

Conduct of Examination and Minimum Standards for Examination Centres

The examination of the programmes offered through Open and Distance learning mode and / or Online mode shall be managed by the examination or evaluation Unit of Central Sanskrit University.

1. Schedule of examinations :-

Examination time table shall be prepared in coordination with MSP, based on the tentative exam-period announced during admission-notification/prospectus of study-programme.

2. Registration for examination :-

Registration for appearing for examination shall be enabled online through an Examination Management System. The eligible learners may register for exams of those courses only for which they are marked as eligible as mentioned in 14.6 of these Regulations.

3. Examination :-

Centers and mode of examination Examinations may be conducted at the campuses of C.S.U./ Swadhyaya-Kendras / approved exam centers (either pen and paper test or using ICT based test in a proctored environment) OR Online / remote-proctored environment. Exam centers / mode of exams shall be according to the norms specified by MSP in accordance with the guideline issued by ODL / OL Regulating authority / DEB / UGC time to time.

4. General criteria for an examination center :-

As mentioned above, Campuses of CSU / Swadhyaya-Kendras established in the Campuses of CSU may be exam centers. Government Institutions like Kendriya Vidyalaya(s), Navodaya Vidyalaya(s), Sainik School(s), State Government Schools, etc. can also be identified as examination centre(s) as per the need under direct overall supervision of CSU including approved affiliated colleges under the University system in the Country where established facility is already there for conducting examination. Approved Learner Support Centres established outside the Campuses of CSU (if any), can also be used as examination centres subject to the necessity decided by MSP / CSU and such centers fulfill the general criteria of an examination centre as defined below –

5. General facility required at examination center :-

- a. The examination center must be prominently located place, with good connectivity for the convenience of the students.
- b. The number of examination centers in a city or State must be proportionate to the student enrolment from the region.
- c. Building and grounds of the examination center must be clean and in good condition.
- d. The examination center must have an examination hall with adequate seating capacity and basic amenities.
- e. Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions.

- f. The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities.
- g. Safety and security of the examination center must be assured.
- h. Restrooms must be located in the same building as the examination center, and restrooms must be clean, supplied with necessary items, and in working order.
- i. Provision of drinking water must be made for learners.
- j. The Examination Centre shall have proper monitoring mechanisms for Closed Circuit Television (CCTV) recording of the entire examination procedure and biometric system and in case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by incharge of examination centre to the concerned Higher Educational Institution.
- k. Adequate parking must be available near the examination centre. l. Facilities for Persons with Disabilities should be available. m. Full time faculty of the Open and Distance Learning and / or Online mode Higher Educational Institutions or qualified faculty / academician from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, & observers etc.

6. Minimum Standards to be maintained at Online-Examination Centers In addition to facilities mentioned above, Online Examination shall have the following facilities, namely :-

(i) Requirements at online-Test Centres :-

- (a) Provide adequate test room(s)/space for given number of examinees;
- (b) Examinees must be seated with separation distance that restricts view of others work;
- (c) Examination Centres must have backup plans in case of power or application failure;
- (d) The online examination application must be tested before commencement of the examination;
- (e) The check-in area should be located near the entrance to the testing room, in an area separate from other activities;
- (f) The building, testing rooms and rest rooms must be accessible to people with disabilities, including wheel chair access;
- (g) Each test room shall have proctoring facility either through human proctors or through technology mediated proctoring.

(ii) Requirement of proctors :-

Each test centre requires one or more proctors in each room, whose responsibilities include the following, namely :-

- (a) Monitor the testing room to maintain security;
- (b) Interact with the testing workstations to start or pause tests;

- (c) Report any irregularities;
- (d) Other activities to ensure credibility and transparency of the examination.

