

Standard Operating Procedure for Dealing with Unfair Means and Mass Copying Cases

Appearing in the Examination is a normal activity in the life of the student. The examination should be taken as per the rules and regulations fixed or the purpose. No attempt should be made to use unethical practices during examination as that will expose the candidate to face penalties which are quite stringent besides carrying a stigma throughout the life. Centre Supdt. & Invigilation staff should caution the students about this prior to the start of the examination everyday and make frequent announcements to discourage the students to use unfair means to avoid facing the consequences.

A candidate found guilty of any of the following offences shall be deemed to have used unfair means and his/her examination result shall be withheld. The decision of the UFM Committee in imposing penalty for the offence committed by the candidate shall be final and binding on him/her.

OFFENCES DURING THE EXAMINATION

1. Writing name or putting signature or any other mark in the Answer Book which may disclose, in any way, the identity of the candidate. Roll No. is to be written only in the space provided for it and nowhere else.
2. Appearing in the Examination Centre other than the allotted to the candidate without the permission of NIOS.
3. Having in possession book(s), notes, papers or any other like materials connected with the examination.
4. Receiving or giving assistance in copying, or in any form during the course of the examination.
5. Smuggling in or out of the examination hall of Answer Book etc. and tearing leaf/leaves from the Answer Book or tampering with the Answer Book in any way.
6. Using abusive/derogatory language orally or in the Answer Book/against the Centre Supdt./Examiner/Invigilator or Threatening/using violence towards Invigilators or Centre Supdt.
7. Impersonation, i.e. sending some other person to take the examination.

8. Communicating with the Examiner or any other person connected with the Examination, with the object of unduly influencing him in any way.
9. Any other type of misconduct or a deliberate previous arrangement to cheat in the examination.
10. Writing questions r answers on any paper other than the Answer Book.
11. Wrong statement in the application for admission such as tampering with the certificate/statement of marks, etc. or forging a signature.
12. Any other unethical and unlawful activity by the Centre Supdt.
13. Any other case of Unfair Means detect at any stage during or after the examination.

A. PROCEDURE TO BE FOLLOWED BY THE CENTRE SUPDT. IN BOOKING UFM CASES.

1. Issuance of Second Answer Book

As soon as any case of unfair means comes to the notice of the Superintendent of the examination centre he shall take possession of the Answer Book of the candidate along with paper or other material found in his possession and provide the candidate with a second Answer Book immediately. On the top of the Answer Book it should be superscribed "Second Answer Book". The Superintendent shall record on the first Answer Book the time when the case was brought to his notice. He shall also record the time on the second Answer Book when it was issued to the candidate.

2. Explanation of the candidate

While issuing the second Answer Book the candidate shall be asked by the Centre Supdt. to submit his explanation in writing. In case the candidate refuses to give his statement, he should not be forced to do so, only the fact of his refusal should be recorded by the Invigilator/s b on duty at the time of occurrence and such a statement of the Invigilator/s be attested by the Centre Supdt.

3. Statement of the Invigilator

The Invigilator, who detects the use of UFM by a candidate, shall also record his statement which shall be verified and signed by the Centre Supdt.

4. Material found from the candidate

As far as possible precise information as to from where the material was found (in the pocket, desk, shoes etc.) should be mentioned in the statement of the Invigilator/s. The copying material so detected by an Invigilator should also be signed by the Invigilator and countersigned by the Centre Supdt. on each page and the total number of pages detected should be mentioned on the title of the Answer Book duly signed by the Invigilator and Centre Supdt.

5. Procedure to be followed in case of smuggling out a Answer Book

In case a candidate has smuggled out a Answer Book, the Centre Supdt. should call for the student directly and try to secure the Answer Book. In case of non-availability of the Answer Book, the matter should be reported to the police in the format as **Annexure B** and a copy of the FIR be sent to the office of the NIOS/concerned Regional Centre along with the statement of the Invigilator present in the room and also of the candidate. The statement of the peon/police constable etc., if any should also be forwarded.

