

# INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

## Conduct of Examinations

### For Faculty

- The course is completely owned by the Instructor-in-charge from the beginning of the course to the submission of grades.
- Responsibility for the smooth conduct of examination lies with the Instructor. The Instructors are expected to be present during the examination and coordinate the conduct of examination including confirmation of invigilators and other resources.
- TAs are allocated to help the Instructors with invigilation only and should not replace them in any manner. However, the TAs should be given full authority for effective invigilation.
- The invigilators must keep the mobile phones in 'Silent Mode' during the conduct of the examination.
- Letter grades must be submitted within 96 hours after the day of Examination III. The grades of a course with no Examination III, including project courses, seminars, thesis, etc, must be submitted with 96 hours from date of Examination III for that semester. The grades of a half-semester course must be submitted within 96 hours after the date of final evaluation of that course.
- Students must be given an opportunity to see their graded answer scripts of all examinations before submission of the grades. Please also see the advisory on "Continuous evaluation and timely feedback".
- Graded answer scripts of the examinations must be retained by the Instructor for at least six months. In case of short-term visiting Instructors, the answer scripts must be kept with Discipline coordinator or Dean of Academic Affairs.
- The grades cannot be changed once submitted and processed. Any grade change request shall require approval of the Chairman, Senate. Such a request must be submitted on the prescribed format with necessary details of the grading procedure and by highlighting the proposed changes.

### For Students

- Be seated in the exam room at least 5 minutes before the start of exam
- Ensure you are not carrying any material which may be counted under unfair means.
- Punishment of using unfair means can go up to termination of programme from the Institute. Even being a suspect of using unfair means can lead to severe repercussions.
- Carrying mobile phones, smart watches or any other electronic communication devices to the exam room is strictly prohibited. Preferably leave them in your hostel room.
- In case you see anybody using unfair means, please report the matter, quietly, to the Instructor or the Dean, Academic Affairs after the exam.

**For Academic Office**

- Prepare the rooms for examination one day before the start of exams.
- Arrange to provide the required support (Roll List, Answer Scripts, water, refreshments, etc.) during the exam.
- Keep track whether letter grades are received within 96 hours of the exam and send reminders wherever necessary.