

GURU NANAK EM PUBLIC SCHOOL, GUDIAPOKHARI, BHUBANESWAR
SOP FOR TEACHERS
SESSION: 2025 - 26

1) Before Examination

- a) Declare of date of examination 30 days prior to examination.
- b) Display the Time Table 30 days prior to the examination.
- c) Issue the notice requesting teachers to submit question papers 25 days before Examination.
- d) Issue the hall tickets (Supplementary / Examination)
- e) Submit the aligned & corrected question papers on or before 1st Feb on Pen drive.
- f) Issue the duty slip / supervision slip to teachers.
- g) Prepare the seating arrangement / room allocation and display of same.

2) After Examination

- a) Get the masking of answer books done after the examination session.
- b) Pack of the masked answer books in bundles with labels.
- c) Issue a notice regarding Centralised Assessment Program.
- d) Provide information of the unfair means cases to Unfair Means Inquiry Committee.
- e) Issue the notice for submission of individual teacher's mark sheet after moderation, unmasking and verification.
- f) Collect names of the moderators from all Head of the Departments.
- g) Collect mark sheets from examiners after moderation along with verification form,
- h) Collect the documents required for result processing.

3) Result Processing and declaration

- a) Checking of consolidated mark statement along with the photo copies of the mark sheets.
 - i) Check the student's name, Roll No. and seat Number.
 - ii) Check the first Consolidated mark statement with the teachers Mark sheets – checking of marks – data entry.
 - iii) In case of Supplementary examination, check the carry forward marks (+) with the old mark sheets attached to the Examination Form.
 - iv) Check the Credits GPA & Grade of Previous examinations with the last Consolidated mark statement.
 - v) Check the blank numbers, absentees, unfair means cases.
 - vi) Separate out the unfair means cases (CC). Procure report for course of action of such students by Unfair means inquiry committee
 - vii) Hold meetings with HODs, Examination Committee, Co-ordinators to finalize the result of border line cases.
- b) Intimate changes if any in the Consolidated mark statement to for further result Processing.
- c) In the Second/final Consolidated mark statement, check for corrections in the final Consolidated mark statement with the earlier ones.
- d) Print Grade Cards after finalizing the consolidated mark statement.
- e) Display summary of result.
- f) Checking of grade cards – Roll no, Subject wise grade/marks, overall grade, past results
- g) Distribute Grade Cards to students
- h) Display details / Notice for revaluations
- i) Receive applications for revaluation and process the same
- j) Display results of / after revaluation, intimating the same for the result processing
- k) Reflect changes due to revaluation in the Final Consolidated mark statement and print the new grade cards.
- l) After declaration of results of regular examination, generate the subject wise list of failed students, subject wise toppers list and over all topper List.


Exam HOD


Principal