



An Assessment Agency  
empanelled with  
Directorate General of  
Training (DGT) under  
Ministry of Skill Development  
and Entrepreneurship,  
Govt. of India, vide  
Letter No.  
MSDE-2/1/2015-SDIMES  
Dated on - 23 Dec 2016



Oceans Assessors Guild Pvt. Ltd  
Hall No. 6, 11 No. Stop, Arera Colony,  
Bhopal, Madhya Pradesh - 462016  
Web : [www.oceansassessorsguild.com](http://www.oceansassessorsguild.com)  
Email : [operations@oceansassessorsguild.com](mailto:operations@oceansassessorsguild.com)

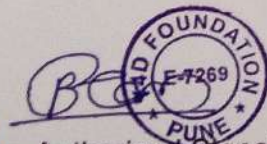


Certificate No.: Y4D/12336

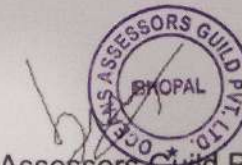
## CERTIFICATE

This is to certify that Mr./Ms. **Nikita Chikane** has successfully completed  
**NSDC** approved course **PCB Assembly Operator** under **Electronics Sector**  
**Skill Council** confirming to NSQF Level 4, with competency grade **A**, period from  
**01-07-2024** to **31-07-2024** conducted at the establishment **Y4D Foundation**

Date of issuance : **26/07/2024**



Authorized Signatory  
Y4D Foundation



Oceans Assessors Guild Pvt.Ltd



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Directorate General of Training

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Email : [operations@oceansassessorsguild.com](mailto:operations@oceansassessorsguild.com)



Certificate No.: Y4D/12339

## CERTIFICATE

This is to certify that Mr./Ms. **Gayatri Kirve** has successfully completed  
**NSDC** approved course **PCB Assembly Operator** under **Electronics Sector**  
**Skill Council** confirming to NSQF Level **4**, with competency grade **A+**, period from  
**01-07-2024** to **31-07-2024** conducted at the establishment **Y4D Foundation**

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Authorized Signatory  
Y4DFoundation



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Bhopal, Madhya Pradesh - 462016  
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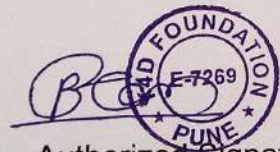


Certificate No.: Y4D/12332

## CERTIFICATE

This is to certify that Mr./Ms. **Apurva Chavan** has successfully completed  
**NSDC** approved course **PCB Assembly Operator** under **Electronics Sector**  
**Skill Council** confirming to NSQF Level **4**, with competency grade **A**, period from  
**01-07-2024** to **31-07-2024** conducted at the establishment **Y4D Foundation**

