

Examinations Standard Operating Procedure

Ref no: exam/5:2017/gsm

Prepared by: Dr. Vandana Srivastava (2009)

Modified by: Dr Sandhya Rai (2019)

Approved by: Dr Taruna Gautam (2019)

Procedures for Examination related activities will be the same across all term.

I. Continuous Assessment/ Internal assessment

Process for Continuous Assessment/ Internal assessment for Trimester I, II, III and for all core papers of Year II: (share of internal-assessments marks in total marks allotted must be in line with what has been laid down in the course manual)

Time Period: To be completed during the course

Activity involves: Faculty and Student

- Assessment pattern must be in line with what has been discussed, decided and mentioned in the course outline shared with students at the commencement of the course.
- If more than one continuous assessment is to be done, faculty to schedule them accordingly so as to spread them uniformly across the term
- The faculty to provide the assessment as take-home assignment, project, quiz etc.
- The assessment is to be evaluated and students informed about the performance within a week
- Process for declaring Total Internal Assessment marks for each course Time Period: The week prior to the beginning of the end term
- Total marks of the Internal Assessment to be uploaded on the ERP by the faculty OR shared with students in the week prior to the beginning of end term examination.

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II. End Term Examination

End term examination are conducted on completion of 12 weeks of course work or the last week of the concerned trimester (for terms I, II and III).

End term examinations for core papers of trimester IV, V and VI will be scheduled in the last week of the respective trimesters. Similarly, for elective papers with an end term component of assessment, the examination is to be scheduled along with the core papers of the respective trimester. And the process of conduct of these examinations will be akin to those of core papers.

Pre-examination activity

1. Process for Preparation and Announcement of Exam Schedule:

Time Period: at the beginning of the Program

Activity involves: Dean and Program Office

- Exam dates are already announced in the Academic Calendar which is communicated at the commencement of the programme.
- The Exam Schedule to be uploaded on the ERP for students and mailed to students at least a month before scheduled date of examination by the Program Office.
- Any change in schedule to be intimated through email, notices sent from the Program Office.

2. Process of constitution of various panels and committees

Time Period: One month after commencement of Term

Activity involves: Director, Dean and Area Chairs

- Unfair Means Committee to be set up by the Director and the rules to be communicated to them by the Dean/Program Office.
- Examination Supervisory Committee to be set up by the Director and the rules to be communicated to them by the Dean/Program Office.

3. Process for Paper Setting

Time Period: 4 weeks before commencement of Exam

Activity involves: Dean/Module Leaders/Tutors

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- Module Tutors and the Module Leader shall initiate discussion on the final evaluation question paper one month before the commencement of the examination.
- The pattern of questions, maximum marks and time allotted must be in line with what has been laid down in the course manual for the concerned paper.
- The final examination question paper must be in accordance to the assessment grid and learning outcomes laid down in the course manual.
- Each module tutor shall submit two hard copies of question papers to the respective Deans. These hard copies of question papers must be submitted 15 days before the scheduled start of examination.
- The Deans and Directors shall meet and select the final 2 sets of papers for each paper concerned and decide Set A (main examination) and Set B (for repeat examinations). The packets are then sealed and cross signed by the members present and handed over to registrar.
- This packet is to be kept under lock and key with the Registrar.
- This exercise is to be completed 10 days prior to the scheduled start of the examination.

4. **Process for printing of papers**

Time Period: 2 days before commencement of Exam

Activity involves: Registrar, Dean and Program Office

- Question sets are to be opened in the presence of the Dean, Director and Registrar.
- Question papers are to be printed in required numbers under the supervision of the Registrar.
- Both activity (i) and (ii) are to be carried out in an area, out of bound for students and other staff when the activity is on.
- Printed papers are to be sealed and kept in a safe locked almirah/cupboard/ room, accessible to only the Dean and Director.

4. **Process for preparation of List of Eligible Candidates:**

Time Period: One week before commencement of Exam

Activity involves: Program Office, Dean and Accounts Office

- Eligibility conditions for writing the end term for a paper includes:
 - Student should have registered for that course
 - His/her registration should be valid
 - Have at least 75% attendance in contact sessions for each course.
 - Should have cleared academic/program fee dues.
- Based on the above Criteria, Program Office is to prepare list of eligible candidates.
- Any special case is to be handed over to the Director by the Dean of the Campus.
- The list of debarred students is to be communicated to the students by the Program Office.

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5. Process for Preparation of Seating Plan

Time Period: four working days before commencement of Examinations

Activity involves: Dean, Program Office, and Administration

- The seating plan for the entire set of examinations for each trimester is to be prepared by the Program Office based on the list of eligible candidates under the supervision of the Registrar at least four working days before the commencement of examinations.
- The seating plan is to be displayed on
 - The student notice board
 - At the entrance of respective examination halls and
 - At an appropriate place inside each examination hall for students to see,
- Displaying of seating plan must happen only half an hour before the commencement of the examination.
- In case there arises any need to shift chairs or other furniture to or from one or more examination hall, the same must be communicated to the administration a day before such changes are to be made.

6. Process for preparation of Invigilation Schedule:

Time Period: Three working days before commencement of Exam

Activity involves: Dean, Program Office

- Invigilation schedule to be prepared at each center by the program office based on the pool of invigilators
- The Invigilation schedule to be intimated to the invigilators by the Registrar.

