

MANUAL/ HANDBOOK FOR CONDUCT OF TERM END EXAMINATION



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Manual/ Handbook for conduct of Term End Examination

This manual/ handbook for conduct of term-end examination elaborates the entire process of conducting the term-end examination in UOU. The process of term-end examination extends from the admission/ re-registration/ existing learners/ back-paper or improvement examination of any learner to the declaration of result.

Eligibility for Participation in Examination

Examination implies to all those entrance and other examinations which are conducted by the University either annually or in semester mode. These may be written and oral for various programmes opted by the learners. Eligibility for appearing at the examination extends to each learner who is registered and has taken admission as per rule, i.e., who has been enrolled/ registered and has deposited the programme fee, examination fee, and also submitted the assignments will be eligible for appearing in the examination. Students/examinees shall have to choose their exam center (mandatorily) at the time of admission. Examination form(s) shall not be filled separately, excluding back/improvement exams. Every learner will have to take examination in all those subjects which have been chosen by him/ her. If a learner does not appear in any paper, then s/he shall be deemed as absent in that paper or the entire examination (as the case may be). No marks shall be allotted to the absentee learner. If a learner remains absent in all the subjects then s/he shall neither have to re-register in all the subjects for that year nor shall have to pay the entire admission related fee. However, the student will have to pay the back-paper examination fee along with the back paper examination form. At the same time s/he may also apply for the examination in next academic calendar. It is mandatory for the examinee to carry the admit card to the examination hall. The examinee also needs to carry his/her identity card (I. Card of the University, Voter ID, Driving License, PAN card *etc*) with him/her.

Following is the step-wise detail of the process of conduct of term-end examination of UOU:

- i. **Identification of Examination Cities**: Before starting a session and enrollment of learners, the examination section of UOU identifies Examination Cities, considering the previous admission and examination pattern, such as Haldwani, Dehradun, Haridwar, *etc*. At this

stage only Examination Cities (not the exam centers) are identified and indicated in the Student Information System (SIS) & Admission form.

- ii. **Establishing Contact with the Learners:** A continuous contact is established with the learners to make them aware at every stage about their examinations. The contact is established *via* UOU web-portal, e-mail and SMS facility.
- iii. **Enrollment of Learners and Filling-up of Examination Form:** The process of enrollment in UOU is online (using UOU website) as well as off-line (Admission Form). In a distance education system students are connected to the University via different modes of correspondence which they have. Therefore, the learners have to compulsorily mention their choice of the particular city for examination (mentioned as Exam City in the form) while filling-in the Admission form (either online or offline). This also includes submitting required examination fees of the learners for the courses offered in that particular programme of learning. However, considering that, this is the Open and Distance Learning (ODL) system and the learners must have the liberty to opt when they want to appear for their examinations, they are provided with an additional facility through which, due to their inability to appear for the examination in that particular session, they may appear in the immediate next upcoming examinations (e.g., if they have filled their exam form for June 2017 exams then they may opt to appear in December 2017 exams instead of June 2017 exams).
- iv. **Filling-up of Back-Paper and Improvement Examination Form:** Conducting examination includes three sub-stages, *viz.*, learners appearing in main paper, back paper, and improvement paper examination. The exams are, further, classified into Theory Papers, Assignments, Practicals, Project-Work, Field-Work and Viva-Voce. Learners, depending upon their requirements, they fill-in their examination forms. All the learners appearing afresh have to fill-in their choice of Examination City, as mentioned above in step II above. However, the learners who require to improve their performance in a theory subject only have a window of six months (upto the immediate next examination term, say if, a learner has qualified the June 2017 examination and wishes to appear for Improvement Exams, he/she can only appear in December 2017 exams) to apply by filling-in the examination

form for Improvement Examination. Only such learners are allowed to appear for Improvement Examination who have qualified in all the papers of that particular term and it includes the learners who have Passed with Grace (PWG).