Date of issuance : **26/07/2024**



Authorized Signatory  
Y4D Foundation



Oceans Assessors Guild Pvt. Ltd

Sr. No	PRN	ROLL	DIVISION	NAMES	CONTACT
1	23065451242062	1011	A	KIRVE GAYATRI SACHIN	9315760951
2	23065451242038	1012	A	APURVA VILAS CHAVAN	9284013767
3	23065451242052	1023	A	CHIKANE NIKITA VIJAY	9975258662
4	23065451242053	1027	A	CHAVAN VAISHNAVI AVINASH	9356853101
5	23065451242065	1031	A	VEDIKA HANMANT CHAVAN	7350536534
6	23065451242076	1032	A	JAGTAP GAYATRI SANJAY	9370574608
7	23065451242064	1035	A	GAIKWAD VAISHNAVI DIPAK	9322057007
8	23065451242012	1036	A	JADHAV SHREYA SUNIL	9223574028
9	23065451242040	1045	A	GHOLAP TEJASVI VINAYAK	7841026083
10	23065451242090	1046	A	SHREADDHA SANJAY GODASE	8805596004
11	23065451242039	1048	A	TRUPTI BHASKAR KAMBLE	9359947453
12	23065451242043	1050	A	JAGTAP PRATIKSHA SANDIP	9284879213
13	23065451242095	1056	A	GHADAGE SAKSHI SANJAY	8828269508
14	23065451242093	1057	A	KSHISAGAR AARTI TANAJI	9561923615
15	23065451242030	1073	B	OMBALE SAKSHI MOHAN	9518714115
16	23065451242068	1077	B	PORNIMA SANTOSH YEWALE	9405564762
17	23065451242026	1078	B	RUTUJA SANJAY PISE	9226879508
18	23065451263007	1079	C	SHIRKE ANJALI SAMBHAJI	9028829682
19	23065451242027	1080	B	NALAWADE PRATIKSHA ANIL	9373133932
20	23065451242074	1084	B	KENJALE PUJA MAHESH	7058202568
21	23065451242094	1086	B	Diya Dharmendra Sawant	9067897890
22	23065451242107	1087	B	BHUMIDEVI VYANKTESH SALUNKHE	8275551179
23	23065451242098	1090	B	NIKAM RUCHIRA ASHOK	9823449504
24	23065451242034	1091	B	VAISHNAVI SANJAY KUMBHAR	8180916410
25	23065451242091	1095	B	SHREYA GANPAT SAKUNDE	8999360064
26	23065451242023	1096	B	ARPITA RAMESH KADAM	9049893814
27	23065451242031	1097	B	SALUNKHE SAKSHI SANTOSH	8446546972
28	23065451242036	1098	B	SANIKA LALASO SHINDE	8605633334
29	23065451242005	1100	B	SALUNKHE MAYURI RAVINDRA	9763244368
30	23065451242067	1105	B	SHREYA VIJAY RAJEKUMBHAR	7058547370
31	23065451242015	1108	B	MOLAWADE SANJANA SANJAY	8554986918
32	23065451242111	1110	B	UTKARSHA UMESH SABLE	9405455650
33	23065451242033	1112	B	SONTAKKE PAYAL SHASHIKANT	9529687382
34	23065451242117	1115	B	NIMBALKAR RASIKA RAJENDRA	9975503841
35	23065451242037	1121	B	SNEHA NITIN PATIL	9699651977
36	23065451263020	1132	C	Tanuja Gorakh Nikam	9763578952
37	23065451263019	1137	C	PHADTARE SNEHAL SHIVAJI	9579305519
38	23065451263034	1140	C	Vaishnavi manohar chavan	9172076045
39	23065451263018	1141	C	Amushka Shailesh Phadnis	9028487594
40	23065451263032	1145	C	Vaibhavi sanjay gosavi	9309290704
41	23065451263022	1146	C	SHINDE PRADNYA PRADIP	8446230978
42	23065451263028	1147	C	POL BHAVANA ARVIND	7020102779
43	23065451242060	1152	B	VHATKAR TRUPTI KRISHNAT	9527977514
44	23065451263026	1162	C	MANE SHRUTI LALASAHEB	8983604700
45	23065451263006	1170	C	JAGTAP GAURI RAVINDRAKUMAR	9881175659
46	23065451263023	1172	C	SHINDE MADHURI RAVINDRA	8446071975
47	23065451263025	1181	C	NIKAM SHRAVANI SAMBHAJI	7498144305
48	23065451372010	1198	D	SURYAWANSHI KIRTI VITTHAL	8999485672
49	23065451372001	1201	D	YADAV NEHA BALKRISHNA	9730158911
50	23065451372025	1214	D	SWATI SAMEER JAGTAP	8080029208



# डॉ.बाबासाहेब आंबेडकर तंत्रशास्त्र विद्यापीठ, लोणेरे

Dr. Babasaheb Ambedkar Technological University, Lonere

विद्याविहार, लोणेरे-रायगड ४०२१०३ (महाराष्ट्र) Vidyavihar, Lonere - Raigad 402 103 (Maharashtra)

Tel: (02140) 275142 ☐ Student Helpline: 02140 - 275212

Website: [www.dbatu.ac.in](http://www.dbatu.ac.in), E-mail: [registrar@dbatu.ac.in](mailto:registrar@dbatu.ac.in)



