

## STANDARD OPERATING PROCEDURES FOR EXAMINATION



**JANUARY 2021**

Dear Students:

Hope you are well and safe.

We express our gratitude to you and your families for your cooperation in completing the academic programme for the year 2020-2021 amidst a global pandemic. *A Very Happy New Year 2021.*

The online Student Induction Programme/Orientation, Classes, Fieldwork, Student Support Programmes, would not have been possible without your unconditional support. Thank you once again. We are confident that the upcoming examinations would also be successfully organized with your cooperation.

The following guidelines that includes the important dates of the examinations, question paper pattern, the guidelines to be followed before, during, and after the examinations have been prepared for your reference. The students are expected to read the guidelines carefully and are encouraged to contact the members of the Examination Committee for any clarification or suggestions.

### **I. DATES OF THE EXAMINATIONS**

<b>CLASS</b>	<b>DATES</b>
BSW SEM V OLD COURSE	4 <sup>TH</sup> TO 9 <sup>TH</sup> JANUARY 2021
MSW SEM III AUTONOMOUS	5 <sup>TH</sup> TO 20 <sup>TH</sup> JANUARY 2021
BSW II SEM III AUTONOMOUS	9 <sup>TH</sup> TO 15 <sup>TH</sup> JANUARY 2021
MSW I SEM I AUTONOMOUS	12 <sup>TH</sup> TO 20 <sup>TH</sup> JANUARY 2021
BSW I SEM I AUTONOMOUS	14 <sup>TH</sup> TO 20 <sup>TH</sup> JANUARY 2021

### **II. QUESTION PAPER PATTERN**

All questions would be descriptive questions carrying 10 marks each. For Bachelor of Social Work, Semester I and III, Master of Social Work Semester I and II under Autonomy the subjects carrying 60 marks for End Semester Examinations will be out of 50 marks which will be converted into 60. You have to attempt 5 out of 8 questions.

For 30 marks End Semester Examinations, students have to attempt 3 out of 5 questions. For Bachelor of Social Work, Semester V University Examinations, the Question Paper Pattern will be 5 out of 8 questions for both subjects of 4 credits (100 marks) and 2 credits (50 marks). ( Please note: marks of 50 will be converted to 60 and 100 as required)

### III. QUALIFYING MARKS

To pass a Theory Course, a student is required to obtain a **minimum of 40 percent marks** allotted to the course, which includes marks obtained in Continuous Internal Assessment and the End Semester Exams. If a student fails to secure the required minimum 40 percent of the total marks or fails in End Semester Examinations, that student will have to reappear for an additional three hours Examination for a total of 100 or 50 marks as per the weightage of marks for that particular subject. The student will have to forgo all the Continuous Internal Assessment marks earned in the ongoing semester in that course.

Total Marks allotted to the subject	Qualifying marks 40 percent of Total Marks
100 marks	40 marks (Total marks of Continuous Assessment Policy and End Semester Examinations)
50 marks	20 marks (Total marks of Continuous Assessment Policy and End Semester Examinations)

Unless permitted by the Principal, no additional Continuous Internal Assessment will be held. There will only be an additional examination (Three hours-100 marks and Two hours for 50 marks) one semester later, with 40 percent as the passing marks. The marks secured by the student in the additional examination of 100 marks and 50 marks will be the marks ultimately awarded.

Those students who do not register for the additional examination within the stipulated period (15 days of the declaration of the result) will not be permitted to appear for the concerned examination(s).

