

Standard Operating Procedure (SOP)

Entrance Examination Administration and Result Processing

This SOP details the **entrance examination administration and result processing** procedures, encompassing exam scheduling, candidate verification, invigilation protocols, exam material security, answer script collection, grading standards, result tabulation, and dissemination. The aim is to ensure a fair, efficient, and secure examination process that maintains the integrity of the assessment and delivers accurate, timely results to all stakeholders.

1. Purpose

To define standardized processes for administering entrance examinations and managing result processing to ensure fairness, transparency, and accuracy.

2. Scope

This SOP applies to all staff involved in examination administration, invigilation, grading, and result dissemination.

3. Responsibilities

- **Exam Coordinator:** Oversees overall exam administration, materials, and communication.
- **Invigilators:** Enforce exam regulations and invigilation protocols.
- **Grading Team:** Conducts answer script assessment following set standards.
- **IT/Admin Team:** Assists with result tabulation and secure dissemination.

4. Procedure

1. Exam Scheduling

- Set exam dates in consultation with relevant authorities.
- Publish exam schedule on the official website and notify candidates via email/SMS.
- Reserve and prepare examination venues.

2. Candidate Verification

- Verify candidates' identity at entry using valid identification documents and admit cards.
- Mark attendance on the official candidate list.

3. Exam Material Preparation and Security

- Print and seal question papers before the exam; store securely in a restricted-access area.
- Prepare answer sheets/booklets; maintain strict inventory control.
- Distribute materials to exam venues under supervision on exam day.

4. Invigilation Protocols

- Brief invigilators on rules and emergency protocols before the exam.
- Ensure candidates do not carry unauthorized materials into the exam hall.
- Monitor the exam hall throughout the exam for compliance and fairness.

5. Collection of Answer Scripts

- Collect all answer scripts personally from candidates at end of exam.
- Count and cross-verify scripts against attendance register.
- Seal scripts in tamper-evident envelopes for transfer to grading center.

6. Grading Standards and Evaluation

- Assign scripts to graders randomly to ensure impartiality.
- Follow standardized grading rubrics and double-marking protocols where applicable.
- Record scores in a secure results management system.

7. Result Tabulation and Quality Assurance

- Tabulate results using validated software tools; double-check data entries for accuracy.
- Conduct statistical analysis to identify and flag anomalies or errors.
- Verify final result sheets with the approval of the Exam Coordinator.

8. Result Dissemination

- Publish results on the official portal with candidate access to individual scores via secure login.
- Notices and rank lists, if any, should be signed and authorized before publication.
- Provide channels for result-related queries and revaluation requests.

5. Documentation and Record-Keeping

- Maintain secure archives for question papers, answer scripts, and result reports.

- Retain all exam-related documents for a minimum period as per institutional policy.

6. Confidentiality and Integrity

- All staff must sign confidentiality agreements regarding examination material and candidate information.
- Any breach or suspicious activity must be reported immediately to authorities.

7. Revision History

Version	Date	Description/Changes	Approved By
1.0	2024-06-20	Initial SOP Release	Exam Coordinator