

# ARMY INSTITUTE OF EDUCATION

(NAAC Accredited & ISO 9001:2015 Certified Institute)

(Affiliated to Guru Gobind Singh Indraprastha University, New Delhi)

Plot-M1, Pocket-P5, Sec-CHI, Greater NOIDA

20504/Circular/AIE/2020/07 (circulation on e-mail/WhatsApp)

06 May 2020

## CIRCULAR

### DATE SHEET AND INVIGILATION DUTY CHART FOR OPEN BOOK ONLINE INTERNAL EXAMINATIONS: EVEN SEMESTER 2019-20

#### SEMESTER II, B.Ed. BATCH 2019-21, SEMESTER IV, B.Ed. BATCH 2018-20

<b>Date Day &amp; Time</b>	<b>Course (Sem II) (Invigilator)</b>	<b>Course (Sem IV) (Invigilator)</b>
18/05/2020 Monday (0930-1130 hrs)	<b>BED102 (Ms Kriti Guleria)</b> Learning and Teaching	<b>BED 210 (Dr Babita Bhardwaj)</b> Gender School and Society
20/05/2020 Wednesday (0930-1130 hrs)	<b>BED104 (Ms Pratibha Garg)</b> Historical and Sociological Foundations of Education	<b>BED 212 (Dr Saloni Goel)</b> Knowledge and Curriculum
23/05/2020 Saturday (0930-1130 hrs)	<b>BED106 (Ms Kumkum Teotia)</b> Assessment of Learning	<b>BED 214 (Ms Kavitha N Karun)</b> Guidance and Counselling
26/05/2020 Tuesday (0930-1130 hrs)	<b>BED118 (Ms Sushma Tripathi)</b> Teaching of Hindi <b>BED120 (Dr Babita Bhardwaj)</b> Teaching of English <b>BED138 (Ms Kumkum Teotia)</b> Teaching of Economics <b>BED140 (Dr Jyoti Tiwari)</b> Teaching of Geography <b>BED146 (Ms Neeti Sharma)</b> Teaching of Physics <b>BED148 (Ms Neeti Sharma)</b> Teaching of Chemistry <b>BED150 (Ms Pratibha Garg)</b> Teaching of Biology	<b>BED 216 (Ms Neeti Sharma)</b> Environmental Education
28/05/2020 Thursday (0930-1130 hrs)	<b>BED 144 (Ms Neeti Sharma)</b> Teaching of Integrated Science <b>BED128 (Dr Jyoti Tiwari)</b> Teaching of Social Sciences	<b>BED 218 (Ms Kumkum Teotia)</b> Creating an Inclusive School
30/05/2020 Saturday (0930-1130 hrs)	<b>BED126 (Dr Saloni Goel)</b> Teaching of Mathematics <b>BED142 (Dr Sarita Sahay)</b> Teaching of History <b>BED134 (Ms Kriti Guleria)</b> Teaching of Business Studies <b>BED132 (Ms Kriti Guleria)</b> Teaching of Accountancy	<b>BED 222 (Dr Sarita Sahay)</b> Health and Physical Education <b>BED 232 (Ms Kavitha N Karun)</b> Life Skills Education <b>BED 234 (Ms Kriti Guleria)</b> School Leadership

## **GUIDELINES FOR SETTING QUESTION PAPERS**

- a. Medium: English (for all subjects except Teaching of Hindi)
- b. No. of Question Paper Sets: 04 for Each Core Course (Batch 2018-20), 03 Sets for Each Course Course (Batch 2019-21), 02 for Elective and Pedagogy Courses with student strength above 10 (Not to be disclosed to Examinees).
- c. Maximum Marks: 40 (to be scaled down to 10 marks)
- d. Design of Question Paper:
  - Q1. Short Answer Question with an internal choice of 4 questions out of 8. (5x4 marks)
  - Q2. Long Answer Question, with an internal choice from any two units. (10 marks)
  - Q3. Long Answer Question, with an internal choice from any two units. (10 marks).
- e. Difficulty Level and Uniformity: To be maintained strictly between parallel sets of Question Papers. Equal weightage to each unit, internal choice from any two units to be maintained in all sets. Multiple sets to have different questions.
- f. Use question banks extensively to prepare question papers.
- g. Questions should be clear, concise and unambiguous duly indicating marks.
- h. Question Papers should be typed neatly in 12 Arial Font size and style.

