

## **Assessors Responsibility During Exam**

1. The responsibilities of an assessor during an exam can vary, but generally, Assessor role is to ensure a fair and unbiased assessment of the candidates. Some responsibilities are as under:

- a. Ensuring sitting plan, paper distribution and attendance marking.
- b. To make sure that all necessary materials are available.
- c. Checking and verifying the identity of the candidates before the start of exam.
- d. Before the start of exam, explaining the exam rules and instructions to the candidates and answering any question or clarification.
- e. Strict invigilation during the exam to prevent cheating or any other form of misconduct.
- f. Collecting and handling the complete exam material (attendance sheet, objective papers, subjective papers).
- g. Applying the marking criteria or rubrics fairly during practical assessment.
- h. Providing feedback or scores to the candidates after the assessment, if applicable.
- i. Ensuring the confidentiality and integrity of the assessment process.
- j. Adhere 'Assessment Principles' in true letter and spirit.
- k. Handover attendance, result sheets & feedback about the Assessment and assessment center.

## **POLICY FOR INSPECTION AND MONITORING OF ASSESSMENT CENTERS**

1. **General/ Introduction.** The responsibility of an inspection and monitoring team for exam centres is to ensure the proper conduct, security and fairness of examinations. This team plays a critical role in maintaining the integrity of the examination process and ensuring all candidates have an equal and fair opportunity to demonstrate their knowledge and skills.
2. **Aim / Scope.** To formulate Inspection and Monitoring policy in line with national/ international standard.
3. **Committee for Inspection and Monitoring.** Controller of examination will be constituted a committee for inspection and monitoring of assessment centres, team will consist of following individuals: -
  - a. **Composition**

(1) Convener	-	Dy Con Exams
(2) Monitoring Inspector (Internal)	-	Assistant Controller (Conduct)
	-	Assistant Controller (Secrecy)
	-	Assistant Secretary
(3) Monitoring Inspector (External)	-	Subject Specialist/ Experienced Professional
4. **Responsibilities of Committee.** The committee shall perform/confirm following actions: -
  - a. Review the exam centres' infrastructure, facilities and seating arrangements to ensure it meet the required standards.
  - b. Ensuring special accommodations or requirements for candidates with disabilities have been met.
  - c. Checking the identity of candidates as per board required documents.
  - d. Implement strict measures to prevent cheating, such as prohibiting the use of unauthorized materials, electronic devices and communication tools.
  - e. Monitoring and managing entry and exit points to prevent unauthorized access.
  - f. Assigning duties to a team to monitor the exam hall and enforce exam rules.
  - g. Addressing any issues or irregularities that may arise during the exam, such as technical anomalies, disruptions, or misconduct.
  - h. Safeguarding the confidentiality of exam materials before, during and after the examination.
  - i. Preventing any unauthorized access to exam questions and answer sheets

- j. Documenting any incidents or irregularities that occurred during the exam for later review and analysis.
- k. Providing feedback to exam center administrators to improve processes and address any identified shortcomings.
- l. Maintaining clear and open communication channels with exam center staff, candidates and relevant stakeholders.
- m. Addressing inquiries or concerns from candidates regarding exam procedures, rules or other matters.
- n. Committee will submit a report to the controller of Exam after the visit.

5. **Conclusion.** Overall, the inspection and monitoring team plays a critical role in upholding the integrity and credibility of the examination process. Their efforts contribute to the fair assessment of candidates' knowledge and skills and help maintain public trust in the education system.

