Kalindi College

Instructions for Teachers on Invigilation Duty

Duties are being assigned to the teachers for the papers that they are teaching, reason being that teachers on duty will be required to make a whatsapp group with the students for giving instructions, and handling their problems, if any. For assigning duties we are entirely dependent on the data received from various departments. The data obtained has been tallied with date sheet (and got edited) at our end by the department teachers. And I'm myself cross checking it before assigning duties to minimize any missing/incorrect information. However, we are not aware of the options offered by various departments in case of optional papers and so some papers may still be missed out. In such a case, the teacher who taught the concerned paper will be considered to be on duty, and will therefore be required to follow all instructions as being on duty. Teachers-in charge can change the duty as per need in case of leave or change of teacher etc. and parallelly inform the change to exam committee and the teachers concerned.

The teachers on duty will be required to:

1. Arrange a short meeting with the students, a day in advance (or same day before the exam with prior notice) to brief them about the rules. And they be told to be very careful about every small thing. There is no cure for errors made during examinations. Prevention is the only key.
2. Ask the students to login 15-30 minutes in advance and check that their paper is available. They should get themselves relaxed.
3. Inform on the staff association whatsapp group/whatsapp group formed for invigilation duty between 15-30 minutes of starting of the paper whether all students have been able to download the paper or not*. In case of any problem, UPC to be posted on the group urgently, and the paper will be sent on whatsapp to the teacher immediately. The teacher should carefully check the paper and forward it to the students. (Just in case a paper is not available on the admin portal/nodal officer email, we will immediately contact the exam branch to arrange the paper).
4. Alert on completion of three hours after download: "quickly start uploading"
5. Ask students who have not uploaded (by 12.45pm for the morning session and 6:45pm for the evening session) to finish upload immediately.
6. Make sure that answer sheets are uploaded with in allocated time limit strictly. [3 hours (writing) +1 hour (download, scanning,upload etc) +1 hour (permissible extra time for connectivity issues/ technical glitches etc - uploads to be with proof) +30 minutes (email with proof as last resort in case of extreme emergency)]
7. If students are noted to have sent email before 5 hours, the teachers on duty have to ask them to upload it on portal only. After uploading it on portal, they (student) should send another email, stating that earlier mail sent was by mistake and hence be ignored.

8. Some students mailing their answer scripts, are sharing their documents (answer script/proofs) through drive. They (students) are strictly to be instructed to attach **PDF/JPG/JPEG** files only and not to share through link.
9. After submission by all students, the teacher to report on the whatsapp group about successful submission*.

*if some of the students have not responded, the same may be communicated.

Notes:

➢ In case of poor internet connectivity/any unforeseen technical glitches etc., the student may be advised to submit his/her script beyond the specified time period with the documentary evidence (4-5 snapshots showing connectivity issues, upload failure….). The maximum time limit for **delayed submission is 60 minutes**. However, all such cases will be examined by the Review Committee and these answer sheets shall be evaluated based on the decision of the **Review Committee**. For this the portal will be open for an extra hour. Therefore, the timings reflected on the portal will be 2:00pm and 8:00pm for morning and afternoon respectively. These should not be taken as normal submission timings.

➢ The time of submission of answer sheets shall be recorded by the system, The delayed submissions of answer sheet with exact time of submission shall be sent to Review Committee.

➢ A system generated acknowledgement will be sent to the student's registered e mail after submission of the answers sheets on the portal.

➢ Limit of uploading each file for answer scripts on the portal is **7 MB (JPG/ JPEG/ PDF).**

➢ For any help students need (apart from the matters that have been repeatedly explained to the faculty) kindly direct students to examination committee helpline numbers available on college website.

➢ Teachers to be available on phone call if examination committee needs to connect with any on-duty teacher.

Further, all may note some **important Points Related to OBE**, **June 2021**

A. Students report non-availability of the question paper on the Portal.
The concerned teacher/ teacher on invigilation duty will check the appropriate Date Sheet to ensure that the particular exam is scheduled in that Session and Date. If yes, the concerned teacher will put the UPC and Paper Name on the Staff Association group. Teachers should comfort the students, ask them not to panic. The portal will also show the time of the question paper received by the student. In case, the paper is received very late; and the portal closes before the submission, students can mail it with the screen shots (showing the time of question paper received).

B. Students reporting problem in uploading answer sheet on the portal.

Advise the students to upload the answers page-wise using PDF/JPG/JPEG format. Students should be guided to keep trying until the completion of five hours (3+1+1). In case, they upload after completion of 4 hours (3+1), then they have to upload 4-5 different photos indicating upload failure on the portal within stipulated time.

For Morning Session, paper starting at 9.00 am, 4 hours means time up to 1:00 p.m. So, 4-5 photos/ screen shots indicating failure while uploading have to be taken before 1:00 p.m. and have to be uploaded during 1:00-2:00 p.m. Portal will show the closing time as 2:00 pm. But answers uploaded after 1:00 pm will be subject to review by the review committee. So, proofs will be required for that. Similarly, for the Evening Session, i.e. when paper starts at 3:00 pm, 4 hours go up to 7:00 p.m., so 4-5 photos/screen shots indicating upload failures are to be taken before 7:00 p.m., and are to be uploaded during 7:00-8:00 p.m. Portal will show the time 8:00 pm. But answers uploaded after 7:00 pm will be subject to review by the review committee. So, proofs will be required for that.

If they are not able to upload till the completion of 5 hours, they have to email it on the following email id: obeexamjune2021@kalindi.du.ac.in
• No mail received before the completion of 5 hours and without proofs will be accepted. After 5 hours, mails should be sent within 30 minutes.
• Email sending time: 2:00 to 2:30pm for the morning session and 8:00 to 8:30pm for the afternoon session.
• If students are noted to have sent email before 5 hours, the teachers on duty have to ask them to upload it on portal only. After uploading it on portal, they (student) should send another email, stating that earlier mail sent was by mistake and hence be ignored.

The time of submission of answer sheets shall be recorded by the system, and will be sent to the review committee together with the proofs.

C. Students are asking about uploading of wrong answer against any question/ forgetting to upload some part /not uploaded proofs of late submission/ mailing on incorrect mail id/forgetting some basic information like roll number, UPC, paper title etc.
The students have been sent all guidelines by the university, and have been repeatedly guided by their teachers. Relevant information is available on the website of the college and Delhi University. If despite all this they are making such blunders, then they will themselves be responsible for it. A number of things may depend on the examiner, some on University. They will have to bear the consequences of their mistakes. If they consider emailing with corrections as a way out, it should be remembered that all mails will be subject to review. Only the mails with valid reasons (with proof) and within stipulated time will be accepted.

D. After successful submission on portal, students are not getting confirmation mail.
 One possibility for the students Should keep a snap shot of successful uploading on the portal, and also to preserve their files till the results are declared.

All are hereby requested to take all these points into consideration and not to put repeated messages on the group related to the above matters.

Thanks in anticipation for cooperation from all

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