



International Institute of Information Technology, Hyderabad

EXAMINATION MANUAL (REGULATIONS)

Version-2

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Table of Contents

1. Objective and Scope
2. Examination Process
3. Examination Rules (Instructions to students)
4. Preparation of the Question Papers
5. General Guidelines to Invigilators
6. Evaluation System
7. Centralized Grading Instructions
8. Guidelines for Faculty – Grading System
9. Showing examination answer books to students
10. Policy on awarding Gold Medal to graduating students

EXAMINATION MANUAL

1. Objective and Scope:

The conduct of examinations and declaration of results is one of the important activities of the IIIT, Hyderabad. The Examination Section is the backbone of the examination system. It is of paramount importance that the examinations are conducted with utmost precision, fairness and objectivity to gain public credibility and esteem. In order to achieve this, all rules and procedures relating to the examinations should be so well delineated as to leave nothing to chance and assumption.

This Manual defines the roles, responsibilities of the people involved, protocols, procedures to be followed and various steps that have to be taken at all the levels associated with the conduct of the examinations of the IIIT Hyderabad.

2. Examination Process:

Announcement of Examinations:

As per the Almanac, Announce the examination schedule 15 days before the exam date.

The Timetable of examinations shall be dispatched sufficiently in advance to the Departments for record and display on the Notice boards.

Initial Preparations for the Examinations:

The number of Candidates, day-wise, session-wise, shall be ascertained based on the examination schedules, List of Candidates to be finalized for the examination.

Based on the Number of candidates and the seating capacity of halls available, the number of examination halls required should be fixed and necessary steps taken to make arrangements for the conduct of examinations.

Based on the above, identify of Invigilators, take approval of the Controller of the Examination for confirmation of invigilators, and communicated to the invigilators.

Prepare in advance of Seating arrangements and Attendance sheets for each of the examination hall.

Specific number of Answer-booklets and Additional sheets shall be prepared hall-wise.

Seating Charts be prepared for each room and displayed in the respective rooms.

It should be verified that sufficient number of Question Papers of each paper have been received in sealed envelopes. The sealed envelopes are arranged date-wise, hall-wise and paper-wise and kept inside a sealed almirah/safe/ locker. A copy of the timetable is kept in

the almirah/ safe with the envelopes of Question Papers. This should be available for ready reference every day. It should be seen every day before taking out the envelopes before the scheduled time of the examination.

2.1 Before the Examination Begins

Reporting for Invigilation Duty

Invigilators should report to the Exam Cell 15 minutes (or as prescribed) before the examination is to begin

Examination Papers

Invigilators are required to collect examination question papers and related material from the Exam Cell Office and proceed to assigned Examination rooms.

Distribution of Papers

To assist with distributing answer books, examination question papers and any additional material. If there is more than one examination taking place in the venue, papers must be distributed according to a seating plan. Place one question paper, face up, on each desk and check that each desk has an answer book.

Authorized Material

The Exam cell will inform Invigilators whether any format or tables are permitted or excluded for the examination(s). The use of electronic calculators (Scientific/Non-scientific) is not permitted until otherwise instructed.

The Exam Cell will assign each Invigilator to the room they are responsible for overseeing.

2.2. The Start of the Examination

Admitting the Candidates

The Invigilator shall authorize the admittance of the candidates to the examination room 10 minutes before the start time. The Invigilator will announce the rules and conduct of the examination.

Invigilators should then ensure that any calculators and dictionaries which the candidates have brought for use in the examination are permitted. Any unauthorized equipment should be removed from the candidate and returned to them at the end of the examination.

Mobile Phones

Mobile phones are strictly not allowed in the exam area. Invigilator should not collect any mobile phones from the examinee; it is the sole responsibility of examinee for any loss of such items. Any unauthorized items should be reported to the Exam cell to be removed from the candidate.

Starting the Examination:

The Exam Cell should start the examination at the advertised time. If there has been a delay in starting the examination, the corresponding amount of time will be added on to the published finishing time.

Checking Toilets

When candidates are seated and the exam is about to begin, the Exam Cell will ask an Assistant to check the nearest toilets to ensure they contain no notes or other material which could be referenced by students taking toilet breaks during the exam.