## **DUTIES AND RESPONSIBILITIES OF INVIGILATORS**

1. The sanctity of the Examination to be maintained and duty should be performed fairly with utmost diligence, commitment and empathy towards examinees. Avoid any posts that cause stress to examinees or demoralize them in any manner.
2. The examination shall be conducted on respective Google Classroom Groups only.
3. For Teaching of Physics, Chemistry and Biology the Google Classroom Group for Teaching of Integrated Science may be used to conduct the online examination. The administrator of the group must ensure invigilators in all these teaching subjects are invited to join the group at least 04 days before the date of examination. Students must be made very clear well in advance about the group on which exam will be conducted.
4. For Teaching of History and Geography the Google Classroom Group for Teaching of Social Sciences may be used to conduct the online examination. The administrator of the group must ensure invigilators in all these teaching subjects are invited to join the group at least 04 days before the date of examination. Students must be made very clear well in advance about the group on which exam will be conducted.
5. Course Co-in charges will utilize the Google Classroom Group of the Invigilator during the examination, in case groups happen to be different. The administrator (invigilator) of the group must ensure that the co-in charge is invited to join the group at least 04 days

before the date of examination. Students must be made very clear well in advance about the group on which exam will be conducted.

6. Examination for Teaching of Hindi will be hosted, conducted and submitted on AIE email to the invigilator/course in-charge as there is only one examinee for the subject.
7. Adherence to timelines to be strictly followed:
  - a. Entry of Invigilator on Google Classroom Examination Portal: 0900-0910 hrs
  - b. Window period for entry and ascertaining attendance of Examinees: 0915-0925 hrs (Each examinee must CLEARLY stream her/his Name, University Enrolment No, Present Ma'am).
  - c. Posting Question Paper/Sets of Question Papers with Clear Instructions: 0925 hrs
  - d. An examinee must write Question Paper Set No, put serial no, write full name, university enrolment no and put signature on top right hand corner of **EACH page**. Student-teachers must submit answer scripts in legible and neat handwriting. Use of only blue and black pen is permitted.
  - e. Commencement of Online Examination: 0930 hrs
  - f. Time Duration of the Examination: 0930-1130 hrs
  - g. Time Duration to Upload PDF file of answer sheet renamed properly with Full Name, First Three Digits of University Enrolment No and Batch: 1130-1200 hrs (strictly).
  - h. If, any problem is communicated by examinee of not being able to post the answer script on Google Classroom the invigilator can guide the examinee Alternative Platforms to post PDF of Answer Script created through Cam scanner: E-Mail (first preference) or WhatsApp (second preference) to Subject Teacher (s).
  - j. Invigilator will submit on Google Sheet for every examinee- attendance, entry time as ascertained by examinee, time of submission of answer script on the same day before 1230 hrs.

## **DUTIES AND RESPONSIBILITIES OF ANSWER SCRIPT EVALUATORS**

- a. The sanctity of the Examination to be maintained and answer scripts to be evaluated with objectivity, impartiality and a reformative approach for student improvement.
- b. Evaluators must ascertain a rubric for assessment. Give due weightage to Introduction, Content, Sequentially and coherence of thoughts, use of diagrams and flowcharts, and conclusion in answers.
- c. Evaluation of Answer Scripts and Result Declaration on Google Classroom/ Google Sheet by Subject Teachers will be done within 02 days of conduct of examination.
- d. In case of co-in charges for a particular course, each will evaluate a particular section.
- e. The answer script should be downloaded and duly evaluated with signature of evaluator mentioning marks obtained by the examinee. Feedback should also be given on the answer script. This should be done on the first page of the answer script in red ink. All answer scripts once evaluated should be posted back on Google Classroom with result on a single day. Please accord marks out of 40 in the answer script.
- f. Evaluators must create a course folder named 'EVALUATED ANSWER SCRIPTS BED (Course Code) and keep record of evaluated answer scripts. The same can be compressed

as zip file and shared whenever asked for by Principal. Please remember the answer scripts are an official record and must be maintained by every evaluator properly.

- g. Evaluator will submit on Google Sheet for every examinee- Max Marks (40), Marks Obtained (Out of 40), Scaled Down (Out of 10). Please round off decimals to nearest whole number when scaling down to 10. This sheet will be the same used by invigilators to mark attendance.

## **DUTIES AND RESPONSIBILITIES OF EXAMINATION IN-CHARGES**

- a. The sanctity of the Examination to be maintained by all means and ensure that duty should be performed fairly by self, invigilators and evaluators with utmost diligence, commitment, objectivity, impartiality and empathy towards examinees.
- b. Ensure internal examination is conducted to endure the mental well-being of the examinees during the challenging times of global pandemic COVID-19.
- c. Scaffold invigilators and evaluators in a constructive and enduring manner to perform their duties.
- d. Address to queries, concerns and grievances of all examinees proactively and provide time bound redressal.
- e. Keep Principal AIE updated on all details related to the internal examination.
- f. Compilation of Result by Examination In-charges should be done within 02 days of culmination of Internal Examination.
- g. E-mail Result to parent/guardian to be done within 01 day of compilation of result of Internal Examination.
- h. No student-teacher is left behind. Ensure examination is conducted for all, if not through online platform (those having genuine connectivity issues via Google Classroom. E-mail, WhatsApp) then to be conducted through Question-Answer Session on phone by concerned course in-charge and evaluated on the same day. This however, is not to be suggested beforehand to any student-teacher. It would be a last resort strategy.



Dr Tania Gupta  
Principal