## **RE-ASSESSMENT AND APPEAL**

1. **General /Introduction.** Assessment is considered to be an important element of competence/non competence based training system. There can be different situations in which re-assessment may be required. Any candidate or institution can appeal against the assessment and in the result, re-assessment may be required after recommendations and findings of the Appeal committee.
2. **Aim.** To prepare SOP for processing the appeals against the assessment and laydown guidelines to address the appeals.
3. **Scope.** Following are the situations where a re-assessment is necessitated: -
  - a. Irregularity in Assessment i.e. lack of or inadequate assessment tools.
  - b. Question on impartiality of Assessor/ exam members.
  - c. Candidate declared NYC but candidate/ Institution has objection on that.
  - d. Illness or any unavoidable situations like strikes or non-availability of public transport on the exam day etc.
4. **Submission of Appeals.** Any candidate or institution intends to file appeal for the reasons mentioned in para 3 above, may do so within 7 days of Assessment to NBTPE providing solid evidences against the subject assessment.
5. **Fee for Re-Assessment.** Candidate or institution seeking re-assessment would need to pay the assessment fee again.
6. **Appeal Committee.** Committee is constituted as under: -
  - a. Chairman - Dy Con Exams
  - b. Members - Assistant Controller Exam
    - Assistant Secretary
    - Training Officer Concerned Training Institute
    - Respective Exam Supdt/ Faculty Members
    - Any other Co-opted Member
7. **Procedure for Appeal Committee**
  - a. The committee will be convened by issuing a convening order. The committee will assemble and study the appeal and supporting evidences for its genuineness.

- b. The committee will call the candidate/ institute for personal hearing regarding his grievances.
- c. The committee may call the assessor for cross examination and confirm the genuineness of appeal.
- d. The committee may take 2-3 weeks to finalize the appeal and communicate the decision to the appellant.
- e. The committee will give its recommendations and give decision about the re-assessment.
- f. In case the candidate found guilty, the result will not be changed and appeal will be cancelled.
- g. If assessor found guilty during the process, the committee may forward the case to NAVTTC for further action against him/her.
- h. A separate appeal folder will be maintained at the Board Office.
- i. Appeal form can be downloaded from the website. (attached as Anx-A)

8. **Re-Assessment Procedure.** Following procedure will be observed: -

- a. A candidate who has been declared NYC in an assessment will be informed by the assessor or the Assessment center that candidate may appear for re-assessment without obligatory training.
- b. The candidate, however, may benefit from further training or practice before appearing for re-assessment at his own will.
- c. Re-assessment will not be restricted by a requirement of re-training.

9. **Schedule of Re-Assessment.** A separate re-assessment schedule for affected/appellant candidates (s) will not be organized. Candidate may appear if allowed by the Board in the next planned assessment.



## **NUTECH BOARD OF TECHNICAL AND PROFESSIONAL EDUCATION**

### **National University of Technology (NUTECH)**



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### **Application Form for Complaint and Appeal**

**CONDITION/S UNDER WHICH I AM SELECTING TO MAKE THIS APPEAL** (select one)

- I do not agree with my assessment decision – I feel I have provided sufficient evidence.
- I was not briefed properly of the nature and requirements of assessment.
- I was unfairly discriminated against.
- My special needs for this assessment were not accommodated

I \_\_\_\_\_ hereby appeal against the assessment decision:  
(name & surname)

<b>QAB Name</b>			
<b>Institute Name</b>			
<b>Qualification</b>			
<b>Level</b>			
<b>Assessor name</b>		<b>Assessment Date</b>	
<b>Reason for appeal</b>			
<b>Assessment center</b>			
<b>Learner Signature:</b> _____		<b>Date of Appeal:</b> _____	

<b>For Office Use Only</b>				
<b>Stage 1: Assessor Response</b>				
Decision Amended		Decision Upheld		
Assessor's rationale for decision				
Assessor Signature		Date of Response		
The above decision have been explained to me and I accept the decision		YES		NO
Learner Signature: _____		DATE: _____		

### **NOTE**

- Please briefly explain the complaint in “Nature of complaint” area so that it can be registered / rectified.
- Complaint should be genuine and 01 x email should be sent for 01 complaint.
- Download this Form and Email your complaints at:

[nbtpe@nutech.edu.pk](mailto:nbtpe@nutech.edu.pk)

