

SCOPE

Guidelines for Exam Process

SCOPE Examination procedure for OAS (Open Assessment Scheme):

SCOPE (Society for Creation of Opportunity through Proficiency in English) conducts the following types of exams to assess LISTENING, READING and SPEAKING skills of a candidate:

- **CEPT (Cambridge English Placement Test)**
- **LINGUASKILL (Listening, Reading, Speaking)**

The English Language Training programme is being developed on the Common European Framework of Reference which is mapped with ALTE levels. Six levels of result are offered:

Basic: A1, A2

Advanced: B1,

B2 Proficient:

C1, C2

To make the course accessible to all, the fee structure is fairly reasonable and affordable. For the college students who just want to assess their current level of English proficiency or who want to have a credible certification in their resume, SCOPE has devised a very innovative arrangement.

SCOPE conducts exam thrice in a year, though there are sandwiched ODOLE (On Demand Online Examination) sessions between regular exam sessions. The announcement of exam is done much before commencement of the exam. The specific points and directions for participating in the SCOPE exam are:

1. The announcement of exam is usually done at least one month before the commencement of exam.
2. This is to be noted that speaking test would be conducted only for the candidates who appear for LINGUASKILL exam, not for CEPT exam.
3. Every candidate, who completes the test, would receive Cambridge English Assessment, part of the University of Cambridge, UK certificate.
4. The exam fees for any exam is non-refundable in any case.

The SCOPE examination being Online and Computer Based Test, it will require Internet connection. The examination will be from 08:30 AM to 6:30 PM normally in a day specified in the examination schedule. Therefore, you are requested to make arrangements as below:

- Computer Lab should be kept open from 08:30 AM to 6:30 PM
 - Lab coordinator should be available during all exams at all days during tests.
 - Internet connectivity 512 Kbps per node, on at least 10 nodes.
 - Facility of drinking water during examination time.
 - Two Peons
 - To Inform GEB authorities in advance for providing uninterrupted power supply on the day of examination.
 - **Present/ absent report prepared by the invigilator deputed by the examination agency is to be signed by the Principal of the examination center and a copy, thereof, is to be enclosed with the college claims for reimbursement.**
5. The fees to be charged for CEPT exam is Rs. 450/- per candidate and for LINGUASKILL is Rs. 1900/- per candidate.
 6. The reimbursement of Rs.75/- per candidate would be made only for those colleges candidates who are present in CEPT examination and successfully complete it and reimbursement of Rs. 150/- per candidate would be made only for those colleges candidates who are present in LINGUASKILL examination and successfully complete it.
 7. It is the responsibility of colleges/ Institutes to submit filled remuneration form within 7 days to SCOPE office. The distribution of remuneration to colleges will be directly in their account. As per approval received in 17th EC Principal, Co-ordinator, Assistant Co-ordinator and peon are entitled to receive remuneration as follows:

Remuneration to college being used as Exam centers as per the below slab:

Table:

Designation	Per day Allowable Remuneration
A	B
Principal	250
Lab Coordinator	200
Assistant Coordinator	150
Peon-1	120
Peon-2	120

8. **It is the sole responsibility of the colleges to communicate each and every exam related information and documents to every enrolled students. Colleges should make efforts to motivate students to appear in the exam to reduce absenteeism.**
9. Colleges/institutes have to fully support and coordinate with Exam agency and Exam Invigilators for smooth conduction of exam.
10. If any untoward incident, to be immediately reported to SCOPE office, KCG campus, Ahmedabad, email: jtceo-scope@gujgov.edu.in , exam-scope@gujgov.edu.in Office No: 079- 29708067
11. Those colleges/institutions that have been earmarked as Exam Centers are requested to make sure that their Computer Laboratory is fully functional with at least 10 internet connections. As per the instruction from Commissioner, Higher Education, it is communicated that it is the college's responsibility to make their labs fully functional and operational. The colleges have to generate fund for the lab through various means.
12. The colleges/institutions that are exam centers shall have to submit their reimbursement claim within 7 days of completion of exam at their centre.
13. The colleges/institutions that are exam centers have to depute the correct no. of coordinators and other officials as per guidelines in the reimbursement form to sustain their claim. No extra deployment would be accepted beyond the permitted ones.
14. The colleges/institutions that are exam centers have to sign the Present/Absent report of the candidates at the end of the day and also at the end of the exam cycle at their centre. The report would be presented to them by exam invigilators authorized by SCOPE.
15. The colleges/institutions whose students enroll in exam, shall have to submit their reimbursement claim @Rs. 75/- or Rs. 150/- per present student within 7 days of completion of exam.