The next category of the learners who want to appear for back paper examination are provided a window of 15 days to one month to fill-in their back-paper exam forms and select the exam city of their choice to appear in the exam.

- v. **Preparation of Date-Sheet:** After completion of filling-in of all the examination forms (main, back and improvement) and obtaining information from SIS about all the Courses the question papers required are ascertained and, the process of preparation of date-sheet is initiated. Digitization helps in identifying all the combinations of papers that are offered in a particular session (which varies in each session) and thus the date-sheet is prepared. Date-sheet so prepared is uploaded on the website to allow various stakeholders to communicate their suggestions, if any. After getting all the suggestions, the required changes are introduced and the final scheme of examinations is published. The date-sheet is drafted in such a manner that the learners do not have any clashes of dates during their main papers. Utmost care is taken, so that, they do not have any clashes in their main, back paper examination, or two back paper exams. However, if any of such cases (less than 01%) appear than the learner is permitted to appear in any one the papers and the fees for the clashing paper is adjusted in their next immediate examination, so that, with the same examination fees of clashed paper they may appear in that particular paper too. The successfully drafted date-sheet is able to conduct more than 750 theory papers within 22 working days and two shifts in a day (total 44 shifts).
- vi. **Withdrawal of Fees and Exam City Change:** This is the spirit of Examination process of UOU, because all the learners (for main and back papers) are given an opportunity to submit their requests for examinations modifications. They are provided with a time-frame of 10 to 15 days, in which they are permitted to change their Examination City (if required) and shift their fees from that particular examination to the immediate next examinations. This is the opportunity to the new learners who have filled in the choice of exam city at the

time of enrollment or to the learners, who are having any other problems regarding their main and back paper examinations.

- vii. **Uploading Marks of Assignments:** While the learners are preparing for their examinations, the Learners Support Centers (LSCs) of the University are allowed to get the assignments evaluated (as prescribed by UOU) and upload their marks in the SIS. This process is continuously monitored by the Examination Section of UOU and a follow-up is always ensured to motivate the learners to submit their assignments for evaluation so that the marks could be uploaded. Apart from this, if the Examination Section observes any malpractice or improper evaluation of assignments, the University takes corrective measures *suo-moto* to rectify the issue.

- viii. **Uploading of the marks of Practicals, Projects, Field-Work and Viva-Voce:** Along with the conduct of theory papers, the other important sub-categories of a result are uploaded to facilitate the preparation of results. Therefore, it is essential that all the sub categories are completed simultaneously along with the theory marks for completion of a result. Later, various Exam Centres are identified and the learners are allotted to their closest exam-center to appear in practicals, projects, field-work or viva-voce. A blank award list is generated for the learners appearing in Main or Back paper examination, and the same are sent to the concerned Internal Examiner for conducting the examination. After successful completion of practical exams, they fill-in the award sheets duly signed by the external and internal examiners and submit it for being uploaded on SIS. These award sheets are Optical Mark Recognition (OMR) based and, therefore, the process of scanning of OMR is initiated. Upon successful completion of scanning, the values are uploaded in SIS for preparation of result.

- ix. **Maximum Marks for all the Question Papers are the same:** At various stages and based upon the nature of programme, variation in the marks of External Exam and Assignments marks (say, Theory:Assignment, 60:40, 70:30, 80:20, 100:00, 35:15, 40:10 and Grading system as well) does exist which sometimes creates difficulty for the learners. Therefore, for the ease of understanding and in order to bring unanimity, it was decided that all the question papers will be prepared as Maximum Marks 80 (for Full Unit papers) and

Maximum Marks 40 (for Half Unit Papers). After compilation of marks out of a Maximum of 80/40 Marks, the obtained marks are converted proportionately to the maximum marks which actually exist for a particular paper, e.g., a learner has a paper of MM 70 but he is appearing in a paper of MM 80 and obtained 50/80 (62.5%) then the marks so obtained are proportionately converted to 62.5% of MM 70, *i.e.*, Obtained Marks shall be 44/70.

