

Institutional Governance & Examination Administration

Meridian State University, Fairbridge
(a fictional university — created solely for this work-sample portfolio)

All names, dates, roll numbers, seat numbers, and reference numbers in this portfolio are fictional placeholders and do not correspond to any real person, institution, or examination.

FUNCTION	Examination Coordination & Institutional Communications
SCOPE	End-to-end examination cycle: scheduling, admit cards, invigilation, revaluation, results, irregularity reporting
STATUS	Illustrative samples for a fictional university, prepared for portfolio and template demonstration

EXAM NOTIFICATIONS	TIME TABLES	HALL TICKETS	COMMITTEE MINUTES	DUTY ORDERS	REVALUATION NOTICES
RESULT NOTICES	IRREGULARITY REPORTS				

PROJECT OVERVIEW

One examination, eight documents, one continuous record

This portfolio covers the full lifecycle of a university examination cycle — from notification and time-table publication, through admit-card issuance, invigilation staffing, and conduct of the examination, to revaluation, results publication, and irregularity reporting — all built around a fictional institution so formatting conventions can be demonstrated freely.

EXAMINATION CYCLE COVERED IN THIS PORTFOLIO

- 01 Examination Notification — commencement and key dates.
- 02 Detailed Time Table — subject-, date-, and session-wise schedule.
- 03 Hall Ticket / Admit Card — the candidate's authorization to sit.
- 04 Examination Committee Minutes — decisions on conduct and scheduling.
- 05 Invigilation Duty Order — staff allocated to venues and sessions.
- 06 Revaluation / Retotaling Notification — post-result review procedure.
- 07 Result Publication Notification — announcement and follow-on steps.
- 08 Irregularity (Unfair Means) Report — the standard incident format.

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EXAMINATION NOTIFICATION

NO.

Exam/UG/2026/[XXXX]

DATE

[Date Month] 2026

Sub: B.Sc./B.A./B.Com. Degree (Regular/Supplementary) Examinations, [Month] 2026 — Notification of Commencement

Ref: Decision of the Examination Committee dated [date], Item No. [X].

- Commencement of Examinations: [Date, Month 2026]
- Last date for online application: [date] · with late fee: [date]
- Publication of detailed time table: [date] (see Sample 2)
- Issue of Hall Tickets: [date] onward, via the examination portal

Candidates are advised to verify their details on the portal in advance. No candidate will be permitted to appear without a valid Hall Ticket.

Copy to: Principals of all affiliated Colleges · Heads of all University Departments · University Website Cell · Office file / Guard file

[Name of Officer]
Controller of Examinations

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Detailed Time Table

PROGRAMME	B.Sc. Computer Science — Semester V (Regular)	NO.	TT/2026/[XX]
SESSIONS	FN 9:30–12:30 · AN 2:00–5:00	DATE	[Date Month] 2026

DATE	DAY	SESSION	CODE	PAPER
[DD-MM]	Monday	FN	CS501	Design & Analysis of Algorithms
[DD-MM]	Wednesday	FN	CS502	Computer Networks
[DD-MM]	Friday	FN	CS503	Database Management Systems
[DD-MM]	Wednesday	AN	CS505	Operating Systems
[DD-MM]	Friday	AN	CS5P1	Practical — DBMS Lab

Candidates must be seated fifteen minutes before each session with Hall Ticket and photo ID. Practical/viva schedules are issued separately by the Department.

[Name of Officer]
Deputy Controller of Examinations

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HALL TICKET / ADMIT CARD

NAME OF CANDIDATE [Full Name]	REGISTER NO. X X X X X X X X
PROGRAMME B.Sc. Computer Science	SEMESTER V (Regular)
COLLEGE / CENTRE [College Name], [Centre Code]	SEAT NO. [XXX]
EXAM SESSION [Month] 2026	CATEGORY Regular

INSTRUCTIONS TO CANDIDATES

- Must be produced with a valid photo ID at the examination hall; entry denied without both.
- Occupy only the seat bearing the seat number indicated above, in the notified venue.
- Electronic devices, including mobile phones and smart watches, are strictly prohibited.
- Possession of unauthorised material is treated as use of unfair means (see Sample 8).

Signature of Candidate: _____
Controller of Examinations

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Minutes of the Examination Committee Meeting

MEETING NO.	[No.] of 2026	DATE	[Day], [Date Month] 2026
PRESIDED BY	Controller of Examinations	PRESENT	[N] of [N] members

Item No. 1 — Finalisation of the time table for the [Month] 2026 examinations.

DISCUSSION Members noted a clash between CS504E and a University sports event on [date].