2.3. During the Examination

Admit Card/ID Checks

All students must be able to confirm their identity by presenting an identity card. If Any student who does not have an ID card should be instructed to report to the controller of the examinations, obtain a signed form or Temporary ID and present it to invigilators on their return. The form or Temporary ID is valid for one exam only and must be taken from the student.

Candidates Arriving Late

No candidate may enter the examination room more than 10 minutes (or as prescribed) after the examination time has begun. If an Invigilator is approached by a student arriving more than 10 minutes after the start or after the specified time, refer the student to the Exam Cell, who will record his/her name.

Supervising Candidates

As early as possible during the course of the examination, invigilators should check translation dictionaries or other authorized material for notes or annotations. Unobtrusive patrolling should be carried out periodically and any suspicious behaviour reported to the Exam cell. All Invigilators are expected to remain in the hall for the entire duration of the examination. Occasionally, an Invigilator may leave the room in order to clarify a question or other emergency, these absences must be kept to a minimum and wherever possible one Invigilator should stay in the room and instruct the other Invigilator to get the required information.

Confirming Attendance

No more than 30 minutes or as specified time after the start of the examination, the Invigilator will collect completed attendance form. The student is checked against their photographic ID at this point. If any student does not have an appropriate form of ID they must leave the room to have their identity confirmed. Student has to obtain a signed form or Temporary ID and present it to invigilators on their return.

The Invigilator should then check the attendance and place an 'absent' against the name if any student absents for the exam.

Attendance sheet should be submitted along with the completed scripts at the end of the examination.

Additional answer Sheets

Additional answer Sheets are issued on demand before that examinee should completely use the previous issued Answer booklet.

Leaving Early

Examinee will not be allowed to leave the examination room within first 90 minutes for 3hrs examination and 30 minutes for 1.5 hour examination.

2.4. After the Examination

Ending the Examination

The Exam Cell shall announce the time when there are 5 minutes before the end of the examination. The examination should end at the scheduled time unless extra time has been added due to a delay in starting or exceptional circumstances.

Collection of Completed Answer Scripts

The Invigilator will collect answer books, examination papers and any other material. It is very important that all answer books and additional sheets (whether used or not) are collected from each student before students leave the hall. In no circumstances are students allowed to take answer books or paper from the examination room. Students may keep question papers unless otherwise specified in the special instructions. Students who have used additional answer sheets should attach them to their answer book with the tag provided.

Submission of Completed Answer Scripts

The Invigilator must submit all the answer booklets along with attendance sheet at Examination cell.

Examination cell ensure that whether all the answer booklets reached as per the attendance sheet and these will be sent for evaluation.

Malpractices in Examination by Candidates

In the Examination Hall the candidate shall be under the disciplinary control of the Invigilator and he/ she shall obey the instructions of invigilator. No candidate shall use unfair means or indulge in disorderly conduct or malpractice during, or in connection with the examinations.

Malpractices:

A candidate indulging in any of the following acts in the examination hall will be considered as committing malpractice(s) in the examination and booked for the same:

- Bringing of printed/ photocopy / manuscripts pertaining/ not pertaining to the day's examination, or in the form of book, pages of a book or loose sheets, or any other matter not permissible to be brought into the Examination Hall.
- Copying from any printed or hand-written material or answer-booklet of another candidate
- Bringing of Programmable Calculators, Mobile Phones, Smart watches/ Bluetooth or Wi-Fi enabled devices, Pagers, Organizers, Digital memory pad etc. with/ without matters related to the day's examination stored in them.
- Possessing any other prohibited material that may be of help in writing answers or facilitate copying in the examination hall.
- Writing any matter, formula, definitions, sketches in any part of the candidate's body, dress, handkerchief, instrument box, calculator cover, wall, table, drawing board, Question paper, hall ticket etc. which may have relevance to the syllabus of the examination-paper concerned.
- Exchanging of question papers, Answer sheets, scales, calculators etc. with any formula, answers, sketches, and hints related to the day's examination written on them with neighbouring candidates.
- Showing the answer-booklet/ question paper to the neighbours or allowing them to copy.
- Giving or receiving assistance in answering the question papers to or from any other candidate/ person in the examination hall or outside during the examination hours.
- Mass copying by candidates in the examination hall.
- Impersonation - Arranging some other person to write the examination for the candidate (or) attempting to write the examination for somebody else.
- Taking away with him/her the Answer script, without handing over the same to the invigilator or trying to take away or damage another candidate's answer-booklet/ script.

