



GC WOMEN UNIVERSITY SIALKOT

Office of the Controller of Examinations

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D/17/EXAM/28-01-2021

Instructions for Instructors/Invigilators

1. Set up the question paper consisting of such questions whose answers can neither be copied from the book nor from any other relevant material i.e they assess application of knowledge and critical thinking.
2. The length of questions should be such that students can solve all questions in the given time span.
3. Spread the question paper over the entire portion of the course included in the test i.e. for mid term course contents taught within first 8 weeks and for final term composite exam with less weightage from content covered in mid term.
4. Specify marks for each part of a question if it consists of more than one part.
5. Keep the phrasing of the questions simple and straightforward so that students can easily understand what is being asked.
6. Instructor will be responsible for the availability/arrangement of electricity, internet and backup of all.
7. Exam will be held strictly in accordance with the date sheet, In case of any emergent situation / interruption due to electricity failure / internet connectivity etc be immediately conveyed to controller office and director academics.
8. Once you and the observer are logged in (at least 10 minutes before the commencement of the exam), have the session recording on. Recording of the examination must continue from the beginning to the end.
9. Keep the students in waiting and let them all join the meeting at the same time.
10. Check the identification of all the students before entering them to the meeting.
11. Mark the attendance of students at the start of exam.
12. Upload question paper / share with the students at the same time.
13. Please instruct them to have their camera and sound on and adopt a posture where their writing space is covered explicitly along with their face.
14. Instruct them to put all assisting material aside and if they are using laptop, computer then keep cell phone aside.
15. Students to sit in an uninterrupted place (no physical presence of others). Can be observed through sounds and gestures of the students.
16. Keep invigilating the students continuously.
17. Once the time given for uploading the paper is over end up the meeting.
18. Please students to understand that they will not be given extra time and no answer sheet will be accepted after the given time.
19. Record of all answer sheets by students received through different modes be kept for passing on to the controller office.
20. Results of exam will be submitted to the controller office within stipulated time.

Controller of Examinations