		Cyber Security and Digital Forensics	60		
		Internet of Things	60		
V7	Dr. Vasantodada Patil Shetkari Shikshan Mandal's, Sangli Padmbhooshan Vasantodada Patil Institute of Technology At - Budhgaon Tal – Miraj, Dist – Sangli	Block Chain	30	6269	EOA 2 June 2023
V8	Sandipani Technical and Medical Education Institute's Sandipani Technical Campus, Faculty of Engineering Gat No. 23, Mauje-Kolpa, Tal. & Dist. – Latur	Data Science	60	EN2522	EOA Dated 14 June 2023
		Software Development	60		
		Automobile Servicing	60		
V9	Nutan College Of Engineering & Research, Taleagaon Dabhade, Pune	Electronics Manufacturing Services	30	EN6419	EOA Dated 30 June 2023
		Automobile Servicing	30		
		Automotive Electronics	30		
		Foundry Technology	30		
		Welding Technology	30		
		Automotive Mechatronics	30		
		Graphics and Multimedia	30		
		Rubber Technology	30		
V10	Samarth Educational Trust's Arvind Gavali College of Engineering Gate No - 247, Panmalewadi Post – Varye, Satara M.S. – 415015 L.L. – (02162) – 200100/200100, Email – <a href="mailto:agcenggsatara@gmail.com">agcenggsatara@gmail.com</a>	Industrial Tool Manufacturing (Itm)	30	EN6545	EOA Dated 2 June 2023
		Industrial Automation	30		
		Software Development	30		
		Data Science	30		
V11	Khandesh College Education Society's College of Engineering and Management CS No. 7480/7323, Behind D.I.C., Office, NH- 6, Dist. – Jalgaon M.S. – 425001	Industrial Tool Manufacturing (Itm)	30	EN5106	EOA not received
		Software Development	30		
		Industrial Automation And Mechatronics	30		
		Data Science	30		
V12	Phaltan Education Society's College of Engineering Phaltan	Data Science	30	EN6766	EOA Dated 2 June
		Automobile Servicing	30		

# All India Council for Technical Education

(A Statutory body under Ministry of Education, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: [www.aicte-india.org](http://www.aicte-india.org)



## APPROVAL PROCESS 2024-25

### Extension of Approval (EOA)

F.No. Western/1-43660795425/2024/EOA

Date of Approval: 21-May-2024

To,

The Secretary,  
Tech. & Higher Education Deptt.  
Govt. of Maharashtra, Mantralaya,  
Annexe Building, Mumbai-400032

#### Sub: Extension of Approval for the Academic Year 2024-25

Ref: Online application of the Institution submitted for Extension of Approval for the Academic Year 2024-25

Sir/Madam,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Education), Powers delegated in AICTE ACT 1987, (No 52 of 1987) chapter II - u/s 2(g) to regulate Technical and subsequent Regulations of AICTE, I am directed to convey the approval to:

Permanent Id	1-4210711	Application Id	1-43660795425
Name of the Institution	ARVIND GAVALI COLLEGE OF ENGINEERING	Name of the Society/Trust	SAMARTH EDUCATIONAL TRUST
Institution Address	GAT NO. 247, PANMALEWADI, POST - VARYE,, SATARA, SATARA, Maharashtra, 415015	Society/Trust Address	PLOT NO. E1/1 ADDITIONAL M.I.D.C. DEGAON ROAD SATARA, SATARA, SATARA, Maharashtra, 415004
Institution Type	Private-Self Financing	Region	Western
Year of Establishment	2010		

Opted for Introduction of New Program/Level	Yes	Introduction of Program/Level Approved or Not	Approved
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#### To conduct following Programs/Courses with the Intake indicated below for the Academic Year 2024-25

Level	Program	Course	Affiliating Body (University /Body)	Intake Approved for 2023-24	Intake Approved for 2024-25	NRI Approval Status	FN / Gulf quota/ OCI/ Approval Status
DIPLOMA	ENGINEERING AND TECHNOLOGY	CIVIL ENGINEERING	Maharashtra State Board of Technical Education, Mumbai	60	60	No	No
DIPLOMA	ENGINEERING AND TECHNOLOGY	COMPUTER ENGINEERING	Maharashtra State Board of Technical Education, Mumbai	60	60	No	No

Application No:1-43660795425

Note: This is a Computer generated Report. No signature is required.

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ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

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Letter Printed On: 3 June 2024



Principal  
Arvind Gavali College of Engineering  
Panmalewadi, Satara.