Handling and Reporting Misconduct, Malpractice at Examinations The following shall be the procedure for dealing with the cases of candidates found using or suspected of using unfair-means or involved in malpractice or misconduct in connection with the examinations:

- In case of Misconduct/ Malpractice / incident happened during the exam, the Invigilator shall take answer script and take written statement from student. Invigilator has to give his report on the incident shall report the same to the Controller of Examinations.
- The Controller of the Examination (COE) shall hold a preliminary enquiry, record the report of the Invigilator, the statement of the candidate in the presence of other than the invigilator concerned. On sufficient grounds, COE can take appropriate action or Can be forwarded to Academic Disciplinary Committee (ADC) for further necessary action.
- A candidate found guilty of Misconduct/ Malpractice at, or in connection with an examination shall be subjected to due enquiry by the Academic Disciplinary Committee (ADC) appointed for the purpose.
- The ADC constituted by the Institute shall be the competent authority to enquire the act of misconduct/ malpractice and recommend appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating, or allowing unfair means at the examination conducted by the Institution.
- ADC will study the case and observe the material of malpractice. Committee will call the candidate(s) and Invigilator to do enquiry about the incident
- Committee shall proceed to conduct a summary enquiry by providing a fair and reasonable opportunity to the student. On conclusion of the enquiry the committee shall record its findings about the commission of guilt by the student or otherwise prepare a report along with its recommendations

If the candidate is found guilty, he/ she may be awarded one or more punishment(s) based on the ADC assessment on the nature and severity of the malpractice. The punishment(s) shall be subject to review and/ or moderation by the Registrar.

Makeup Exams:

Makeup Examination will conducted to the candidates those who missed the main examinations with the reason of approved leave in health grounds.
Examination process will be same as the main exams.

3.Examination Rules

Instructions to Students:

1. Reporting time for students at an exam hall is 10 min PRIOR to the exam time. First bell will ring at 10 min before, and the 2nd bell will ring at the start of exam time.
2. Students can write their name, roll no on the script after first bell rings. Writing down the answers is permitted only after the 2nd bell.
3. Students will NOT be allowed to enter the exam hall or write an exam after the 2nd bell. Any exception is possible only with the approval of the Dean (A) via the exam centre.
4. All the students should bring their valid Permanent / Temporary Student ID card to the examination hall and place their ID card on the desk during the examination for verification by the Invigilator.
5. For examinations that are at most 90 minutes in duration, NO restroom breaks are allowed. For examinations that span more than 90 minutes, only one restroom break may be provided.
6. Reading material such as books (unless open book exam) are not allowed inside the examination hall.
7. Borrowing writing material or calculators from other students in the examination hall is prohibited.
8. Students have to compulsorily fill their roll number, seat number, course name, and the date of examination in the columns provided in the first page of answer booklet and on all additional sheets. Invigilators are advised to sign only after all the required details are filled in.
9. If any student is found indulging in malpractice or copying in the examination hall, he will be given 'F' for the course and may be debarred from writing other examinations.

Above is also the case for any notes, slips, or any other material that is found in possession of the student during the examination.

10. Mobile phones are strictly prohibited inside the examination Hall. Once the exam starts if any student found to be in possession of mobile or such devices, he will be asked to leave the examination hall, and he will get ZERO marks for that examination.

If any student accidentally brings mobile or such devices, they will have to leave OUTSIDE the classroom, at his/her own responsibility and risk.

11. At any time during or before the examination starts, the invigilator can relocate a student to any seat. Students should follow such instructions.

Any violation of the above rules can attract strong penalties including, but not limited to, being asked to leave the exam, recommend an F grade for the course, or drop a semester.

4. Preparation of the Question Papers

Important points to be noted by the faculty while preparing the question papers for Mid / End-Semester Examinations.

