



Standard Operating Procedure (SOP) - Examination

Introduction:

Online examinations are an essential part of the academic assessment process in our university, providing a flexible and efficient way for students to demonstrate their knowledge and skills. This SOP outlines the procedures to ensure the integrity, security, and fairness of online examinations.

Pre-Examination Preparation:

- 1) **Receiving Examination Timetable** - Partner Universities/Institutions share the Examination timetable with the Exam team in a Word format at least 30 days before the Exam schedule.
- 2) **Slot Registration: (Optional for universities)** - Slot registration provision is to be made on the student portal with a Set timeline for closing registration. The slot registration is open one month prior to the examination and closed 8 days before the commencement of the examination. Once registered no exchange of slots should be entertained.
- 3) **Student Registration Data:** Universities/Institutions provide Student registration data in Excel format at least 7 days before the commencement of the scheduled exam.

User IDs and passwords are generated for students for their respective course examinations. Roll numbers or email IDs may be used as User IDs for easier tracking if suggested by the University/Institution. This will be enabled by the Academic team of the examination.

- 4) **Question paper pattern and obtaining approval from the university:** The university should confirm the blueprint of the question paper along with the number of sets required for each program. The same should be shared within one month(30 days) of the beginning of the examination.
- 5) **Uploading Question Bank:** Question bank uploading will be done with the due approval of the university as per the choice of the question set aligned to the slot of the exam. This should be enabled on the exam platform 2 days prior to the scheduled exam.



- 6) **Mock Test Creation:** The exam team creates a mock test for a dry run, which is shared with the University/Institution before the exam schedule. Instructions to be followed by students are also provided. The mock exams are conducted for 2-3 days as per the requirement and will be completed 2 days before the original commencement dates of the exams.
- 7) **Pre-Check:** Ensure all students are registered as per the list provided and subjects are visible by mapping them into groups. 3 days before the scheduled examination

Examination Conduct:

1. **Time Limit:** Set a predefined time limit for each examination to maintain consistency and fairness as prescribed by the university.
2. Additional layer of manual proctored will be administered as per the university's instructions.
3. **Prohibited Activities:** Clearly define unfair activities, such as accessing unauthorized materials or communicating with other individuals during the examination.
4. **Technical Support:** Ensure that the technical support staff are available throughout the examination period to address any technical issues promptly.
5. **Student Support:** Live student support services through various communication channels are enabled by the team.

Post-Examination Procedures:

1. Student attendance details are shared with the university.- Academic services team to Project team to University.
2. Document any incidents of academic misconduct or technical issues encountered during the examination for further investigation and improvement.
3. Facilitate the timely evaluation of examinations according to established grading criteria as prescribed by the university.
4. Tabulate the results as per the university-prescribed format and ensure proper QC is done before it's graded and submitted to the university.

Backlog and Re-examination:

1. The university will share the re-appear/backlog exam date sheet.



2. Student data for the re-exam or backlog paper shared by the university.
3. As per university protocols, Examination team can enable the slots for the students to choose from.
4. The question bank is approved and shared by the university.
5. Exam details will be notified to the students by Examination Team.
6. Re-exam result data is shared with the university as per the prescribed format.

Emergency Protocols:

1. **Communication:** Establish clear communication channels to promptly notify students and faculty of any changes or disruptions to the examination schedule.
2. **Regulatory Compliance:** Ensure compliance with relevant regulatory requirements and university policies governing academic integrity and data security.
3. **Quality Assurance:** Conduct regular audits and reviews of the online examination process to maintain quality standards and compliance with established protocols.

Result & Tabulation:

1. The university must share the prescribed format for tabulation and grading along with the date sheet release. The tabulation format will be shared with the examination team by the university project manager.
2. Grade the exams according to pre-established criteria or rubrics in case of descriptive pattern.
3. Compile exam results and submit them to the university on time (between 3-4 weeks after the completion of the exams) and provide feedback to the university.
4. Declaration of the result is carried out after the university's approval.
5. Analyse exam data to evaluate the effectiveness of the exam and to identify the areas for improvement.