Level	Program	Course	Affiliating Body (University /Body)	Intake Approved for 2023-24	Intake Approved for 2024-25	NRI Approval Status	FN / Gulf quota/ OCI/ Approval Status
DIPLOMA	ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	Maharashtra State Board of Technical Education, Mumbai	120	120	No	No
DIPLOMA	ENGINEERING AND TECHNOLOGY	ELECTRONICS AND TELECOMMUNICATIONS ENGINEERING	Maharashtra State Board of Technical Education, Mumbai	60	60	No	No
DIPLOMA	ENGINEERING AND TECHNOLOGY	MECHANICAL ENGINEERING	Maharashtra State Board of Technical Education, Mumbai	60	60	No	No
UNDER GRADUATE	ENGINEERING AND TECHNOLOGY	ARTIFICIAL INTELLIGENCE (AI) AND DATA SCIENCE	Dr. Babasaheb Ambedkar Technological University, Lonere	60	60	No	No
UNDER GRADUATE	ENGINEERING AND TECHNOLOGY	CIVIL ENGINEERING	Dr. Babasaheb Ambedkar Technological University, Lonere	30	30	No	No
UNDER GRADUATE	ENGINEERING AND TECHNOLOGY	COMPUTER SCIENCE AND ENGINEERING	Dr. Babasaheb Ambedkar Technological University, Lonere	120	120	No	No
UNDER GRADUATE	ENGINEERING AND TECHNOLOGY	ELECTRICAL ENGINEERING	Dr. Babasaheb Ambedkar Technological University, Lonere	30	30	No	No
UNDER GRADUATE	ENGINEERING AND TECHNOLOGY	ELECTRONICS AND TELECOMMUNICATIONS ENGINEERING	Dr. Babasaheb Ambedkar Technological University, Lonere	30	60	No	No
UNDER GRADUATE	ENGINEERING AND TECHNOLOGY	MECHANICAL ENGINEERING	Dr. Babasaheb Ambedkar Technological University, Lonere	90	60	No	No
POST GRADUATE	ENGINEERING AND TECHNOLOGY	HEAT POWER ENGINEERING	Dr. Babasaheb Ambedkar Technological University, Lonere	18	18	No	No
POST GRADUATE	COMPUTER APPLICATIONS	MCA	Dr. Babasaheb Ambedkar Technological University, Lonere	0	60 <sup>##</sup>	No	No

Application No:1-43660795425

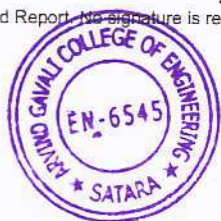
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ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

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Letter Printed On: 3 June 2024



Arvind Gavali College of Engineering  
Panmalewadi, Satara.

Level	Program	Course	Affiliating Body (University /Body)	Intake Approved for 2023-24	Intake Approved for 2024-25	NRI Approval Status	FN / Gulf quota/ OCI/ Approval Status
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## Approved New Course(s)

**To conduct following Programs/Courses with the Intake indicated below for the Academic Year 2024-25**

Level	Program	Course	Affiliating Body (University /Body)	Intake Approved for 2024-25	NRI Approval Status	FN / Gulf quota/ OCI/ Approval Status
UNDER GRADUATE	COMPUTER APPLICATIONS	BCA	Dr. Babasaheb Ambedkar Technological University, Lonere	60	No	No

*The approval of BBA/BCA/BMS courses is on " as is where is basis" Intake Approved for BBA/BCA/BMS Course is Subject to the approval of the Concern University.*

**To conduct following Programs/Courses for Working Professional for the Academic Year 2024-25**

Level	Program	Course	Working Professional Approved Intake 2024-25
DIPLOMA	ENGINEERING AND TECHNOLOGY	COMPUTER ENGINEERING	30

All AICTE approved Institutions are empowered to nurture ecosystems for Skilling (through Vocational courses) via making effective use of existing infrastructure facilities and human resources.

**It is mandatory to comply with all the essential requirements as given in APH 2024-25 to 2027 (Chapter-VI)**

### **Important Instructions**

1. As per mandatory Disclosure of APH 2024-27(Annexure-18, page180) Institutions must disclose the following information submitted to Council at the Prominent location on its website.
  - i. Department wise availability of Infrastructure along with approved courses and intake approved by the Council.
  - ii. Faculty details: Department wise: Name& Designation of the faculty members/teaching staff along with their qualification, tenure of service in your organization, total experience, Institution should also disclose Student Faculty Ratio, Cadre Ratio.
  - iii. Additionally Audited Financial Statements for last 3 Financial years.
2. Reservation Policy of the Central Government (Including EWS) / Respective State Government/ UT as the case shall be applicable to all the Programmes. The concerned State Government/ UT Admission authority shall decide Modalities of Admission.
3. The Institution offering courses earlier in the Regular Shift, First Shift, Second Shift/Part Time are now amalgamated as total intake and shall have to fulfil all facilities such as Infrastructure, Faculty and other requirements as per the norms specified in the Approval Process Handbook 2024-25 to 2027 for the Total Approved Intake.



*[Signature]*  
**Principal**  
 Arvind Gavali College of Engineering  
 Panmalewadi, Satara.