1. All the faculty are informed to submit the Mid / End Semester Question papers in IMS only at least 48 hours before the exam is scheduled (the sooner the better). This will help the Examination Cell to make the required number of copies of question papers in advance.
2. If you are UNABLE to submit the paper at least 48 hours before the exam, you have to take responsibility for making the required no. of copies of the paper and submit it to the Examination Cell by 2 PM of the previous day for the first two slots of morning session examinations, and before 10:00 AM for the same day afternoon session examinations.
3. If the paper is a "Question cum Answer booklet", please use the sample cover sheet available at Intranet.
4. Password protection is not required while uploading the question paper in IMS, as there is a default password that has been set up in IMS by the examination cell for each type of examination.

5. General Guidelines to Invigilators

1. Reporting time for students at an exam hall is 10 min PRIOR to the exam time. The first bell will ring 10 min before, and the 2nd bell will ring at the start of exam time.
2. Students have to be in by the first bell and can write their names, roll nos on the scripts and sign the attendance sheet. Writing down the answers is permitted only after the 2nd bell.
3. Students will NOT be allowed to enter the exam hall or write an exam after the 2nd bell. Any exception is possible only with the approval of the Dean (A) via the exam cell.
4. Reporting time for invigilators is recommended to be 10 min before the first bell i.e., 20 min before the start of the exam.

5. Invigilators have to collect the question papers from the Examination Office (Located in Room No. 206, Himalaya) at least 20 minutes before the commencement of the examination.
6. No student is allowed to leave the examination hall before 30 minutes, after the commencement of the examination.
7. Cell phones, reading material, and books (unless open book exam) are strictly prohibited inside the examination hall. If any student accidentally brings mobile or such devices, they will have to leave OUTSIDE the classroom on their personal responsibility/risk.
8. Borrowing writing material, and calculators from other students in the examination hall, is not permitted.
9. A short bell will be given 5 minutes before the end of the exam, to the students.
10. A long bell will be given at the end of the exam to collect answer scripts. Do not allow the students to write after the long bell.
11. Invigilators have to put their signature on the main booklet and all additional sheets, including Question-cum-answer booklet.
12. Answer booklets have to be kept in order as per the attendance before handing them over to Examination Office (Located in Room No. 206, Himalaya).
13. Please mark "Absent" against the student's name in case of absence.
14. For examinations that are at most 90 minutes in duration, NO restroom breaks are allowed. For examinations that span more than 90 minutes, only one restroom break may be provided.
15. All the students have to bring their Permanent / Temporary Student ID card (only for PGSSP and Part-Time students) to the examination hall and place their ID card on the desk during the examination for verification by the Invigilator.
16. Any student who has lost an ID has to undergo biometric verification in the exam cell's office. Students have to do this strictly BEFORE the first bell rings. Once verification is done a note should be issued by the exam cell saying the student is allowed to write the specific day's exam(s).
17. Invigilators can allow a student to continue the exam ONLY if they produce their ID card or the note from the exam cell. If a student fails to do so, their answer paper should be taken away and the student should be asked to leave the exam hall.

6. Evaluation System

The Institute is currently awarding Grade Point Average (GPA) to the student at the end of each semester. The range of CGPA and SGPA is from 0 to 10. In Order to convert CGPA to percentage scale from 0% to 100%, one can multiply the CGPA with 10. The Institute does not award any class / division such as First class and Second class to its students.

Minimum final CGPA for the award of various degrees:

B.Tech	M.Tech	MS by Research	Ph.D
5.5	6.5	7.0	7.0

The Institute does not award individual mark sheets to each semester. It awards only a consolidated Final Transcript and Degree certificate to a student upon completion of the programme. Further attested copies will be given in a sealed cover which may be treated as original certificates.

Academic Awards: Dean's List & Merit List:

Institute recognizes students whose SGPA is above 8.5 in a semester and are in the top 20% of their class. The recognition is in the form of inclusion of their name in a Dean's list of students with academic excellence. An award function is held annually where the Director and Deans felicitates such students.

Type of Award	Award features
Deans's List I	For the top 5% of students
Deans's List II	For the next 5% of students
Deans's List III	For the next 5% of students
Merit List	For the next 5% of students

Research List Award:

Institute also encourages and appreciates students in non-research programmes who do research and publish papers in recognized forums. Such students qualify for the "Research List Award".

Honours Programme:

Honours is an optional program for undergraduate students. This is a special program designed to allow bright and motivated students to participate in research during the undergraduate days. At the end of second year, student may decide to opt for Honours based on his/her interest. If a student completes 4 honours projects with a GPA > 8.0, then the student is awarded a B.Tech degree with Honours.