#### IV. GUIDELINES FOR ONLINE EXAMINATIONS

##### *Before Examinations:*

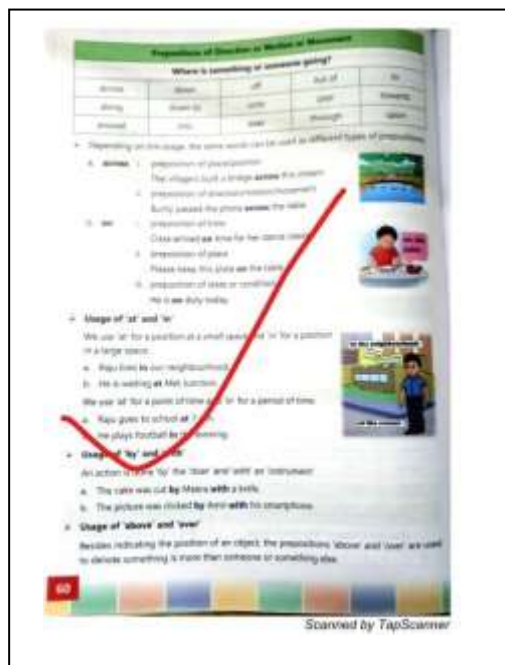
1. Please be *appropriately* dressed for the examination.
2. The online Exam shall be conducted via Micro Soft Teams. Students should check whether their Micro Soft Teams app is working. If any issues students should send email on the specific issue at nncswcomplab@gmail.com along with your phone number (on or before 2<sup>nd</sup> January 2021, by 4 pm).
3. Students who have internet connectivity/electricity issues should mandatorily go for offline mode of examination only (in any of the centers approved for conduct of exams). Please contact Ms. Sabeena Gonsalves (7745080222) by 5 pm on Sunday 3<sup>rd</sup> January 2021 or 12 hours/ half day before the exam to change the mode of exam.
4. All ATKT students (across all classes) should appear for offline mode only. Contact Ms. Maya Barsingh for any queries.
5. Those who miss the mock session can opt for offline exam. Students themselves should check the mock session recordings on Microsoft Teams incase they are only available for online exam.
6. The college will send a face sheet (see template-1) which shall be the front/first page of the answer sheet
7. Kindly note that only **A4 size papers** to be used as answer papers and stationery must be kept available. Total 15 pages have to be punched together and be ready for each examination. Suppliments would be mentioned after that.
8. Authentication Process starts 20 minutes prior to the commencement of the exam. First hall ticket/ ID Cards shall be checked online. The login links shall be sent 25 minutes before the examination.
9. As soon as the candidate does the login, his/her camera must be on for the entire duration of the examination. No other person should be visible in the camera of the candidate except the candidate during the entire duration of the examination.
10. The candidate must ensure that his/her mobile is charged fully before the examination.
11. The seating arrangements of the candidate must be such that there is minimal distraction and sufficient light available.
12. The candidate must avoid using different ink coloured pens for writing the examination as far as possible. **Black Ball Point Pen** is recommended for writing the examination.

### ***Guidelines during Examinations:***

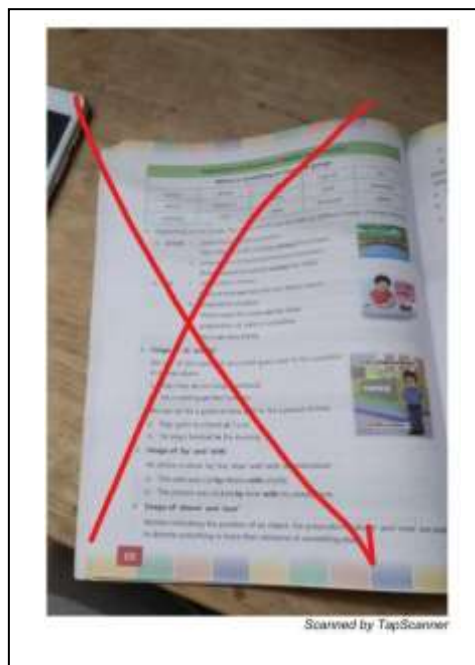
1. The candidate must keep their mobile on silent mode throughout the examination.
2. Only after the seating arrangements have been confirmed as appropriate by the Invigilators, the examination will commence. Appropriate here means the face of the candidate is visible, the file sheets placed on the table are visible and the Invigilator/s can see the file sheets and the face of the candidate while writing. The device(mobile/laptop) must be placed in such a way that the face of the candidate and file sheet is visible throughout the examination.
3. No one is permitted to get up from their seat during the examination
4. The candidate must write their NAME, CLASS, SEMESTER, SUBJECT, SEAT NO, DATE, PAGE NO on all the file sheets which will be utilized as answer sheets. The answer sheets must be numbered correctly. See Template 1 for the Facesheet. The candidate must remember to write the CORRECT question number for the answers written.
5. Question paper shall be shared 5 minutes prior to the commencement of exam in chat box of Microsoft Teams. It is students' responsibility to download the question paper at that time. Screen share shall also be available.
6. Once the question paper is received the candidate must check if the question paper received is of the subject as per the Time Table.
7. Students should start writing only after the invigilator orally pronounces "exam begins".
8. The students are reminded that only BLACK ball point pen should be used while writing the exam. Pencil cannot be used. Change of handwriting/ color will be considered as malpractice.
9. Students with Visual disability opting for online exam, shall fill the Writer Form (see template-2). Kindly note two devices is a must for students with visual disability. Both the writer/ scribe's and student's camera must be ON during the entire course of the examinations.
10. Please do not discuss anything online as it will disturb other exam takers. If you face technical issues during exam, *RAISE THE VIRTUAL HAND*
11. The candidate must type in the chatbox when a new supplement is taken.
12. The candidate must not answer any calls during the examination.
13. The candidate must not talk with anyone during the examination.
14. The candidate must not look around in any direction apart from the answer paper while writing.

