



How to conduct Exams

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Roadmap

- ▢ Session learning outcomes
- ▢ Why Exams?
- ▢ Pre Exams
- ▢ While Exams
- ▢ Post Exams
- ▢ Food for thought

Session Learning Outcomes

- By the end of this session C.Ps could be able to;
 - Share their practices regarding conducting exams.
 - Develop their understanding regarding conducting exam,
 - To be able to conduct exams effectively

طلبا کے مطالبات

- پرچہ ۵ گھنٹے اور ۵۰ نمبر کا کیا جائے۔ ۱

- ۲۔ ہر ۳۰ منٹ کے بعد مشورے کے لیے وقت دیا جائے

- ایک فری ہٹ دی جائے تاکہ اپنی مرضی کا سوال حل کیا جائے ۳

- پہلے ۳۰ منٹ کا پاور پلے جس میں تمام نگران حال سے باہر ۴

چلے جائے

- اگر کسی سوال کا جواب غلط ہو تو ریویو کا ایشن دیا جائے ۵

Individual Task

**Share your bitter experiences
while appearing in and
Conducting exams.**

Why Exam needs to be dealt carefully

- ▢ It determines the progress of students during an academic year
- ▢ It helps in shifting from one class to another class.
- ▢ It also examines the performance of teachers.
- ▢ Exams play the role of motivating factors students for further studies.
- ▢ Students are awarded with degree upon the successful completion of exams

Group Work

- ▣ Group No 1. Things need to do before exam
- ▣ Group No 2. Things need to do after exam
- ▣ Group No 3. Things need to do after exam.
- ▣ Group No. 4 Code of conduct for exam

Pre Exam

- ▢ Establish an Examination committee two weeks earlier than exams
- ▢ Let the committee to develop Terms of Reference (TOR) for themselves.
- ▢ Give them the autonomy.
- ▢ Ensure that all arrangements for the Examinations are made.
- ▢ Develop sitting plan on daily basis.

Cont.....

- ▢ Adjust the sitting plan according to climatic conditions.
- ▢ Develop a code of conduct for exam.
- ▢ Exam schedule should be pasted on notice board.
- ▢ Ensures that all students are duly registered.
- ▢ Check the questions papers of each subject.

While Exam

- ▣ Invigilators are required to be present at the place of Examination 30 minutes before the session starts.
- ▣ The identity of students should be scrutinized with extra care.
- ▣ Answer scripts envelop need to be opened before students
- ▣ Give the instructions to students on the very first day.

Cont...

- ▢ Distribute rows and rooms amongst invigilators.
- ▢ Invigilators should not be allowed to talk loudly.
- ▢ Ensures total compliance with the prescribed code of conduct by Examiners, Invigilators and Candidates
- ▢ Candidates under temporary permission to leave the examination room must be closely monitored

Cont....

- ▣ Candidates shall occupy their own seats.
- ▣ Any material which help the students in copying should not be allowed.
- ▣ An invigilator has the authority to confiscate such items.
- ▣ Invigilators must review students roll No while signing the answer scripts.

Cont....

- ▢ Maximum care must be given to ensure confidentiality.
- ▢ Invigilators are not allowed to punish students in case of using unfair means.
- ▢ All Examination Scripts shall be counted, enveloped and signed at the end of each session.

After Exams

- ▣ It must be ensured that all the students have submitted the answer scripts prior to leaving the exam hall.
- ▣ The numbers of answer scripts should be compare with the attendance list.
- ▣ The envelope of solved answer scripts should be signed by Examiner and Assistant.
- ▣ De briefing session daily basis.

Food for thought

**Everybody
is a genius.
But if you
judge a fish
by its ability to
climb a tree,
it will live its
whole life
believing that
it is stupid.**

Albert Einstein



References

Nathaniel N-A Okine PhD Chairman, Examinations Audit Committee

Any ??????

Thank you

for your constant,
encouragement and
support



H a v e a w o n d e r f u l d a y !