## **POLICY FOR RE-CHECKING OF EXAM PAPERS**

1. **General/ Introduction.** Paper marking remain sole responsibility of respective subject specialist, which is expected to be undertaken in an honest and transparent manner, however, possibility of human error remains there. Therefore, in order to address this issue, there is requirement to formulate a policy for rechecking of papers.
2. **Aim / Scope.** To formulate a policy for re-checking of the exam papers in line with national/ international standard.
3. **Rechecking Policy.** Grading is prerogative of respective subject specialist. Re-checking does not mean re-assessment or re-evaluation of the answer book. A student may request for paper rechecking **within 15 working days** after the declaration of the result on payment of the prescribed fee.
4. **Committee for Rechecking of Exam Papers.** A committee will be constituted as under:-
  - a. **Composition**
    - (1) Convener - Dy Con Exams
    - (2) Members - Assistant Controller Secrecy  
- Assistant Controller Conduct  
- Subject Specialist  
- Any other Co-opted Member
5. **Responsibilities of Committee.** The committee shall perform/confirm following actions:-
  - a. There is no computational mistake in the grand total written on the title page of the answer book.
  - b. The sum of various parts of a question has been correctly made at the end of each question.
  - c. All awarded sum has been correctly brought forward on the title page of the answer book.
  - d. No portion of answer book has been left un-checked.
  - e. Total number of questions attempted do not exceed the limit allowed in Question Paper.
  - f. Total marks in the answer-book tally with the marks sheet.
  - g. Viva/practical and internal assessment marks are not re-tabulated.
  - h. The student or anybody on his/her behalf has no right to see or examine the answer-book for any purpose.



- i. Increase/decrease in the final marks of the student will be decided according to the results of re-checking. The decision of the NBTPE committee shall be final.

6. **Application Procedure for Rechecking Exam Paper**

- a. Fill the re-checking application form completely.
- b. Deposit re-checking fee Rs. 500/- per paper and enclose original deposit slip along with the application form. In case the re-checking request results in an increase of marks, the rechecking fee will be refunded.
- c. Mention clearly the Course/paper required to be re-checked.
- d. An application form shall be entertained only if it is complete in all respect and received in the NBTPE office within 15 days after the declaration of the result along with the submission of prescribed fee.
- e. Incomplete, incorrect and late forms shall be returned to the candidate and no action shall be taken on it.

7. **Conclusion.** Formulation of academic standards policies remain an ongoing process. Addition of the proposed policy will strengthen the existing system.



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**Anx-A**

**NUTECH Board of Technical and Professional Education (NBTPE), Islamabad**

**Application Form for Re-Checking of Answer Book / Paper**

1. Name of Candidate: \_\_\_\_\_

2. Father's Name: \_\_\_\_\_

3. Registration No: \_\_\_\_\_

4. Course /Paper: \_\_\_\_\_

6. Fee Paid: \_\_\_\_\_

Rs. \_\_\_\_\_ invoice/draft No. \_\_\_\_\_

Bank Branch: \_\_\_\_\_ dated \_\_\_\_\_

7. I have read the instructions given overleaf and undertake to abide by the rules and regulations of NBTPE.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Postal Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

## **INSTRUCTIONS**

1. **Policy** Grading is prerogative of respective faculty member under Relative Grading System. Re-checking does not mean re-assessment or re-evaluation of the answer book. Salient of proposed policy are:-

- There is no mistake in the grand total on the title page of the answer book.
- The total of various parts of a question has been correctly made at the end of each question.
- All totals have been correctly brought forward on the title page of the answer book.
- No portion of answer book has been left un-marked.
- Total number of questions attempted does not exceed the limit allowed in Question Paper.
- Total marks in the answer-book tally with the marks sheet.
- Viva/practical and internal assessment marks are not re-tabulated.
- The student or anybody on his/her behalf has no right to see or examine the answer-book for any purpose.
- Increase/decrease in the final marks of the student will be decided according to the results of re-checking.