15. Candidates who log out from the meet for more than 5 minutes without any satisfactory explanation according to the Invigilator/s will be asked to stop writing, scan, and send the answer paper immediately.
16. The total duration of the examination would be Two hours for Four credit subjects (100 marks) and One and a half hour for Two credit subject (50 marks). Once the candidate has completed his/her answer paper, he/she can raise his/her hand or type on the chatbox.
17. Before the candidate uploads the answer paper, the candidate must ensure that he/she has written the Seat No and sign on the main answer sheet and the supplements. Please number the supplements correctly.
18. Once the students finish exam, 10 minutes shall be provided for scanning the answer sheets. The email address for sending the scanned answer sheet is [cswnonlineexam@gmail.com](mailto:cswnonlineexam@gmail.com).
19. Please ensure to fill the face sheet without fail. Candidates who are using only one device may have to switch off their video while scanning. Please note only 10 minutes is permitted for scanning and if the candidate exceeds the time allotted for scan for more than 10 minutes, his/her paper will not be accepted unless under conditions which according to the Invigilators was beyond the control of the students.
20. The candidate must not log out till the entire process of uploading or sending the answer paper via email is completed and the Invigilator/s affirms that the answer paper has been successfully received. Once the Invigilators checks and verify the received answer paper of the candidate, the candidate will be allowed to log out.
21. For the successful acceptance of the answer sheets kindly note that: The answer sheets must be numbered and arranged correctly, the seat number and signature of the candidate must be visible, the supplements must be placed in the correct sequence, converted to pdf, and sent together as one file to the assigned official email id for uploading answer paper.
22. Clicking photos and sending the answer sheets are not permitted under any circumstances. The candidate is not permitted to send their answer sheets to any friend, classmate, or any other acquaintance to forward it on the official email id. The answer sheet will not be accepted.

23. When the candidate is scanning the answer paper the candidate should ensure that **only the answer sheets are scanned**. Take a closer view to ensure no other material/things are scanned along with the answer paper. Keep the paper straight and do not change the angle of the camera while scanning the answer paper.



**CORRECT**



**WRONG**

24. The candidate must send their answer sheets from their personal and not class email id.

### *After the examination*

1. The candidate can type his/her suggestions/feedback in the chatbox before he/she logs out.
2. The Controller, Deputy Controller of Examinations, Flying Squad Team will have access to the platform for inspection throughout the examination for inspection.

### *Code of Conduct*

The Invigilators are taking notes of any behaviour that violates the code of conduct specified above or any other suspicious behaviour. Students will be notified of any evidence of malpractice via email. Malpractice includes but is not limited to: switching the camera off, the student's face not been visible on the screen, leaving the meeting, and so on. The decision concerning malpractices will be taken as per the Unfair Means Policy of the College.

Intimidating or using obscene language or threatening the Invigilator/s or person/s on duty for the conduct of online examination or argument with the Invigilator/s on the Instructions given or causing disturbances in any manner in the examination procedures will be considered as use of Unfair Means by the candidate.

A warning letter will be issued to candidates for any behaviour that violates the Examination Code of Conduct/ Guidelines. If a candidate repeats the violation of guidelines, a decision on whether to allow the candidate to appear for pending exams of the Semester will be decided by the competent authorities in the matter.

#### **V. MEETINGS OF STUDENTS.**

A meeting to discuss the Guidelines is be held with students class wise two or three days prior to the examination.A mock examination will be conducted for students before the examination. As stated earlier those who miss the mock test can opt for offline exam. The mock session recordings are available in chat history of the meeting link for reference.

#### **VI. MODE OF EXAMINATIONS**

A google form was sent to all students by to confirm the mode of examination preferred. The google form consisted of details on name, class, address presently residing, preferred mode of examinations (Two options: 1.College( Churchgate Centre or Goregaon for offline exams; 2. Online: Exam from home; 3. Educational Institute/Local Non-Governmental Agency nearby); any questions/concerns and challenges.

However as stated earlier students who have internet connectivity/electricity issues should mandatorily go for offline mode of examination only (in any of the centers approved for conduct of exams). Please contact Ms. Sabeena Gonsalves (7745080222) by 5 pm on Sunday 3<sup>rd</sup> Januay 2021 or 12 hours/ half day\_ before the exam to change the mode of exam.

Note: An annexure on offline exam regulations is available in the each exam centre for those who take offline mode of exam. Kindly contact Administror/ Controllor of Examination for more details.