6. Other Cases of Unfair Means

a) Impersonation:

In case of impersonation, the Centre Supdt. should send to the NIOS/Concerned Regional Centre, the statement of the person found to be impersonating, the Invigilator/s and the real candidate, if possible. He may also report the matter to the police in the format as Annexure B and shall arrange for taking photographs of the impersonator from 3 angles (front and two sides, left and right) and send along with the case. The expenditure incurred in this connection shall be reimbursed by the NIOS.

b) Misconduct:

In case of misconduct of a serious nature, the matter should be reported to the police, if necessary. Statement of the Invigilator/s and that of the peon/policeman concerned may be obtained and sent to the office of the National Institute of Open Schooling/Concerned Regional Centre for further action.

7. Documents required to be sent in UFM cases

All cases of UFM should be recorded in the form for reporting UFM cases as given in Annexure A. The form shall be accompanied by the following documents:

- a) One to Two Answer Books
- b) Explanation of the candidate
- c) Statement of the Invigilator
- d) Unfair aid material found from the student

Note:

All the columns of the proforma must invariably be filled properly in order to strengthen the case complying with the instructions given in the proforma.

8. Despatch of UFM Cases

A separate sealed cover should be sent to the Regional Centre along with the prescribed proforma in each case booked daily under UFM with a covering proforma as per Annexure C.

List of Penalties for Different Types Offences Under UFM

Offences	Penalties
1. Copying material in his/her possession but did not use it.	Current examination in the subject concerned cancelled and debarred from appearing in the next October/April examination in the subject concerned in which the offence was committed.
2. Copying material brought in examination hall and used it.	Entire current examination in all the subjects cancelled and debarred from appearing in any subject in the next October/April examination.
3. Ran away with answer book or decamped the answer book.	(a) Action against the examination centre may be proposed by the UFM Committee if there is any fault of exam centre

and (b) result of the student cancelled and he/she may be disqualified from appearing in the next three examinations. Matter may be reported to the nearest Police Station in writing under proper receipt.

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| 4. Impersonation | Current examination cancelled as a whole and disqualified from appearing in the next three years in any exam of NIOS. Matter may be reported to the nearest Police Station in writing under proper receipt. |
| 5. Use of abusive language in answer book or at the exam centre, threatens the staff and indulges in violence during examination. | Current examination cancelled as a whole and disqualified from appearing in the next two examinations. Matter may be reported to the nearest Police Station in writing under proper receipt |
| 6. Swallowing/destroying evidence including tearing of the any answer book and also other examination material. | Examination cancelled as a whole and disqualified to appear in two consecutive examinations. |
| 7. Change of examination centre at his/her own will | Action against the Centre Supdt. and disqualifying the candidate for that examination as a whole. |
| 8. Mass copying or indulging in any other group activity leading to Unfair Means | Penalty as may be decided by Unfair Means Committee. |
| 9. The answer book is not written in candidate's handwriting | Cancellation of the total performance of the candidate and to debar him/her for the next three years. |
| 10. Any other Unfair Means not | Any other penalty as may be |

covered above which jeopardize the sanctity of NIOS examination.

recommended by the UFM Committee for approval by the Competent Authority.

IMPORTANT NOTES

1. The fact that a particular roll no. was booked under UFM should be recorded daily in the attendance sheet as well as in the statement for dispatch of Answer Book to the Regional Centre concerned.
2. The candidate booked under UFM is not to be expelled from the examination centre in the paper.
3. Candidates found using any of the UFM are not to be debarred from appearing in the remaining papers.
4. Candidates can be physically searched by the Centre Supdt./Invigilators/Member of the team of Observers deputed by the NIOS/concerned Regional Centre before or during the examination at any time except that as far as possible a female candidate should be searched by a female member only.
5. Normally when a candidate goes out to toilet etc. the invigilators must ensure that the Answer Book Question Paper of the candidate has been left behind on his seat in the examination hall.
6. At the end of the examination no candidate should be allowed to leave the room till all the scripts are collected, counted and found correct. If a candidate forces his way out with the answer script, the complete statement explaining the circumstances under which the candidate has left with the script should be made out. **In no case this provision should be used to cover up the loss of Answer Book.** The statement should also contain the time of the incident and details of the case as to how the candidate took away the Answer Book/efforts made to recover the Answer Book should also be stated.
7. In respect of the cases detected by the members of the team of observers, the Centre Supdt. should forward the same to the NIOS/Concerned Regional Centre after giving an opportunity to the candidate concerned to give his explanation. For these cases also requisite proforma should be used.
8. Proper procedure must be followed while reorting the UFM cases.