2. **Procedure**

- Fill the re-checking application form completely.
- Deposit re-checking fee amounting to Rs. 500/- per paper and enclose Original deposit slip along with the application form.
- Mention clearly the subject/paper required to be re-checked.
- An application form shall be entertained only if it is complete in all respect and is received in the HoD office along with the prescribed fee within 15 days after the declaration of the relevant result.
- Incomplete and incorrect forms shall be returned to the candidate for completion and if it is not submitted within the prescribed time limit, no action shall be taken on it.

## **USE OF UNFAIR MEANS IN ASSESSMENT**

1. **General/ Introduction.** Assessment is considered to be an important element of education system. Unfair means refer to any form of dishonesty or misconduct that gives an individual an unfair advantage over others during assessments or evaluations. Usually students adopt these practices because fear of failure. Use of unfair means in examination is a punishable offence. To avoid the malpractices that are commonly committed in examination at pre-conduct, conduct / evaluation stages, there is need to forecast various proposed scenarios and recommend corresponding penalty
2. **Aim/Scope.** Aim of this SOP is to deter and address cheating during exams or assessments. It sets clear rules and guidelines to ensure all participants are evaluated fairly and equally.
3. **Committee on Use of Unfair Means in Assessment.** A committee has been constituted as under: -
  - a. **Composition**
    - (1) Chairman - Dy Con Exams
    - (2) Members - Assistant Con Exams  
- Assistant Secretary  
- Head of Concerned Institute  
- Respective Exam Superintendent  
- Any Other Co-opted Member
  - b. **Tasks.** The committee will address following issues: -
    - (1) The committee will handle all kind of complaints related to Unfair Means in the assessment.
    - (2) Evaluate the reported cases and dispose them off in accordance with the policy.
4. **Potential Scenarios.** Some of the offences that can be used as an unfair means in exams are as under: -

Levels	Offences
I	<ol style="list-style-type: none"><li>a. Whispering / Talking</li><li>b. Glancing / Looking right left / Staring</li><li>c. Responding to others whispers and assisting others.</li><li>d. Talking during examination with the purpose to receive help.</li><li>e. Talking while outside the examination hall during the examination when allowed to go out e.g. visit to washroom etc.</li><li>f. Giving/Receiving assistance/copying from another candidate's Answer Sheet or allowing the same to any other candidate.</li></ol>

II	<ul style="list-style-type: none"> <li>a. Misbehaving with the invigilator / Supervisory staff or refusal to adhere to Examination/Board rules.</li> <li>b. Sitting contrary to seating plan, intentionally.</li> <li>c. Writing on the desk before the start of the exam.</li> <li>d. Carrying helpful material written on hands / arms / calculator etc.</li> <li>e. Exchanging Question Papers</li> <li>f. Repeat offences of Level - I</li> <li>g. Other offences of similar nature and intensity.</li> </ul>
III	<ul style="list-style-type: none"> <li>a. Carrying mobile phone, programmable calculator or other electronic device helpful in exam.</li> <li>b. In possession or accessible to books or copy from books/papers or other helping/cheating material.</li> <li>c. Using abusive or obscene language in his/her Answer Sheet (s).</li> <li>d. Writing other candidate Registration no on own Answer Sheet.</li> <li>e. Exchanging Answer Sheets during the examination.</li> <li>f. Disclosing candidates' identity in Answer booklets.</li> <li>g. Replacing answer sheets with other Answer Sheets which not yet distributed for this exam (e.g. prepared at home, prepared in class).</li> <li>h. Proxy Sitting.</li> <li>i. An approach made to an examiner or any other officer of the NBTPE by relative, guardian or friend of the candidate.</li> <li>j. Communication or attempt to communicate with faculty / examiners or other officer/s of the University with the intent to influence them in the award of marks.</li> <li>k. Addition to Answer booklets after examination.</li> <li>l. Obtaining admission to an examination on false identity / impersonation.</li> <li>m. Found (in or around an examination hall) in possession of weapons.</li> <li>n. Repeat offences of Level - II</li> <li>o. Other offences of similar nature and intensity.</li> </ul>