**All the Best**

Examination Committee, CSWNN, Mumbai

10/12/2020

Template- 1

**FACE SHEET (TEMPLATE-1)**

Name	
Examination Seat Number (for Autonomy students)	
Seat Number (for University BSW Sem 5/6 students)	
Subject Name	
Class	
Semester	
Total Number of pages written in exam in the main sheet of 15 papers	
Additional Supplementary Sheets	
<b><u>Declaration by Student</u></b>	
I hereby testify that I have not plagiarized or copied during this examination. I agree to honor the code of the online examination	
Signature of student	

\*Note:

1. Please prepare this template using BLACK BALL POINT PEN on the front page of all your exam papers.
2. **DO NOT FILL IN THE FORM TILL INVIGILATOR ASKS TO FILL THE DETAILS.**



**WRITER/ SCRIBE DECLARATION FORM (TEMPLATE 2)**

*Joint Declaration of Candidate and Scribe*

I, the undersigned, Shri/Smt/Kum. \_\_\_\_\_ eligible candidate for the college examination and Shri/Smt/Kum. \_\_\_\_\_ eligible writer (scribe), with academic qualification \_\_\_\_\_ for the eligible candidate, do hereby declare that:

1. The scribe is identified by the candidate at his/her own cost and as per own choice. The candidate is visually impaired or his/her writing speed is adversely affected permanently and s/he needs a writer (scribe) as permissible.

2. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.

3. In view of the importance of the time element of the examination, the candidate undertakes to fully satisfy the Principal of the College of Social Work- the necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph '1' above.

4. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of exam that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the examination.

5. I, \_\_\_\_\_ (Scribe), am not a candidate for this examination. I have lesser academic qualification than the candidate appearing for this examination and I am not related to the candidate.

Given under our signature and contact details:

Signature of the Scribe

Signature of the Candidate

Address of the Scribe

Address of the Candidate

## CONTINUOUS INTERNAL ASSESSMENT POLICY

### FOR COURSES WITH TWO CREDITS MARKS: 50 MARKS

The Assessment for the Master/Bachelor in Social Work for Two credit courses (50 marks) consist of the Continuous Internal Assessment of 20 marks and End Semester Examination of 30 marks. The Internal Continuous Assessment includes class test, assignment, attendance and class participation. Class participation marks are based on task-based assessment such as group presentations, demonstration, preparing information, education and communication material, participation in field visits and class assignments given in groups or individually.

The 20 marks of the

Continuous Internal

Assessment includes:

5 - Class test 10- Assignment 2.5 - Attendance 2.5 - Class participation
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The Class Test should be Objective as far as possible. Google forms, Class Time, Live Worksheets, Wizer etc or any other online platform can be used for the Test as per the convenience of the subject teacher. The subject teacher could also suggest the mode of the Class Test. The passing Marks for the Internal Exam are **40% i.e., 2 marks out of 5**

The Assessment for the Master/Bachelor in Social Work **four** credit courses (100 marks) consist of the Continuous Internal Assessment of 40 marks and End Semester Examination of 60 marks. The Internal Continuous Assessment includes class test, attendance and class participation. Class participation marks are based on task-based assessment such as group presentations, demonstration, preparing information, education and communication material, participation in field visits and class assignments given in groups or individually.

The 40 marks of the Continuous Internal Assessment includes:

10 - Class test 20 - Assignment 5 - Attendance 5 - Class participation
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The Class Test should be Objective as far as possible. Google forms, Class Time, Live Worksheets, Wizer etc or any other online platform can be used for the Test as per the convenience of the subject teacher. The subject teacher could also suggest the mode of the Class Test. The passing Marks for the Internal Exam are **40% i.e., 4 marks out of 10**

## **KINDLY NOTE**

Two Continuous Internal Assessment will be held per semester. There will be no retest for the Continuous Internal Assessments. Any student who misses the Continuous Internal Assessment I or Continuous Internal Assessment II or both can acquire the 40 percent required to pass the course through the 60-mark End Semester Exam.

The principal may request the concerned Subject teacher to hold a special Continuous Internal Assessment (of one or more courses) for a student, within the same semester, under the following circumstances;

1. If the Principal allows a student to represent the College at or to participate in some event (academic/cultural/sports) and this causes the student to miss the Continuous Internal Assessment test (of one or more courses).
2. If, just prior to or during a Continuous Internal Assessment, a student is stricken by a serious illness and the presented medical papers have been verified by the College. (The medical papers and the parent's note have to be presented to the College within two days of the sickness, for this clause to hold).
3. If just prior to or during the Continuous Internal Assessment a bereavement (of an immediate family member) occurs. (In this case the Death Certificate of the faithful departed and the parent/guardian's note will have to be given to the College within two days of the student's return to the College, for this clause to hold).
4. For the same student, the principal will exercise this discretionary power for only one of the two Continuous Internal Assessment of a semester.
5. If the student fails in the internal assessment additional class test or assignment be given before the final external semester exams.

Thanking you

Examination Committee