

Standard Operating Procedure: Exam Control Room

I. Before Exams

- 1) Upload all institutes' CCTV data on the software 2 weeks in advance, and update tracker¹ with following information:
 - Whether data has been uploaded
 - Whether camera feed is accessible
 - Whether cameras in exam rooms have been named as per given format:
<center code; room number; camera position>
 - How many exam rooms an institute has
 - How many cameras are present per exam room

- 2) {mention state nursing council}/operators will call institutes where feed is found to be irregular/inaccessible to ensure compliance

- 3) Pre-load all institute's CCTV feeds on the software, minimum 1 hour before the exam.
 - In case of unavailability of feed, call the institute
 - Ask for reason for unavailability of exam feed
 - Notify them that inability to make feed available may lead to cancellation of exams -In case of non-availability of feed as the examination starts, notify designated flying squad of the area

II. During Exams

- 1) All institutes are to be viewed at least once every 10 mins
 - Since there are 100 institutes/operator, time allocation would be 20 secs/institute -
 - Different set of exam rooms within the institute to be covered in each 10 min cycle -
 - Total, each institute would get covered about 30 times over the 3 hour exam duration

- 2) {mention state nursing council} coordinator will record center code/IP address of institutes whose live feeds are found to be unavailable in any cycle, along with the time at which they were found unavailable. The operator will take a screenshot as proof of the same.

- 3) If an institute's feed is found to be unavailable for two consecutive rounds, then operators will notify the {mention state nursing council} coordinator in-charge of the center code/IP address of

the institute

- 4) The {mention state nursing council} coordinator will call the institute in question
 - He will enquire about the reason for interrupted feed & will notify institutes of the possibility of cancellation of their exam in case live feed is not made available
 - He will notify designated flying squad in the area, to visit the institute with interrupted live feed
 - The response of the flying squad may be received by the {mention state nursing council} coordinator over call/Whatsapp group. The {mention state nursing council} coordinator will record details of the flying squad's response on the tracker sheet.

- 5) If instances of cheating/malpractice are observed by the operator/{mention state nursing council} coordinator, then the institute will be called and the designated flying squad will be notified by the {mention state nursing council} coordinator. - Cheating/malpractice would include institute/faculty enabling unfair means in examinations. For example, distribution of answer sheets before time, faculty allowing copying from books/peers and so on.
 - On observance of such malpractices, {mention state nursing council} coordinator will call institutes to put an end to such activities.
 - Flying squad will be notified to visit the institute to prevent any such activities. - If such activities are observed to continue despite interventions, the institute would be marked as eligible for disqualification on the record sheet.

III. After Exams

- 1) Control room operators will monitor assessment sheets storage room once exam conduction is completed
- 2) In case of observation of any irregularities, operators will notify {mention state nursing council} coordinator
- 3) {mention state nursing council} coordinator will then call the institute in question