8. Communication of Exam Guidelines to Students, Invigilators and Evaluators.

Time Period: at least two days before the commencement of Examinations

Activity involves: Program Office

- Guidelines for Students, Invigilators and Evaluators are to be shared by the Program Office at least two days before the commencement of examinations.

During Examinations Activities

1. Process for Conducting Examinations:

Time Period: During examination week

Activity involves: Director, Dean and Registrar

- Exams to be conducted under the guidance of the Director, Dean and Registrar of the institute.
- Sealed packets of question papers will be opened at the program office in the presence of the Dean

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and Director, and distributed in smaller packets as required by the seating plan and rooms allotted for the paper.

- Counted packets of question papers, answer sheets and seating plan will be handed over to the invigilator by the Dean/Program office at least 20 minutes before the scheduled commencement of the examination.
- Attendance sheets for each examination class-room shall be handed over to the invigilator along with question papers and answer sheets.
- Invigilators are expected to obtain the signature of the candidate in the attendance sheet provided, match the details of the student mentioned in the admit card with the details filled in by the student on the answer sheet, and sign at the place provided on each answer sheet.
- The Registrar to constitute an exam supervisory committee to assist in smooth conduct of exam.

2. **Process after Completion of Each Examination Session:**

Time Period: After Each Examination Session

Activity involves: Dean, Program Office, And Examination Supervisory Committee

- Answer scripts to be counted and collected from Invigilators in the exact sequence (by roll number/registration number) as appropriate.
- Program Office Staff to ensure that all records (Attendance sheets, etc.) are completed as per the communicated guidelines and signed by the invigilator.
- The Program Office and the Examination Supervisory Committee to ensure safe packing of all answer scripts.
- Each bag of answer script should also have a copy of the question paper, and a hard copy of the award roll.

3. **Process for Reporting Unfair Means Cases**

Time Period: After Each Examination Session

Activity involves: Director, Dean and Program Office

- Any student using unfair means is to be stopped from writing examination.
- The Invigilator is to write a note on the answer copy, obtain the signature of the student and then submit the copy separately.
- All cases of unfair means to be dispatched separately to the Dean.
- A report of each case that qualifies use of Unfair Means is to be prepared by the Dean and communicated to the Director.
- The Dean, Director and the Unfair Means Committee initiate necessary action at the end of the examinations.

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Post Examination Activities

1. Process for Distribution of Answer Sheets for Correction

Time Period: Within one working day after the completion of examination

Activity involves: Program Office

- Answer copies to be dispatched to the subject teachers by the Program Office.
- A record of the day of receipt and no. of copies received by the subject teacher is to be maintained with the program office.
- Time Period for completion of assessments: 10 calendar days for 90 answer scripts, 15 calendar days for 90 to 180 answer scripts, 20 calendar days for more than 180 answer scripts from the day of completion of the concerned examination.
- Model answers for each paper is shared by the module leader within one day of completion of examination.
- Assessment/evaluation of answer sheets are to be completed by the concerned tutor/module leader within the timelines mentioned above.
- The concerned evaluator shall prepare the grade sheet and summary statistics for the answer sheets she/he assessed.
- The answer sheets and (provisional) marks are to be shared with students, and corrections if any are to be incorporated before the moderation meeting.

2. Moderation of Marks and Revaluation

Time Period: Within 5 working days after the completion of assessments

Activity involves: Deans (Module Leaders and Module Tutors are invitees to the meeting)

- Deans of three campuses are expected to meet and compare scores and summary statistics for each paper and assess performance of students in each campus.
- A random selection of 20 answer sheets (10 each from the first quartile and last quartile of scores) are to be cross examined by the group.
- Suggestions for revaluation are to be made in case the grading in individual papers is found to be inconsistent, or summary statistics from one or more papers are substantially different (as laid down in the revaluation request sheet) between campuses.
- Any revaluation request is to be forwarded to the module leader by the Deans and an alternative evaluator appointed by them on the same day.
- The time allotted for revaluation will be 4 days for 90 answer scripts, 7 days for 90 to 180 answer scripts, 14 days more than 180 answer scripts from the day of request for revaluation.

3. Process for Submission of Marks

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Time Period: 3 working days from the date of moderation meeting, in case no revaluation is recommended. In case revaluation is recommended, the timelines are accordingly modified.

Activity involves: Faculty

- On finalization of grades/assessment, evaluators are expected to feed in the marks secured by students in the award role provided by the program office.
- The evaluator is expected to email the soft copy of the award role to the program office and submit a self attested hard copy of the same award role to the program office. The soft copy and hard copy of the award role must separately mention the scores obtained by students in different component of assessments, and the total marks secured.
- The evaluators are also expected to upload the final marks in the LMS as and where applicable.
- All corrected answer scripts are to be submitted back to the program office along with the award roll.

4. Process for Compilation of Results

Time Period: 7 calendar days from the date of submission of marks.

Activity involves: Program Office

- Marks submitted to the program office will be compiled and hard copy score sheets will be generated by the program office within 7 calendar days of submission of marks.

5. Process for sending results to parents and issue of withdrawal letters

Time Period: within two working days of compilation of marks

Activity involves: Program Office, Administration and Accounts Office

- Mark sheet is to be sent through courier in the name of the parent to the residential address provided by the student in the admission form.
- Letters of warning/ withdrawal to be issued to students with poor academic performance. The letters to be filed in the students' file.
- A copy of the letter to be sent to the parents.
- In case a withdrawal letter is being issued, the Accounts Office is to be informed by the program office about the development.