



NOTIFICATION

Sub: Roles and responsibilities of WAC Online Exams – INSTITUTE COORDINATORS.

Ref.: i) Order of the President. ii) Order of the Provost.

The University conducts Online End Semester/ End Year Examinations through W.A.C. platform and the Head of the Institutes conduct Institute's internal examinations. The Head of the Institutes have nominated the teaching staff members as the Institute Exam coordinators for the conduct of WAC online examinations in the Institute. The University had arranged online training sessions for the nominated Institute Coordinators on 30th.September.2020 and 05th.October.2020. The W.A.C. Team had offered the training to the Institute Coordinators.

These nominated institute exam coordinators are entrusted the duty of conducting Online Examinations through W.A.C. platform. The roles and responsibilities of the coordinator are enlisted herewith,

- With reference to the ESE/EYE, the CoE will provide a list of subjects and examination schedule to the WAC Online Exams Institute - Coordinators.
- The Coordinators will Audit Tests, Flows created by the teachers in the faculty, enroll the students in the Test/Flow and acknowledge the same to the CoE timely.
- The Coordinators will respond to the query of the students raised during online exams, on the Issue Trackers sheet, the tracker sheet is shared by the University Exam Section to all the institutes.
- The Coordinators will help out the teachers in the faculty to retrieve examination reports from the platform, where needed.
- Later in addition to the above the Institute Heads will direct the Institute Coordinators to conduct the Institute's Internal Examinations on the platform. The Coordinators will upload the students detail with subject detail, staff detail and exam schedule at institute level for the conduct of Internal Examinations in the institute/s.

The Institute Coordinators have been assigned access rights of "Manage Account" on the W.A.C. Platform.

- Controller of Examinations.

To: i) The W.A.C. Online Exam - Institute Coordinators, ii) The Head of the Institute iii) The Deans of the Faculties.

Submitted to: i) The President ii) The Provost iii) The Registrar.

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