4. In case of any differences in content in this Computer generated Extension of Approval Letter, the content/information as approved by the **Executive Council / General Council as available on the record of AICTE shall be final and binding.**
5. All AICTE institutions are highly encouraged to get NBA/NAAC accreditation. All eligible AICTE institutions are thoroughly encouraged to participate in NIRF ranking process.
6. Deemed to be University: Institutions Deemed to be Universities (Running Technical Education Programmes), it is mandatory to have AICTE approval from the Academic Year 2018-19 in compliance of the Hon'ble Supreme Court Order dated 03-11-2017 passed in CA No.17869- 17870 /2017.
7. AICTE Approved Institutes are encouraged to utilize SWAYAM PLUS Courses up-to 40%
8. Internship is mandatory for all admitted students.
9. AICTE Approved Institutes are encouraged to make efficient use of the flagship schemes like:
  - a. Parakh: Student Gap analysis portal bases services.
  - b. Students Scholarship schemes like Pragati, Saksham, Swanath, ADF, etc.
  - c. Course in Indian Languages.
  - d. ATAL FDPs: Faculty training for Emerging areas and cutting edge Technologies.
  - e. Augmenting Utilization of Research Assets (AURA).
  - f. Smart India Hackathon: World's largest Open Innovation Platform.

**Prof.Rajive Kumar**  
**Member Secretary, AICTE**

Copy to:

1. **The Director Of Technical Education\*\*, Maharashtra**
2. **The Registrar\*\*,  
Dr. Babasaheb Ambedkar Technological University, Lonere**
3. **The Principal / Director,  
ARVIND GAVALI COLLEGE OF ENGINEERING  
Gat No. 247, Panmalewadi, Post - Varye.,  
Satara,Satara,  
Maharashtra,415015**
4. **The Secretary / Chairman,  
PLOT NO. E1/1 ADDITINAL M.I.D.C. DEGAON ROAD SATARA  
SATARA,SATARA  
Maharashtra,415004**
5. **Guard File(AICTE)**

Note: Validity of the Course details may be verified at <http://www.aicte-india.org/>

\*\* Individual Approval letter copy will not be communicated through Post/Email. However, a consolidated list of Approved Institutions(bulk) may be downloaded from the respective login id's.

*This is a computer generated Statement. No signature Required*

Application No:1-43660795425  
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ALL INDIA COUNCIL FOR TECHNICAL EDUCATION



  
Page 4 of 5  
Letter Printed On: 3 June 2024  
**Principal**

**Arvind Gavali College of Engineering**  
**Panmalewadi, Satara.**



Samarth Educational Trust

**ARVIND GAVALI COLLEGE OF ENGINEERING, SATARA**

Estd.- 2010 (Institute Code:6545) (NAAC Accredited)

Approved by AICTE New Delhi, Recognized by Govt. Of Maharashtra DTE,  
Mumbai & Affiliated by Dr. Babasaheb Ambedkar Technological University.

Lonere

Website:-[www.agce.sets.edu.in](http://www.agce.sets.edu.in) Email:-[agcenggsatara@gmail.com](mailto:agcenggsatara@gmail.com)

Address:- A/P Panmalewadi, Varya, Satara- 415015 Ph.(02162)200100



# **Arvind Gavali College of Engineering, Satara**

## **Examination Policy & Procedures**

### **2024-2025**

## **1. Procedure for Examination Entry**

At the beginning of each Academic Year, the Director of Teaching and Learning will be required to identify the examinations which will possibly run during that year.

Programme Head must ensure that candidates are made aware of the date, time, and place of all examinations.

## **2. Attendance and Conduct at Examinations**

Attendance at all examinations is compulsory and any candidate who fails to present himself or herself for such an examination at the time and place published except when prevented from doing so by illness or other sufficient cause, will be deemed to have failed in that part of the examination.

- Misreading of the examination timetable will not be regarded as 'sufficient cause'.
- Late arrival and early departure times will be stipulated for all examinations. Candidates who arrive after the earliest permanent departure time for an examination will not be permitted to sit the examination.
- Candidates must adhere to all general examination rules and conditions and familiarise themselves with these prior to the examination.
- Invigilators shall have the power to remove any candidate from the examination room for good cause.