7. Centralized Grading Instructions

Please follow these instructions:

1. Please find out from the faculty:
 - a) The key/marking scheme
 - b) Who grades which question (it is better for one person to grade a question for all for consistency)
 - c) True answer and marking criteria.
2. Complete the grading in the given time slots (say 5 Hrs for 5 days), or in rare valid cases, work with lecturers to find an alternate time.
3. While entering the grading room, please write your name and sign in the register. Do not bring your friends into this space. This space is meant only for grading-related activities.
4. Do not bring your bags and any kind of writing material.
5. Grade impartially. Do not look/or worry about whose answer sheet it is. Have consistency in your stand/evaluation criteria.
6. Use "red pens" provided. Write marks and comments in big letters. Provide enough Feedback to the student (not just right/wrong, marks) wherever applicable.
STRIKE OFF ANY EMPTY SPACE IN THE ANSWER SHEETS.
7. Once graded, create an excel sheet with all the marks (question-wise). Double-check the total. Make sure that you write the total on the first page. Do share this excel sheet with the course instructor and central team on Completion.
8. Report any possible incidence of cheating that you observe in the answer sheets to the faculty and central team.

8. Guidelines for Faculty – Grading System

Guidelines and procedures for conducting examinations and for grading students in courses.

Grading System:

IIIT, Hyderabad follows a grade assignment scheme for evaluating a student's performance in a course. The total mark secured by a student in a course is mapped to a grade.

Grades (taken from Academic Regulations)

There are five grades that reflect performance and are used in computation of grade point average (GPA):

Grade	Value	Description
A	10	Excellent
A-	9	Excellent
B	8	Good
B-	7	Good
C	6	Fair
C-	5	Fair
D	4	Poor
F	0	Fail

The other grades that do not carry points and are not used in computation of GPA are:

P – Pass Grade to Human Values courses

S – Satisfactory (for thesis or R&D-apprenticeship course)

X – Unsatisfactory (for thesis/project work)

I – Incomplete (grade to be assigned later)

W – Course Withdrawal by a student within 7 weeks from the registration

A grade is awarded to a student in a course for which he/she is registered, will be based on his/her performance in different forms of evaluation (such as, examinations, labs, projects, quizzes, assignments) in the course. Each course is required to have a mid-semester exam and a final exam. For a course taken under PCO, the instructor has to place a minimum grade requirement i.e., C and above for getting a (P) pass grade in the course. In exceptional cases wherein a student could not complete all the requirements (for reasons such as, medical problem or equipment breakdown) for securing a grade in the course, an (I) incomplete grade can be given. An incomplete grade has to be changed to a proper letter grade (A(-), B(-), C(-), D, and F) before the end of the next semester. Otherwise, it will default to a (F) fail grade.

Types of Grading

There are two types of grading that can be followed for a course, namely, absolute grading, and relative grading.

Total Marks and Absolute Grading: The instructor is free to decide the relative weightages of the exams, quizzes, home assignments, project work, etc., while computing the total. The relative weights should be announced at the beginning of the course, together with any other grade related policy. In case of absolute grading, a predetermined and fixed range of marks is allotted for each grade. A student gets the grade corresponding to the range within which his/her marks fall. The faculty must show care in setting the exams and other assignments so that students who do excellent will get (A) grade.

Relative Grading

In relative grading a histogram of total marks obtained by all students is taken and ranges for assigning various grades are decided at the time of giving the grades. These ranges for assigning grades are based on upper limit of percentage (see grade distribution below) of students in a course that can have a particular grade. While deciding the relative grades the course instructor may keep in mind that an excellent performance in his/her judgment gets a 'A', a good performance a 'B', and so on. A violation of this upper limit will require a reassignment of grades to students.

Grade Distribution

Grade	Percentage of Students
A/A-	35%
B/B-	35%
C/C-	30%
D/F	as per student's performance.

Notes:

1. The above scheme can be relaxed for small classes <15-20 students, or in courses where in all students perform exceptionally well or exceptionally poor.
2. The faculty needs to use their judgment and expectation from students in the course for grading.
3. Faculty must be very strict in the minimal expected performance from a student to pass the course.

