SOP Template: Entrance Examination Scheduling and Administration

This SOP details the process for **entrance examination scheduling and administration**, covering candidate registration, timetable creation, allocation of examination venues, invigilation arrangements, distribution of examination materials, and handling of candidate queries and accommodations. The procedure ensures a smooth, fair, and organized examination process, maintaining integrity and compliance with institutional standards.

1. Purpose

To establish standardized procedures for scheduling and administrating entrance examinations to ensure fairness, integrity, and operational efficiency.

2. Scope

This SOP applies to all personnel involved in the organization and execution of entrance examinations, including administrative staff, invigilators, candidates, and relevant support staff.

3. Responsibilities

Role	Responsibility
Examinations Office	Overall coordination, scheduling, venue allocation, materials preparation
IT Staff	Support online registration, candidate information management, and technical requirements
Invigilators	Supervise candidates during exams, enforce examination rules
Support Staff	Assist with logistics, distribution of materials, and accommodations
Candidates	Follow instructions, attend examinations as scheduled, communicate special requirements

4. Procedure

1. **Candidate Registration**
   - Open registration through online portal or in-person process within specified dates.
   - Collect required candidate information and documentation.
   - Confirm successful registration to candidates via email or SMS.
2. **Timetable Creation**
   - Collate candidate numbers and preferred subjects (if applicable).
   - Draft examination schedule, ensuring no conflicts or overlaps for candidates.
   - Publish the timetable on the official website and notify registered candidates.
3. **Examination Venue Allocation**
   - Assess available venues for capacity, accessibility, and resources.
   - Assign candidates to venues, considering special needs or accommodations.
   - Display venue allocation details to candidates prior to exam day.
4. **Invigilation Arrangements**
   - Identify and assign qualified invigilators to each venue.
   - Brief invigilators on procedures, code of conduct, and emergency protocols.
5. **Distribution of Examination Materials**
   - Prepare exam papers, answer sheets, and stationeries as per schedule.
   - Ensure secure transport and storage of materials until distribution.
   - Distribute materials to venues under supervised conditions.
6. **Handling Candidate Queries and Accommodations**
   - Set up a helpdesk (physical/virtual) for candidate questions and support.
   - Process requests for accommodations (e.g., extra time, accessible seating).
7. **Examination Administration**
   - Ensure candidates are present as per schedule with proper identification.
   - Conduct the examination as per guidelines, maintaining discipline and fairness.
   - Report and manage incidents of malpractice according to policy.
8. **Post-Examination Procedures**
   - Collect, count, and secure all answer scripts/materials immediately after the exam.

- Document and communicate incident reports, if any.
  - Return unused or surplus materials to the Examinations Office.

5. Documentation and Records

- Registration lists
- Examination timetable and venue allocation charts
- Invigilator assignment sheets
- Material receipt and distribution logs
- Incident and accommodation reports

6. Compliance and Review

This SOP shall be reviewed annually or after every major examination cycle to incorporate feedback and ensure alignment with institutional policies and regulatory standards.