CS 101 Mid-Semester Exam 2006.
Invigilators Manual.

1 Locations

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The cs101 mid-semester exam will be conducted on Wednesday, 13th September, in the period 9:30-11:30am. There are roughly 650 students registered for the course. While most are Ist year students, there are others as well. The examination is **closed notes** and **no calculators, cog-sheet, log-tables etc.** are allowed.

Here is the room allocation for the students:

Division	Room
D1, D2, D3	Convo. Hall
D4	MB1, MB2, 4A
MSc. and others	Convo.

- The correct seat of each person is indicated by a sticker on their desk.
- Students whose assigned location is unknown should sit in Block 7 of Convocation Hall or MB1 in the Main Building.

The main centers of the examination are thus the **Main Building** and **Convocation Hall**. Convocation Hall is divided into seven vertical blocks which run from the entrance, down to the stage. Block 7 will be special since it may house some additional guests (see above). Here is the allocation of faculty members and Staff to the main venues.

MB1	MB2	4A
AAD Vasant	Supratik Salil	Subhadra Vidyadhar K

Block 1	Block 2	Block 3	Block 4
PB Deepak	Krishna Sushant	Varsha Gajanan	Sharat P. Pandey
Block 5	Block 6	Block 7	
SB Shraddha	Soumen Vishal	AGR Lata	

- **Prof. AAD** will be **in-charge** of the MB center.
- STA **K. Anil** will supervise a team of 4 JTAs in MB.
- **Prof. Sanyal** will man the **Control Center** in Convocation Hall. He will be aided by 3 STAs (Shrirang, Amit and Manish).
- STA **Alok Jadhav** will supervise a team of atleast 28 JTAs in Convocation Hall.

The table for staff/student allocation is as follows:

Venue	Faculty	Staff	STA	JTA	Students (approx.)
MB	2	4	1	4	150
Convo. Block	1	1	0	4	75

2 Examination Material

- The Question Paper is a single sheet printed on both sides. There are 4 questions.
- QPs will be bundled in envelopes of 40.
- Material for MB will have (i) 5 QP bundles (ii) 2 copies of 3 attendance sheets (iii) 5 big envelopes and (iv) a copy of the Invigilation Manual.
- Material for each Convocation Block will have (i) 2 QP bundles, (ii) 2 attendance sheets and (iii) 2 big envelopes. These will be collected by the faculty member from the Control Center.
- Stationery such as markers, cello-tape, stapler, pens, spare envelopes, cartons and a calculator will be available at both centers.

3 Time Table.

Here is the time-table for the examination.

Time	Event
8:45am	JTAs report at Convocation Hall and are alloted locations
9:00am	Doors open at both venues for for students
9:15am	**Staff** report at allotted locations **Convo. Faculty** collect examination material.
	AAD, Supratik collect examination material from Anil at MB
9:20am	Distribution of Answer Papers Making of initial Announcements
9:25am	Distribution of Question papers
9:30am	Start of Examination
10:00am	Last entry time for students Beginning of attendance
11:00am	No exit after this time Close of attendance
11:30am	Examination stops
11:40am	Block-wise tally completed
	Students leave
11:45am	Deposit Answer papers at Control center and depart.

4 Conduct of the Examination-Faculty Members

4.1 Convocation Hall

- Faculty members should collect Block Examination material at 9:15 and begin procedures as per the time table.
- At the end of the announcements, all people seated in the wrong place will raise their hands. They may continue to do so if their correct location cannot be found or if there is insufficient time. Mark this in the attendance sheet.
- **No questions need be answered**. However, if you feel that some

intervention is needed, please report to the Control Center.

- JTAs have been instructed to report copying cases to the Block faculty member. Action should be initiated **immediately** by the faculty member.
- Attendance verification requires ID. If no ID is presented,
  - Ask the student for the name of the JTA.
  - Permit the student to write the exam and make a note on the attendance sheet along with the name of the JTA.
  - Bring this to the attention of the Control Center.
  - Failing resolution, please bring this student to the Control Center at the end of the exam.
- Close attendance at 11:00am. Establish the number of answer papers to be collected in each envelope.
- Begin paper collection at 11:30am sharp and utilize the help of the JTAs and staff to reconcile the attendance with the number of answer papers collected.
- Reconciliation must finish by 11:40. Permit the students to leave **only after** reconciliation.
- Bag the answer-papers in envelopes **along with the attendance sheet**. Inscribe on the envelope the number of answer papers.
- Present these envelopes at the Control Center.

4.2 MB

- Anil will be ready at 9:10am with the examination material and stationery.
- At 9:20am, while distributing the answer papers, make the **announcements** listed in this manual at the end.

- All people seated in the wrong place may continue to do so if their correct location cannot be found or if there is insufficient time. Mark this in the attendance sheet.
- Announce the beginning of the exam and the end at 9:30am and 11:30am.
- Follow other procedures as per the schedule.
- **No questions need be answered**. However, if you feel that some intervention is needed, please report to the Control Center.
- JTAs have been instructed to report copying cases to the Block faculty member. Action should be initiated **immediately** by the faculty member.
- Attendance verification requires ID. If no ID is presented,
  - Ask the student for the name of the JTA.
  - Permit the student to write the exam and make a note on the attendance sheet along with the name of the JTA.
  - Bring this to the attention of K. Anil.
  - Failing resolution, please bring this student to the Control Center at convocation hall at the end of the exam.
- Close attendance at 11:00am. Establish the number of answer papers to be collected in each envelope.
- Begin paper collection at 11:30am sharp and utilize the help of the JTAs and staff to reconcile the attendance with the number of answer papers collected.
- Reconciliation must finish by 11:40. Permit the students to leave **only after** reconciliation.
- There are 2 envelopes for MB1 and MB2 each, and 1 envelope for 4A.
- Bag the answer-papers in envelopes **along with the attendance sheet**. Inscribe on the envelope the number of answer papers.
- Present these envelopes at the Control Center in Convocation Hall.

5 The Announcement

Please make the following announcement while distributing the answer papers at 9:20am.

- **Please be seated and and pay attention to these announcements.**
- **The examination is closed notes, closed everything. Only your pens are required.**
- **No mobiles or calculators are allowed. Keep this and other material in the front of your examination hall and collect them at the end of the exam.**
- **Any attempt at unfair means will result in immediate withdrawal from the course.**
- **No one will be permitted to leave the hall after 11am.**
- **At 11:30, please stop writing and wait till your paper is collected and your attendance is recorded. You will be told when this procedure is over. Do not leave your place or stand up till I indicate so.**
- **The question paper will be distributed in a few minutes but you may begin writing only after I indicate so.**
- **Please verify that you are seated in your assigned place. If this is not so, please raise your hand and wait for the JTA to approach you.**
- **Please read carefully the instructions at the top of your question paper. Do not forget to write your roll number and your Lab Batch number on top of your answer book and every supplement.**
- **Silence please.**