## **3. Cheating**

- It is an academic offence for a candidate to engage in unfair academic practices or to cheat in any examination, or in any other submitted part of his or her work, whether or not such work is formally assessed. A candidate may be found guilty of an academic offence whether or not there has been intention to deceive; that is, a judgement that serious negligence has occurred is sufficient to determine guilt.
- Supervised Rest breaks in exams and course tests Rest breaks are offered as an adjustment for a wide variety of reasons but must be for a valid reason that requires time away from an examination paper but without losing time.
- When candidates require time away from their paper without losing time, they must raise their hand to gain the attention of the Invigilator who will record the time the rest break starts. Candidates must not work on their paper during rest break time; it must be closed.

- If a candidate needs to leave the exam room as part of the reason for taking their rest break, they must be supervised at all times. Certain activities are not permitted such as visiting a vending machine/the smoking shelter.

When the student is ready to carry on with their exam paper, the Invigilator will record the time, and then add the difference in time from the rest break to the original finish time.

- Candidates may take a rest break at any point during their exam or course test. Their full allocation of rest break time for an exam or course test is available to them at any point, it is not offered in increments per hour, and how they manage their rest break time at their discretion. There is no obligation on candidates to use rest breaks or to use their full allocation.
- There may be occasions where a student is permitted both extra time and rest breaks. At the beginning of the exam, the invigilator will work out the student's finish time (including the extra time allowance), then will adjust the finish time if the student makes use of permitted supervised rest breaks.
- Use of a computer: If a candidates' assessment adjustment allows for the use of a computer they will be provided with either a laptop or desktop PC.
- With the exception of online and Moodle based exams and course tests, and some open book assessments, the use of the internet is strictly prohibited and access will be restricted.

#### **4. Examination Administration, Marking and Notification of Results**

Before any examination commences, candidates will be reminded of the key rules governing that examination by the Invigilation team.

During the examination, the invigilator will check candidate IDs and produce a seating plan for that examination. They will also complete two registers; one of which records candidate names and numbers and one contains numbers only. At the end of each examination, the scripts will be collected by the invigilator. These will be placed in register order with a copy of the numbers-only register. They will then be returned to the Exams Office ready for collection by the staff member marking that examination and a signature will be taken from the member of staff taking the scripts. A signature will always be required on handing over the scripts.

All examination papers are marked blind. Candidate names must not appear on any part of an examination script, unless completely concealed to the marker. Candidate IDs – as they appear on a candidate's ID badge (manually added, or in barcode form) must appear on each examination paper.

Examinations are subject to the marking policy as defined in the assessment procedures of each programme.

## **5. Invigilation Procedures**

### **Role of the invigilator:**

To assist students (candidates) during their exam and maintain the integrity of that exam by:

- Maintaining candidate safety and wellbeing at all times;
- Ensuring all candidates are treated equally;
- Dealing with candidates' queries with empathy and respect;
- Ensuring candidates take the correct exam;
- Ensuring candidates take the exam in their allocated seat;
- Ensuring candidates behave appropriate to exam conditions;
- Promptly solving any problems by contacting the Exams team by telephone
- Reconciling attendance lists and numbers of returned scripts.

#### **- Invigilators achieve this by:**

- Committing to the equal opportunities and diversity policy;
- Liaising and working effectively with their peers .
- Sharing workloads;
- with candidates and colleagues in a sensitive and discreet manner;
- Displaying a mix of authoritative and supportive behaviour to candidates
- Being organised and reliable;
- Being detail-conscious.

#### **- Scheduling**

We will ask you for your availability in during the exam periods (date to be confirmed).

Please don't expect to get sessions on every day that you are available. Please don't make special requests, such as full days, specific rooms and so on. Those with more availability are likely to get more sessions. You will be expected to invigilate any type of exam – long duration or late finishing exams, computer aided assessments, other campuses etc. If you withdraw once the timetables are published it is unlikely we'll be able to replace any sessions you have to cancel. We'll use your availability to build your schedule and your timetable will be sent to you by e-mail about a month before the exam period.