5. **Types of Penalty (s).** Depending upon gravity of offence, various types of penalties are as under: -

Levels	Penalty	Authority
I	<ul style="list-style-type: none"> <li>a. Verbal Warning</li> <li>b. Change of seat</li> </ul>	Invigilators / Assessor

II	Withdrawal / collection of Answer Booklets.	a. Exam Superintendent in coordination with Exam Office and assessors b. Exam Superintendent may refer the case to committee
III	a. Written Warning b. Award of zero marks. c. Cancellation with declaring candidate is "F" (Not Competent). d. Refer to committee on discipline for more severe punishment.	Committee on Redress Of Grievances and Unfair Means

7. **Process of Reporting.**

- a. All such complaints will be forwarded to NBTPE office and will be recorded in a register maintained for the said purpose.
- b. NBTPE conduct section will compile all such complaints for processing.
- c. Meeting of the committee will be called by the Dy controller NBTPE at NBTPE office on required basis.
- d. Decisions of the committee will be notified by the NBTPE office to all concerned after approval of Director NBTPE.
- e. Conduct section will maintain a record of all such complaints, meeting, decisions and notifications.

8. **Appeal**

- a. Student can appeal to Director NBTPE for reviewing the decision of the committee.
- b. Application for review will be submitted through Registrar Office.
- c. Director NBTPE can forward the case to same committee for reviewing the decision or can constitute a new committee. If a new committee to be constituted, it will be notified by the registrar office.
- d. Secretary of office will convene the meetings of committee as and when required.
- e. Reviewed decisions will be endorsed by the Director NBTPE and shall be considered as final.
- f. NBTPE will notify the decision to all concerned.
- g. NBTPE will maintain a record of all such complaints, meetings, decisions and notifications.

9. **Conclusion.** Policy formulated so shall curtail the tendency for use of unfair means in examination and will effectively control the copying tendencies amongst students.

## **GRACE MARKS POLICY**

1. **General/ Introduction.** Grace marks, also known as extra marks or bonus marks, are additional marks awarded to students in certain circumstances to pass the minimum criteria of subject examination. These marks are typically given when a student narrowly misses the passing grade or fails to achieve a satisfactory score due to extenuating circumstances.
2. **AIM/ Scope.** Aim of this SOP is to lay down a uniform policy to grant grace marks to deserving candidate.
3. **SOP.** There can be few cases when a student is failing the subject by just five **(5)** marks. In order to facilitate the deserving candidate and recognizing his/her efforts, NUTECH Board of Technical and Professional education establish a mechanism to consider and grant the grace marks enabling a student to cross the minimum threshold. The benefit of grace marks will be given to a candidate after the approval of NBTPE committee. The Grace Marks will be awarded to only those candidates who have already appeared in final assessment.
4. **Committee for Awarding Grace Marks.** A Committee is constituted as under: -
  - a. **Composition**
    - (1) Convener - Dy Con Exams
    - (2) Members - Assistant Con Secrecy
    - Any other Co-opted Member
  - b. **Tasks.** Responsibilities of the committee are as under: -
    - (1) Secrecy section will prepare a list of students for awarding grace marks and put up to convener.
    - (2) Convener will schedule a meeting to discuss and award grace marks.
    - (3) After approval, final result will be declared.
    - (4) Maximum **Five (05)** grace marks will be awarded in Theory & Practical (each).

- (5) Grace marks will not be awarded to those candidates who are improving Marks / Grade / Division
- (6) The student cannot claim the grant of grace marks as a matter of right.
- (7) For DAE programs, Grace Marks will be awarded to only those candidates who have already appeared in third (3rd) year of examination.
- (8) Grace marks will not be awarded more than one subject.

5. **Conclusion.** Grace marks **are not a matter of right** to any candidate, however, NBTPE will consider all deserving cases and the decision to grant grace marks to any individual is a domain of NUTECH Board of Technical and Professional Education.