Shivaji University, Kolhapur

Centre for Distance and Online Education

List of Examination Centre

The screenshot displays the website of Shivaji University, Kolhapur, specifically the Centre for Distance and Online Education. The browser's address bar shows the URL unishivaji.ac.in/distedu/. The website has a dark blue header with navigation links: **ADMISSION 2025-26**, **PROGRAMME / COURSE OFFERED**, **ONLINE NOTICE BOARD**, **FAQ**, and **CONTACT**. A left sidebar contains a list of links with red star icons, including: From CDOE Dy. Registrar Desk, Faculty, Administrative Staff, Academic Calendar, Programme / Course Offered, Admission 2025-26, Admission 2024-25, Admission 2023-24, Admission 2022-23, Fee Structure, Media Coverage, Advertisement, Learner Support Center/Study Center, Online Notice Board, Online Syllabus I, Online Syllabus II, Self Learning Material (SLM)/Course Material (SIM), Contact Sessions/Counseling Sessions, Assignments, Examination, Hall Tickets, Grievance Redressal Cell, Student Feedback, Research Cell, FAQ, Photogallery, and Contact. The main content area features the heading "Objectives" followed by a list of educational goals. Below this, the text "Our endeavor is..." is followed by a list of institutional aims. A photograph of the university's modern, multi-story building is shown at the bottom of the main content area. The Windows taskbar at the bottom indicates a temperature of 25°C, a "Mostly cloudy" forecast, and the date 21-08-2025.


Objectives

To provide educational opportunities:

- To more number of distance learners from the various age groups.
- To different sections of the society, who are for some reason unable to pursue education and bring them into the main stream.
- To the female class of the society who have remained deprived because of domestic responsibilities and social restrictions.
- To the working class who choose to study at their own place and pace.
- To all sections of the society irrespective of caste, religion, gender, area of origin, social and financial status etc.
- At affordable costs.
- To offer courses of study along with Self Instructional Material, contact sessions, counselling facilities, library and internet facilities through designated Study Centres.

Our endeavor is...

- To provide an alternative non-formal channel for higher education.
- To reduce the pressure on the conventional university.
- To provide a means for continuing and life long education so as to enrich the lives of people.
- To provide venues for access to higher education.
- To democratize higher education by providing access to large segment of the population particularly the disadvantaged groups such as those living in remote and rural areas, including working people, women and other adults who wish to acquire and upgrade their knowledge and skills through studies in various fields.
- To help those who wish to improve their educational qualification and are interested in undertaking advanced studies of their interest without being required to join as full time students.



Link for More Details: <https://www.unishivaji.ac.in/distedu/>

← → ↻ online.unishivaji.ac.in ☆ | | | Verify it's you

How to Apply to Our Online Programmes | Admissions are now open | Online Advertisement for M.E [Apply Now](#) [Enquiry Form](#)

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 **SHIVAJI**
UNIVERSITY KOLHAPUR
ESTD: 1962
NAAC 'A++' Grade
CGPA 3.52
CENTRE FOR DISTANCE AND ONLINE EDUCATION

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Diamond Jubilee University Celebrating 60 years of Excellence	Dual Degrees Refer UGC guidelines letter no. 1-6/2007 (CPP-II) (New) Dated-13/04/2022	Placement 100% Opportunities of Placement and Assistance for it
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Our Online Programmes

Breaking news
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Q Search

ENG IN 12:14 21-08-2025

Link for More Details: <https://online.unishivaji.ac.in/>

Examination Centre with enrolled students

Sr.No.	Batch Detail	Name & Address of Centre	Programmes offered	Total Enrolled student
1	Feb.2024	Centre for Distance and Online Education	Online MBA	40
2	July, 2024	Shivaji University, Kolhapur		118