

# GOVT. COLLEGE WOMEN UNIVERSITY FAISALABAD (CONTROLLER OFFICE)



Ph: +92-41-9220515, Fax: +92-41-9220515

Email: [controller@gcwuf.edu.pk](mailto:controller@gcwuf.edu.pk)

Ref. No. GCWUF/COE/ 13620

Dated: 26/10/2021

All the Chairpersons / Incharges of Teaching Departments,

All the Coordinators of Teaching Faculties,

Subject: RULES TO CONDUCT OF EXAMINATIONS

Reference to the above cited subject that all teaching departments must following the Rules / SOP's for conduction of examinations.

1. All departments must display date sheet on departments notice board.
2. Students strictly follow the exam timing.
3. Seating plan display outside every exam room.
4. Strictly followed the Covid-19 Sop's.
5. No Mask No Entry.
6. Ensure social distancing of 6 feet at entry, waiting area, exam room, pick and drop area.
7. Avoid crowding and violation of social distancing.
8. No Sharing of personal items (Use of gloves are preferred).
9. Examination room / interview room and laboratories should be well lit and ventilated.
10. No Hand shake and hugging should be allowed.
11. The entry and exit of students towards gate must be supervised by relevant department.
12. Mobile phones, bags, digital or electronic devices are not allowed in examinations rooms.
13. All departments depute representatives to collect mobile phones etc in a zipper folder with write student name with detail and keep in safe custody and return back to the relevant student after exams.
14. All departments must collect examinations material from Controller of Examinations department with in stipulated time period as mentioned in examinations calendar.
15. All departments / teachers upload the subject marks of students in examinations portal developed by IT services within due date.
16. Teachers avoid overwrite, cutting or erasing on answer sheet during paper marking.
17. Teachers check the answer sheet carefully all questions should be marked and allocate each question marks separately then grand total of marks must be written on front page of answer sheet clearly and duly signed.
18. Invigilators / Teachers deliver the instructions during exams to the students that after attempting paper left blank pages of answer sheet must be crossed.

19. All Head of teaching departments depute paper setters and evaluators internally in order to maintain secrecy.
20. All Head of teaching departments instruct to the relevant subject teachers to review the answer sheet to the students after paper marking.

### **UNFAIR MEANS**

Plagiarism, cheating and using other unfair means constitute unprofessional conduct. Unfair means include discussion and exchange of all such class notes and written material between the students which may subvert the learning process. Exchanging or passing information to other students over the network during lab examination is considered cheating.

Any form of unfair means will be immediately reported by the teacher to the Disciplinary Committee. Severity of Penalty imposed on the student can range from a zero in the assignment/quiz/exam, a failing grade or one grade lower than what is actually obtained in the course, any additional assignment / work before completion of degree or separation from the program.

Note: Solid evidence / supporting cheating material are required for Unfair Means Case.

### **PAPER RE-CHECKING**

In case a student is not satisfied with her award even after checking answer book, or clarification from the teacher, she may make written complaint to Chairperson /Incharge /Director /Principal /Dean /Coordinator **within 15 days** after the result notification date who will refer her case to the Examination Committee of the Department/ Institute/ College/University.

The teacher shall handover the papers of a course to the Departmental Controller of Examinations /Chairperson /Coordinator who shall keep them in her custody till the notification of the final result of the program.

  
**CONTROLLER OF EXAMINATIONS**  
GC Women University Faisalabad.

### **Copy for information and necessary action to:-**

1. PS to Vice Chancellor
2. Registrar
3. Treasurer
4. Director IT Services (Upload on University website / Whats app group)
5. Director Academics
6. Director QEC
7. Director students affairs
8. Chairperson Hall Council
9. Record file