(iii) Security arrangements in the testing centre :-

- (a) Only authorised staff and if any external examiner(s) shall have access before exam time;
- (b) Only authorised staff and examinee shall have access during exams;
- (c) Authorised staff and external examiners to have only the level of access as required and mandated;
- (d) OS, Browser and the Software must be kept up-to-date and patched in a timely fashion;
- (e) The testing application shall be able to track and report all access attempts;
- (f) Each examination room shall have CCTV facility;
- (g) Centralised audio/video monitoring of all exam centers shall be ensured;
- (h) A separate examination application server or machine in each exam centre must be ensured which will be connected to a central server through virtual private network connectivity for secure delivery of question papers in encrypted form at a designated time prior to the exam;
- (i) Examination applications server must reside on a local area network in the same subnet to allow communication between test delivery applications without blocking any ports;
- (j) Audit Logging: the online examination system must provide a detailed audit logging facility recording activities like Login, Logout, Exam Access, Question Navigation, Answer Responses, etc. Using techniques like geo-tagging which will make it possible to track the exact location of the user during online exam activity.
- (k) IP based Authentication and Authorization: the access and operation of the examination program must be restricted or limited to a certain specified number of IP addresses specially in the case of admin login to ensure complete safety for the examination.
- (l) Examination Centre has to be connected to the internet via a good internet connection with a minimum download speed of 4 Megabits per second (Mbps) and upload speed of 1 Megabits per second (Mbps) for online question paper delivery and uploading of scanned answer scripts.
- (m) There should be a separate device for Local Area Network (switch) and internet connectivity (router) instead of using an integrated device.
- (n) Staffs have to verify the student's original ID proof issued by Govt. of India with the ID proof for authentication.
- (o) External devices (i.e. mobile, pen drive, tab, laptop, smart watch etc.) or reading materials should not be permitted in exam centres.
- (p) The online exam Platform will be accessible via user id and password which is unique for each student for each session and exam.

- (q) After examination data shall be transferred in encrypted format through an encrypted virtual private network connection from examination application server to central server.

7. Remote Proctored online Examination :-

7.1 Following security measures to be ensured for conducting online examination through remote proctoring :-

- (a) Secure browser: There must be custom application pre-installed on the machine for the examination preventing opening of any other windows or application. This application must prevent Screen Capturing, Recording and Remote Login or taking output to a remote screen through Video Graphic Array (VGA), Universal Serial Bus (USB) or High Definition Multimedia Interface (HDMI) ports features.
- (b) Remote Proctoring: remote proctoring shall involve image capturing in intervals or video streaming of the candidate through webcam or screen capturing of the current access screen of the candidate.
- (c) Data Encryption: Online examination system's data needs to be encrypted to prevent any kind of misuse. Question Bank and exam data must be stored in a highly secure and encrypted manner. The entire communication between server and client/student machine during the examination needs to be encrypted with a secure mode of communication.

7.2 As restriction of territorial jurisdiction is not applicable for Online learning, CSU/MSP may enrol even international learners & shall endeavor to conduct remote proctored online examinations for registered learners of online mode programmes.

7.3 There shall be provision for authenticating attendance of examinees through biometric system as per Aadhaar details or other Government identifiers for Indian learners and Passports for International learners.

7.4 The controller of examination of C.S.U. shall conduct the examination and declare the results. The coordinator of the MSP assigned with exam-related coordination-work, shall undertake coordinating-work between MSP & Examination Dept. as per the guidelines framed by MSP/CSU regarding the examination.

8. Reports from Examination Centers :-

Report of conduct of examinations in both Open and Distance Learning Mode and Online mode, along-with report of observers/proctors for all examinations shall be collected periodically from Examination Centers. CSU shall adopt the technological solutions for easy receipt of these reports.

9. Miscellaneous points related to exams :-

9.1 The candidates must complete all courses (papers) within the maximum time period prescribed for completion of a particular programme. Facility for re- registration for exam purpose may be given with fine for those students who could not complete within the normally allowed maximum period.

9.2 The standard of examinations for the programs conducted by Mukta Swadhyaya Peetham are maintained at par with the examinations conducted for the on- campus students.

10. Certification :-

- (a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for both Open and Distance Learning and Online mode shall be assigned a unique identification number and shall have photograph and Aadhaar number or other government recognised identifier or Passport number, as applicable, along with other relevant details of the learner along with the Programme name. Each award shall also be uploaded on the National Academic Depository.
- (b) As mandated by UGC (ODL & OL Programmes) Regulations, 2020 CSU shall mention the following on the backside of each of the degrees/certificates and mark-sheets issued by the Higher Educational Institution to the learners : Mode of delivery – (ODL/Online)
- Date of admission – (Date / academic year of initial joining the programme)
 - Date of completion – (Date / academic year of completion of the programme)
 - Name and address of Learner Support Centre
 - (in case of ODL mode mention the address of Swadhyaya-Kendram. In case of Online-mode, mention ‘Online LSS’) Name and address of Examination Centres (In case of Remote proctored Online-exam, mention ‘Remote proctored Online-exam’)

11. Issue of mark-sheets & certificates :-

Marksheets / certificates shall be generated / prepared as soon as possible after the results are announced. Digital-mark-sheets may be arranged for quick & easy delivery. Credits shall be linked with academic Credit Bank.

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Ref. :- (Regulations of Mukta Swadhyaya Peetham 2022, Page No. 38 to 43),

https://www.sanskrit.nic.in/uploads/2022_07_25/Regulations_MSP_r.pdf