

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/2020/04

17 Nov 2020

CIRCULAR

GUIDELINES FOR OPEN BOOK ONLINE INTERNAL EXAMINATIONS: NOV-DEC 2020 (CYCLE-1)

GUIDELINES FOR SETTING QUESTION PAPERS

- (a) Medium: English
- (b) No. of Question Paper: 01 for Each Core Course.
- (c) Maximum Marks: 40
- (d) Design of Question Paper:
 - Q1. Short Answer Question with an internal choice of 4 questions out of 8. (4x5 marks)
 - Q2. Long Answer Question, with an internal choice from units. (10 marks)
 - Q3. Long Answer Question, with an internal choice from units. (10 marks).
- (e) Use question banks extensively to prepare question papers.
- (f) Questions should be clear, concise and unambiguous duly indicating marks.
- (g) 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. Adherence to timelines to be strictly followed:
- (a) Entry of Invigilators on **Google Classroom** Examination Portal: 0905-0910 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 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: 1130-1230 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 1300 hrs.

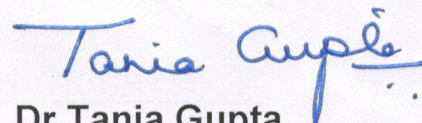
DUTIES AND RESPONSIBILITIES OF ANSWER SCRIPT EVALUATORS

- (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 by Subject Teachers will be done within 10 days of conduct of examination.
- (d) Co-in charges for a particular course, will evaluate a particular section, A or B.
- (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). This sheet will be the same used by invigilators to mark attendance.

DUTIES AND RESPONSIBILITIES OF EXAMINATION IN-CHARGE

- (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-charge should be done within 02 days of culmination of evaluation of answer scripts of Internal Examination (Cycle 1).
- (g) E-mail Result to parent/guardian to be done within 02 day of compilation of result of Internal Examination (Cycle 1).
- (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

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20504/Notice/AIE/2020/60

17 Nov 2020

NOTICE

REVISED DATE SHEET

FOR OPEN BOOK ONLINE INTERNAL EXAMINATIONS
FOR OPEN BOOK ONLINE INTERNAL EXAMINATIONS: NOV-DEC 2020

SEMESTER IV, B.ED. BATCH 2019-21

Date Day & Time	Course (Sem IV)
23/11/2020 Monday (0930-1130 hrs)	BED 210 Gender School and Society
25/11/2020 Wednesday (0930-1130 hrs)	BED 212 Knowledge and Curriculum
27/11/2020 Friday (0930-1130 hrs)	BED 214 Guidance and Counselling
28/11/2020 Saturday (0930-1130 hrs)	BED 216 Environmental Education
01/12/2020 Tuesday (0930-1130 hrs)	BED 218 Creating an Inclusive School
03/12/2020 Thursday (0930-1130 hrs)	BED 222 Health and Physical Education BED 232 Life Skills Education BED 234 School Leadership

Sarita Sahay
Dr. Sarita Sahay, Asst. Prof.
I/C Internal Exams
B.Ed. Batch 2019-21, Academic Session 2020-21

Tania Gupta
Dr Tania Gupta
Principal