The course should have absolute cut-offs for pass or fail. Students who just managed to pass can be given D grade.

For post-graduate courses, project work, and electives with fewer than 20 students the above grade distribution can be relaxed.

Grade Submission

The grades must be submitted to the Dean of Academics within one week of the last final examination conducted for a semester. This grades due date will be announced to faculty before the start of the final examinations for a semester. If for any reason a faculty member cannot submit grades by the grades due date a written permission must be sought from the Dean of Academics. Faculty members who have not submitted grades within two weeks after grades due date must be notified to the Director of institute for further action.

The final grades conforming to grade distribution and uniformity in grading across courses will be released to the students. If required a reassignment of grades will be sought before releasing the grades to the students.

Data for Internal Academic Audit:

- Faculty has to submit the complete mark sheet of the course used to arrive at the grades, Teaching Learning materials. Homework/Assignments/Other Evaluation, Other assessment document, E-learning and other information as applicable.

Examinations

IIIT, Hyderabad has a policy of evaluating a student through various quizzes, assignments, project work and examinations for a course. It is required that each course must have at least one mid-semester examination, and a final examination. This requirement can be relaxed by seeking a written permission with appropriate justification from Dean of Academics.

Mid-semester Examination

An examination is normally required to be conducted as per Institute scheduling of the exam. It is required that the exam is graded, and answer sheets be distributed back to the students within two weeks after the conduct of the exam.

Final Examination

The final examinations must be held at the stipulated time and day assigned for the course. Before the grades are given to Dean of Academics the students must have opportunity to view their final exam answer books. Therefore, at least one day must be set-aside for this, and students must be notified the time period during which they can view their final examinations. The final exam answer books must be preserved by the teacher for six calendar months. Faculty, if they wish, may deposit the final exam answer books with the Manager Academics. Guest faculty and visiting faculty is required to deposit answer books with Manager Academics.

9. Showing examination answer books to students

To avoid the tempering of answer books while showing to the students the following suggestions are made by Director and Dr. Prosenjit Gupta which are working out well.

- Show answer books to students in the class room and ask them to raise any query right then and there. No queries would be entertained later.
- Students should write queries on the 1st page of answer booklets and return the same within 15-20 minutes.
- The faculty will call the student later and discuss if the query is genuine
- Scratch the blank space in the answer booklet while correcting
- The TAs should also be present while showing the answer books
- Pens / pencils will not be allowed inside the class room while showing the answer books

10. Policy on awarding Gold Medal to graduating students

The IIIT Gold Medal is awarded to a student in recognition of outstanding academic performance i.e., highest cumulative grade point average in graduating class of their respective programmes.

Details of Gold Medal and selection criteria:

A: Four year B.Tech Programs (CSE and ECE) – Total 2 Gold Medals

1. One Gold Medal each for highest CGPA (with cut-off cgpa 8.5) in graduating CSE and ECE batches.
2. The above is irrespective of batch strength.
3. In addition to Gold Medal, a certificate will be given to a student who has highest CGPA among four year CSE and ECE programmes.

B: Dual Degree B.Tech + MS by Research Programs (CSD, ECD, CND, CLD, CHD and BSD) – Total 6 Gold Medals

1. One Gold Medal each for highest CGPA (with cut-off cgpa 8.5) in graduating CSD, ECD, CND, CLD, CHD and BSD batches.
2. The above is irrespective of batch strength.
3. The gold medal will be given at the end of 5th year even if student is not graduating in that year.
4. Lateral entry students are also included in their respective dual degree programs.

C: M.Tech Programs (CSE, CSIS, CASE, Bioinformatics and VLSI & CE) – Total 5 Gold Medals

1. One Gold Medal each for highest CGPA (with cut-off cgpa 9.0) in graduating CSE, CSIS, CASE, Bioinformatics and VLSI & CE batches.
2. The above is irrespective of batch strength.

D: Gold Medal and Certificate Distribution

1. Gold Medals and Certificate will be awarded during the Convocation by the Chief Guest.
2. Students who are unable to attend the convocation function may inform the same to Academic Office. In such cases, parents of the student are allowed to collect the Gold Medal and Certificate from the Director, at the end of the Certificate distribution function or later from Academic Office.