RESOLUTION RESOLVED that the paper be rescheduled to [new date] and the revised time table published within three working days.

Item No. 4 — Report of examination irregularity, Register No. [XXXXXXXXX].

DISCUSSION The Committee considered the Squad's report of alleged use of unauthorised material during the [subject] examination on [date].

RESOLUTION RESOLVED that the matter be referred to the Standing Committee on Examination Malpractice, and the candidate's result withheld pending outcome (see Sample 8).

Minutes run to 4 items; Items 2–3 (invigilation duty allocation, pending revaluation applications) omitted here for length.

[Name of Officer]

Deputy Controller of Examinations (Recording Officer) · Approved by the Controller of Examinations

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Invigilation Duty Order

NO.	Exam/Duty/2026/ [XXXX]	DATE	[Date Month] 2026
EXAMINATION	B.Sc./B.A./B.Com. Degree Examinations, [Month] 2026		

S.NO.	NAME OF STAFF	DESIGNATION / DEPT.	VENUE	SESSION
1	[Staff Name 1]	Assistant Professor, [Dept.]	Hall A	FN
2	[Staff Name 2]	Assistant Professor, [Dept.]	Hall A	AN
3	[Staff Name 3]	Associate Professor, [Dept.]	Hall B	FN
4	[Staff Name 4]	Guest Faculty, [Dept.]	Hall B	AN
5	[Staff Name 5]	Assistant Professor, [Dept.]	Hall C (Reserve)	Full Day

Staff must report thirty minutes before the session and collect the sealed question-paper packet in the presence of the Chief Superintendent.
Unavailability must be reported at least 24 hours in advance.

[Name of Officer]
Chief Superintendent

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NOTIFICATION — Revaluation, Retotaling & Photocopy of Answer Scripts

NO.	Exam/RV/2026/[XXXX]	DATE	[Date Month] 2026
FACILITY	LAST DATE TO APPLY		FEE (PER PAPER)
Retotaling	[date], 2026		₹[amount]
Photocopy of Answer Script	[date], 2026		₹[amount]
Revaluation (after photocopy)	Within 10 days of photocopy		₹[amount]

- Applications submitted online through the examination portal only.
- The revised mark, if any, replaces the original — whether higher or lower.
- Results ordinarily published within 30 working days of application closure.
- Candidates due for the next semester are granted provisional admission pending outcome.

[Name of Officer]
Controller of Examinations

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NOTIFICATION — Publication of Results

NO.

Exam/Res/2026/[XXXX]

DATE

[Date Month] 2026

Sub: B.Sc. Computer Science, Semester V (Regular) Examination, [Month] 2026 — Results Published

- Candidates may view/download mark statements using Register Number and date of birth.
- Grade cards issued to affiliated colleges within 15 working days.
- Retotaling, photocopy, or revaluation may be applied for as per Sample 6.
- Discrepancies must be reported within 10 days of publication.

STATISTICAL SUMMARY

[N]

CANDIDATES APPEARED

[N]

CANDIDATES PASSED

[XX.X]%

PASS PERCENTAGE

[Name of Officer]

Controller of Examinations

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Report of Examination Irregularity (Unfair Means)

REPORT NO.	Exam/UMC/2026/[XXXX]	DATE OF INCIDENT	[Date Month] 2026
REGISTER NO.	[XXXXXXXX]	SEAT NO.	[XXX]
COURSE	CS501 — Design & Analysis of Algorithms	VENUE	Hall A

DESCRIPTION OF INCIDENT

At approximately [time], the invigilator observed the candidate in possession of [description of material/device], not permitted inside the hall. The material was seized and is enclosed with the candidate's written explanation.

ACTION TAKEN AT THE VENUE

- Seized material sealed in presence of the candidate and a second invigilator; both signed the seizure memo.
- Candidate permitted to complete the exam under observation, without prejudice to further proceedings.
- Written statement obtained and attached as Annexure A.

RECOMMENDATION

Forwarded to the Standing Committee on Examination Malpractice for inquiry; result for the paper concerned recommended to be withheld pending outcome.

[Name of Invigilator] — Invigilator / Squad Member
Countersigned: Chief Superintendent

Eight documents, one examination cycle, start to finish

From the first commencement notice to the final irregularity report, each stage of the examination cycle carried the same formal register, reference numbering, and approval structure — so students, staff, and departments could all read the same document the same way.

- EXAM NOTIFICATIONS
- TIME TABLES
- HALL TICKETS
- COMMITTEE MINUTES
- DUTY ORDERS
- REVALUATION NOTICES
- RESULT NOTICES
- IRREGULARITY REPORTS

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