use of unfair means, shall be stopped from taking the paper further. The candidates will be asked to make statements in writing. The unfair means material shall also be confiscated. Their cases shall be immediately, referred to Examinations Branch along with unfair means material, answer sheet question paper, candidate statement and invigilators remarks in a sealed envelope for disposal by the "Unfair Means Control Committee" as required vide NDU Academic Regulations. Any other action in this regard shall be without any legal authority.

l. All invigilators shall be required to facilitate the representative of Examinations Branch inspecting the Examination Halls. Any anomaly pointed out by them shall be addressed immediately in accordance with the provisions of NDU Academic Regulations and these instructions.

m. Exams Branch shall report any anomaly observed (such as non possession of admit card, possession of mobile phone (on/off) or any helping material) to the invigilator for immediate action and to HoD concerned for confirmation. Subsequently, the matter shall be brought to the notice of the COE who in turn shall inform the Dy President, NDU.

n. HoD concerned shall seek explanation from the invigilator regarding his/her action in violation to exam instructions and may issue warning/impose fine or both (depending upon the gravity of the offence and explanation of the invigilator) under intimation of Dy President, COE and Dir Finance (in case of monetary penalty only).

Marking of Papers

2. As per the NDU Academic Regulations, all results are compiled and notified after proper scrutiny of each and every answer script. A paper checking and scrutiny committee is appointed for this purpose. During scrutiny of answer scripts of previous semester's final term examinations, a number of critical observations were recorded, which were subsequently communicated to the Exams Branch. Following guideline is therefore, prepared for the Examiners to avoid such errors/observations in the future Examinations:

a. Marking shall be carried out with "RED" ball point only.

b. **Marks shall be awarded on prominent places inside the answer scripts preferably on left side margin. In case of sub parts, marks may be awarded to each sub part and totalled on side margin at the start of the question and encircled.**

c. Marks shall be preferably awarded in whole numbers or ½ only, and fractions to be avoided. In case of Fractions these shall not be rounded.

d. Marks transferred on the main page shall be entered against the relevant question number block and totalled at the bottom. Only total marks shall be rounded (if in fraction) before entry into Acadmax. The marks, if awarded out of 100 shall be converted into the required total of 35 or 60 or 90 as the case may be.

e. Answer scripts must be signed on the main page after the final award.

f. Awarded marks shall be carefully entered in the ACADMAX and print of award list may be obtained. The total marks (final term + sessional) shall be written in words also.

g. All award lists must be signed by the teacher and HoD concerned.

h. Overwriting the marks be avoided. In case it is unavoidable, the previous marks shall be cut across and new entry shall be made. All such amendments / changes must be signed/initialed by the respective examiners.

i. Extra questions if attempted by the students shall not be counted towards the grand total. It shall be the Examiner's discretion to declare the question with lowest awarded marks or any other as additional / extra, which should not be challenged.

Paper Viewing by the Students

3. As per the academic schedule all marked papers are required to be shown to respective students upto 19 June 2019 before submission of results to Examinations Branch. The Faculty may be briefed to ensure showing marked papers of final term exams to students, except under exceptional circumstances (that are to be mentioned). The HoDs should be pro-active with regards to this aspect especially when a student has failed to see the marked paper. Efforts should be made to ensure that maximum number of students should see their marked papers. HODs to setup a mechanism and brief the students accordingly whereby, their observations/queries are addressed at depts level before sending results to Exams Branch. SMS, Email, and any other means available, utilized to communicate the date & time of paper showing to CR should be retained for record.

Submission of Results

4. Results must be prepared and forwarded to the Examinations Branch duly signed by the respective Teacher and HOD, in sealed envelopes as per the Academic Schedule. Respective ***HODs are required to go through all the "F" and "A" grade papers***, before signing the results.

5. All HoDs are requested to disseminate these instructions to all the faculty members especially visiting faculty and ensure compliance.

6. Forwarded for necessary action, please.

Brig Abdul SaboorZahid (Retd)
Controller of Examinations

No: 818/NDU/Exams/S-19/Instr dated 30 May 2019

To: HOD GPP
HOD PCS
HOD SS
HOD IR
HOD LMS

Info: Registration Branch
QEC
PR&SA
GSO-1 Coord to Dy President
PS to Dean FCS
PA to COS