

### **Details of Proctored Examination In Case of End Semester Examination or Term End Examination of Online Programmes**

The end-semester and term-end exam are proctored under a two-tier invigilation system. The exams are held under the watchful eyes of CCTV cameras and a team of invigilators in the exam hall and a team of invigilators equipped with computers from a centralized control room in the HQs. We call this system online mode and it makes the system totally transparent.

#### **Details of Control Room Operations (for Online Programme Examinations):**

To ensure highest level of transparency and strict vigil of the examinations conducted at the Examination Centres, DEI has set up a CONTROL ROOM at the Head Quarters, which is operating under the control of the University Coordinator, Centre Examination of DEI. The Control Room is equipped with Computer Terminals with high speed internet connectivity. Total of Seven Senior Teaching Staff from different Faculties are deputed as Observers from the Institute at the CONTROL ROOM. There is one Supervisor at the Control Room to ensure smooth operation of Control Room and to interface between the Control Room Observers, Observers at the Examination Centres and Faculty (if required). The Observers are connected to various Examination Centres spread across the county, through Google Meet/Zoom or similar application and are overseeing the students at the examination centres writing their exams. This is an additional layer of online invigilation directly from the Head Quarter, in addition to the Invigilators and Observer at the Examination Centre. As a policy there should be minimum 5 invigilators present at all time at an examination centre where exams are being conducted.