#### **- Exam process**

You will be asked to invigilate these types of exams:

- Standard (CA1/ MID/CA2)
  - Additional requirement exams (Special Needs)/ Remedial Exam
  - Additional requirements (use of Computer aided assessments)
- **The basic guidelines are the same for all types of exams**
- a) Collecting the exam pack;
  - b) You must report to the Exams team no later than 30 minutes before the start of the exam to collect the pack. If you think you may not be able to do this – for instance, if an earlier exam overran – phone us as soon as you can. Failure to let us know of any delays may mean that we replace you for that session, as we have no other means of ensuring we have sufficient staffing;
  - c) Use your ID card to use the staff entrance. The Exams team will give you the exam pack, which contains all the stationery you need, and ask you to sign ;
  - d) The pack containing the exam papers must never be unattended. Please do NOT collect it when you're going to visit a catering outlet – come back after your break and collect it.
- **Laying out the exam room**
- The lights are normally controlled by the touch screen on the lectern bench. Turn the lights on and familiarise yourself with the emergency evacuation route.
  - Identify an area where candidates can leave their coats and bags; this must be away from the fire exit.
  - You must not lay out exam papers until there are at least two of you present,
  - If you're on your own, you can prepare the room by laying out other stationery which you'll find in the stationery crate:
    - answer book
    - Treasury tag
    - Attendance slip
    - Additional stationery such as data books, formulae sheets and multiple-choice question covers; again, this will be listed on the front cover sheet.
    - Plastic bag for phone, watch and any other wearable electronic device
    - 'Instructions to Candidates'

If you have any questions about any of the documents you have to lay out, please phone us as soon as possible, rather than delay until the start of the exam. Agree between you who will check calculators, dictionaries, head wear, help candidates find their seats, brief late candidates and so on.

- **Admitting candidates**

- Before admitting candidates make the following announcement regarding toilet visits; 'There are limited opportunities to use the toilets during this exam, if you need to use them, please go now'
- Admit candidates 10 – 15 minutes before the start of the exam.
- Check ID cards
- Work as a team to help the candidates find their allocated seats and leave their bags and coats in the designated area.
- Check dictionaries and calculators at this point
- Once candidates are settled – and no later than about 3 minutes before the exam is due to start, read out the instructions for the examination. You **MUST** read it verbatim, do **NOT** memorise it.
- Allow candidates enough time to turn their phones off and put everything in the plastic bags. They also need to complete the attendance slips which one of you can collect before the exam starts, and if you have enough time they can complete most of the front cover of the answer book (make sure that no candidates are starting the exam early).
- Once candidates are settled, you can announce the start of the exam(s) and write the finish time on the white board if it's available.

- **During the exam**

As soon as the exam has started, one of the invigilator team should check the toilet block(s) to ensure no notes or books have been left. Apart from checking the toilet, all invigilators should monitor candidates for the first half hour. It's at this point that candidates are most likely to be distressed or confused, and you will need to help any late arrivals. Once the exam has been running for 10/30 minutes and you have looked after any late arrivals, at least one person should complete the attendance list. Candidates are now seated in ID order so this should be a quick process, but make sure you have ticked all candidates as either present or absent. You must make sure you monitor the room while completing the attendance list and stop doing it completely if your colleague(s) have to monitor toilet visits or have a query on the paper.

- **Things you may need to do during the exam**

- Late candidates can only enter the exam room up to 30 minutes after the start. S/he should be fully briefed by being given Instructions for late candidates before being allowed to take the exam.
- S/he will finish at the scheduled finish time.
- If a candidate arrives after the cut off s/he should be referred to their student office immediately. if the candidate isn't sure where their student office is, phone us.

- **Sickness**

- If you feel a candidate is suffering an emergency you should phone 999, and then phone the Exams team to advise.
- If a candidate feels unwell but is not suffering an emergency, s/he should be escorted out of the exam room to rest for a while. Ask the candidate if they would like a first aider; phone the Exams team who will arrange for a member of the security team to attend.
- You **MUST** mark the details on the invigilator incident report.

- **Emergency evacuation**

Fire alarm tests are disabled for the duration of the exam. If an alarm rings, you should prepare to evacuate the exam room.

- Tell all candidates that they remain under exam conditions but must follow you.
- Evacuate the room and escort the candidates to the muster point
- Phone the Exams team who will attend. The team will help you restart the exam once you are allowed back in the building.
- You **MUST** mark the details on the Invigilator Incident form. For anything else, please phone the Exams team.

- **Additional answer books**

Candidates will raise their hand if they need another answer book. Ensure you only give one book at any one time.

- **Candidate behaviour**

Invigilators must be vigorous about monitoring candidates' behaviour. If it appears a candidate is cheating, monitor them for a few minutes with a colleague to ensure you are satisfied that they are deliberately misbehaving. If you both perceive that they are trying to cheat:

- Challenge the candidate and tell them why you suspect their behaviour;
- Confiscate any items you think are against regulations (phones, dictionaries, notes etc.)
- Remove their current answer book and replace it with a new one. The candidate can then continue the exam in the new book. Advise the candidate that you will make a full report to his/her faculty;
- Make sure your treasury tag the new book with the old when the candidate submits his/her script.
- Ensure you enter the details of the incident on the Exam Incident Report form and return all items, including confiscated items such as phones and notes, to the Exams team at the end of the session.