9. In order to curb UFM/Mass copying, the staff on examination duty at the examination centre must display their I-card indicating that the individual is on examination duty to check the entry of outsiders. Similarly, the team of the observers will also carry their I-cards/Authority letter for disclosing their identity at the examination centre.

B. Mass Copying Cases

Mass copying is a different offence than the individual UFM cases. It is a group activity resorted to Unfair Means in the examination detected or reported at any stage during or after the examination.

Board areas of the mass-copying are as under:-

- i) Copying from the printed sheet circulated in the examination hall.
- ii) Displaying copying material on the blackboard.
- iii) Use of loud speaker from outside.
- iv) Dictating answer by the Invigilators etc.
- v) Any other evidence which proves mass copying.

List of Penalties against the Centres booked under Mass Copying:

- a) Disaccreditation of the A.I.
- b) In the case of institution other than AIs examination centre to be cancelled for ever.
- c) Intimation to the respective Boards for disaffiliation of the institution for resorting to unethical practices.
- d) Publicity in the press against the Institutions involved in unethical practices during the exam. indicating action taken against those institutions.

C. ACTION BY THE REGIONAL CENTRE ON UFM/MASS COPYING CASES

Individual UFM cases:

- 1) All Answer Books received from the examination centre should be given fictitious roll nos. and kept separately.
- 2) The Answer Book be got evaluated by the evaluators and signed by the team leader.
- 3) All cases of UFM be forwarded together in one lot course-wise on the prescribed proforma Annexure (D) and (E).

Mass Copying Cases:

- 1) All Answer Books be given fictitious roll nos. and kept separately.
- 2) The Answer Book be got evaluated by the evaluators and signed by the team leaders. The evaluators will also prepare their report Annexure F about the details of the question numbers, cases of copied and not copied roll nos. as per Annexure G. The Evaluators will identify specifically the question numbers in which the Mass Copying had taken place and also type of Mass Copying like diagram, language etc. found by them from various Answer Books.
- 3) All Answer Books along with the Reports of the Evaluators should be sent to the Director (Evaluation) after evaluation work is completed in the spot evaluation centre on the prescribed proforma for forwarding mass copying cases as Annexure H.

D. ACTION BY THE HEADQUARTER (EVALUATION DEPTT.) IN DEALING WITH UFM/MASS COPYING CASES.

- 1) All cases of UFM and Mass copying will be examined separately course wise and region wise. No percentage for booking Mass Copying Cases is fixed. Wherever there is a report about the similar answers or similar mistakes by the group of students of those institutions from where they appear will be booked and proceeded against.
- 2) There will be second evaluation by different set of subject experts to confirm or otherwise the report of the evaluators on the first evaluation received from the Regional Centre.
- 3) Keeping in view the number of students booked under UFM/Mass copying they will be sent a Show Cause Notice and asked to present themselves before the UFM Committee on different dates or send their statement of defence as per Annexure I.

- 4) Results of the clear cases will be declared immediately on the recommendation of the UFM Committee and other students given time to register themselves for the next examination.
- 5) Approval of the Chairman will be obtained on the recommendation of the UFM Committee for implementation.
- 6) Details of the Institution booked under Mass Copying and individual UFM Cases will be sent to the AIS and Regional Centres for their information.
- 7) In the event of the following happenings in examination centre strict action will be taken against the examination centre as well:
 - a) The candidate decamps with the Answer Book.
 - b) Missing Answer Book vis-à-vis, the number of students present.
 - c) Allowing candidate of other examination centre to appear in the examination without the written permission of NIOS HQ/Regional Centre.