

Shivaji University, Kolhapur
Centre for Distance and Online Education

Standard Operating Procedure (SOP) for Proctored Examination

Online MBA, Online M.Sc. (Maths) and Online M. Com. Programme

The detailed procedure for conducting the online examination via a Learning Management System (LMS) with online proctoring, ensuring a smooth and efficient examination process.

Sections

1. **Pre-Exam Preparation**
2. **Exam Communication**
3. **Exam Day Procedures**
4. **Post-Exam Activities**

A. Pre-Exam Preparation

1. Meeting - Scheduling a meeting with pre-exam, post-exam, On-exam, and Cap Sections to discuss examination logistics and LMS training sessions and defining role and responsibilities of each department and employees.
2. Employee Login Credentials - Generating and distributing login credentials by LMS team for concerned employees in the exam sections.
3. Exam Form Filling- Providing instructions for students to fill out exam forms accurately and set a deadline for form submission
4. Sample Question Preparation - Communication with faculty to prepare sample questions for students and ensuring these are available on the LMS at least one week prior to the exam.
5. Seat Numbers and Hall Tickets - Generating seat numbers and hall tickets for students by Exam section (Pre-exam) and ensure these are accessible through the LMS
6. Time Table Declaration - Declaration of the exam timetable by Exam Section and ensure timely distribution to students.
7. Student Communication - Informing students about the examination details, including date, time, and format, via email and LMS announcements.
8. Question Paper Setters List – finalizing the list of question paper setters and inform to On-Exam section by BOS

9. Paper Setting Letters - Issue formal letters to faculty for paper setting, including guidelines and deadlines and Conduct follow-ups to ensure compliance.
10. Collection of Question Papers - Collection of all question papers and answer keys from faculty and Verified completeness and accuracy by the chairperson

B. Exam Communication

1. Training Sessions- Conducting training sessions for all departments on the LMS and proctored exam procedures.
2. Paper Uploading Staff Training -Providing specific training for staff responsible for uploading question papers to the LMS.
3. Student Log In Credentials - Distribute login credentials to students, ensuring they have access to the LMS.
4. Proctor Training - Conduct comprehensive training sessions for proctors on the online examination process and technology used.
5. Proctor Log In - Ensure proctors receive their login credentials and understand their roles and responsibilities.
6. Student Training - Organize sessions for students covering instructions regarding AI red flags, suspect data and reporting procedures and guidelines for the online-proctored exam
7. Mock Tests - Facilitate mock tests for students to familiarize them with the online examination format and platform.

C. Exam Day Procedures

1. Proctor Appointment - Appoint proctors from the exam appointment section based on availability and expertise and students count.
2. Internal Supervisor Schedule - Prepare and distribute a schedule for internal supervisors within departments.
3. Room Preparation - Ensure that all devices and internet arrangements are functioning correctly before the exam starts.
4. Technical Issue Resolution -Set up a support system to resolve any technical issues faced by students during the exam in real-time.
5. Attendance Register Maintenance - Maintain a register for attendance of program supervisors, proctors, and internal supervisors during the exam.
6. Copy Case Handling - Process applications from proctors reporting any irregularities, forwarding details to the Lapses department.

D. Post-Exam Activities

- 1. Present Absent Report** - Generate and distribute a report detailing attendance for the examination by LMS team and forwarded to OE1
- 2. Marks Submission** -Compile and submit marks to the concerned department (OE1) by the LMS team.
- 3. Ledger Checking** - Conduct a thorough ledger check at the exam section to ensure accuracy of recorded data.
- 4. Result Declaration** - Prepare and declare results in a timely manner, ensuring all stakeholders are informed.