- **Candidates wanting to leave the exam room early**

Candidates can leave the exam room when they have finished except:

- In the first 30 minutes of the exam
- In the last 15 minutes of the exam
- If you have been otherwise advised that they must remain You must physically collect their script(s) – don't let them leave it on the desk – and make sure they gather up all their belongings, including their phone and watch, but leave the plastic bag on the desk.
- Remind them to keep quiet until they are well away from the building.

- **Toilet visits**

Candidates are allowed to have comfort breaks as long as they are escorted. No extra time is given. Before you leave the exam room, ask the candidate "do you have a mobile phone or any other electronic device on you" Escort the candidate to the toilet block and indicate which cubicle they should use. If they are not using a cubicle, or the invigilator cannot enter the toilet block for modesty purposes, the invigilator should wait at the door of the block. Escort the candidate back to his/her desk.

- **Exam paper queries**

- A candidate may raise their hand because they think that a question is unclear or incorrect. Mark the query on a spare exam paper and tell the candidate to continue with another question while you check.
- Exit the exam room and phone us and we'll phone the exam office. We'll probably advise you to phone back; turn the phone off and go back into the exam room. Phone us back after 5 minutes.
- If the paper does have an error on it, you will have to tell all the candidates who are taking that paper. Depending on the number of candidates, you may have to make an announcement; if you do so using the microphone please remember to turn it off afterwards.

- **15 minutes before the end of the exam**

Make an announcement telling candidates that they have 15 minutes left. Candidates should not now be allowed to leave; if they finish earlier, they need to remain at their seats until others have finished.

- **Ending the exam**

One invigilator must make the announcement. Candidates **MUST** remain in their seats silently until all scripts have been collected. They must not talk to each other, turn on their phone or move about. If they start moving around, tell them to sit back down again. Allow the candidates to leave once all scripts are collected. Ensure they take all their property with them.

Candidates cannot take the exam paper with them.

- **Reconciling scripts and returning them to the Exams team**

- Once candidates have left, sort the exam scripts into different exams.
- Count all the scripts and ensure the totals match those on the attendance lists. If they do not, and you have checked them several times, phone the Exams team for assistance.
- Put the scripts in the envelopes kept in the stationery crate. Place the envelope label (in crate) on the envelope and write the exam code on the label on the front. Use as many envelopes as you need; each envelope usually holds 30. Annotate the envelope label with the number of scripts.
- Split the attendance list: put the carbonised copy (without candidate names) in the first envelope. Put the top copy of the attendance list with the envelopes and band them together, together with the attendance slips.
- Place 'completed scripts' sticker on all envelopes that contain completed scripts.
- Make sure the room is neat and tidy and put away any unused answer books.
- Make sure you don't throw away any books that have been written in!
- Place any handouts used back into the pink folder.
- If you are returning to the Exams office with the scripts, bring all documentation back with you, including exam papers, data books and handouts. The Exams team will ensure you have brought all exam envelopes back, the Exam Incident report and you are then free to go.
- The faculty team or marker may come to the room to collect scripts. Check their ID and make sure they print their name and date the top copy of the attendance list. You can then bring the signed attendance list; the attendance slips and the incident report back to the Exams team.

- **Exams for candidates with additional exam requirements (AERs)(handicap)**

You will receive training before you are expected to invigilate AERs (usually after the end of your first whole exam period). AER Exams are those candidates who require slightly different arrangements.

AER candidates may be more nervous and stressed than those taking standard exams. Please act accordingly. You will be given the pack, and an AER sheet. This will list the candidates

scheduled in your room who: a) have extra time and/or rest breaks b) any other information which is relevant.

It's especially important that the exam starts on time. If you are at all worried that you will run late, please phone us. Don't forget to bring all paperwork back to us, including the AER sheet which has very sensitive information on it.

- Computer aided assessments

You will receive training before you are expected to invigilate some exams completed on a PC. You will be given full training on how to use Moodle software and will be given a separate manual when you complete it. Refresher training is also available.



COE

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**CONTROLLER OF EXAMINATIONS**  
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Principal

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