- x. **Entry of Date-sheet in SIS for generating Hall-Ticket:** Upon finalization of date-sheet, all the entries related to paper code and their date and time is entered in the SIS so that the same can be inserted into the hall-ticket of the learners.
- xi. **Allotment of Exam Center and Hall-Ticket Generation:** After filling-in of the exam form, exam city change (if required), transfer of fees (if required), and the allotment of exam center takes place. All the examinees are allotted a particular exam center in an exam city, they opted previously and the Hall-Tickets are generated for all the examinees. These hall-tickets are available online on UOU web-portal and the learners download these whenever and wherever required. These hall-tickets include all the details about the examination of a particular examinees, say the papers he/she has opted to appear in and the date & exam-shift applicable.
- xii. **Confidential/ Non-confidential material of Examination:** After identification of the strengths of learners in all the examination centers, all the material required to conduct term-end examination is sent to the identified examinations centers. (Detailed description is confidential).
- xiii. **Creation of External Flying team/ Observer(s) at Examination Center:** Before starting the term-end examinations Flying team/ observer(s) are nominated with the permission of Hon'ble Vice Chancellor of the UOU. The flying team works in a two-tier system, where Regional Directorate of all the Regional Centers are allowed to create a Flying team from their level to conduct surprise visits to all the examinations centers established in their regional center. At level two, flying-teams are identified with the objective of conducting regular and surprise visits to all the examinations centers, these teams have the objective to necessarily inspect and ensure the sanctity of the examinations.

Apart from this, whenever University identifies a new examination for the very first time, then an Observer(s) is appointed by the University in that particular examination center. The observer has the role to mentor the examination center for conducting examinations and acquaint them with all the nitty-gritty of the examinations.

- xiv. **Conduct of Term-End Examinations:** During this phase the term-end-examinations are conducted with a continuous and direct support to all the examination centers directly from University. All the examination centers function directly in contact with the Examination Section of UOU to resolve each and every query then and there, immediately.
- xv. **Internal Flying team:** Every examination center is directed by UOU to create an Internal Flying team consisting of at least two male and two female members. The role of this team is to frisk all the students before allowing them in the examination hall and to support the external flying team/ observer(s) in performing their duties efficiently.
- xvi. **Submission of report by Flying team/ Observer(s):** Upon completion of the visits conducted by the Internal and External Flying teams (both regional and University level flying team)/ Observer(s) duty, a detailed report is submitted by them, indicating the level of satisfaction derived by the teams, with the performance of the examination centers. That report also indicated the list of the candidate, which are booked as Unfair Means by these teams.
- xvii. **Collection of Used Answer-Sheets from the examination center:** Upon completion of examination of a day, the used answer-sheets upon packing and sealing are stored safely and securely in the strong room of the examination center. University, after every 7 to 10 days send a team to all the examination centers to collect all the used answer-sheets and bring them to the University.
- xviii. **Preparation of OMR based Award Sheet:** While the examination is taking place at various exam centers, the Examination Section of UOU starts preparing OMR based Award Sheets for recording marks and uploading these in the SIS. These OMR award-sheets are printed with all the details related to a particular exam and all the examinees of that examination.

- xix. **Evaluation of Answer Sheets:** The OMR award-sheets are sent to the evaluators along with the answer-sheets. Evaluators have to darken the ovals pertaining to the fields of marks obtained by the examinees.
- xx. **Remuneration to the Evaluators:** Method for the payment of remuneration to the Evaluators (for answer-sheets, project, viva-voce, field-work and practical) is also completely digitized. The evaluators have to fill-in the Online Remuneration Form provided by the Exam Section, indicating the main fields required for processing of payment. The sheets so generated are verified by the Controller of Examinations (COE) and forwarded to Accounts Section for further process and online payment.
- xxi. **Scanning of OMR Award-Sheets:** The completely filled-in OMR Award-sheets are collected from the evaluators along with the checked answer-sheets. A primary checking is done on OMR Awards by verifying that all the required entries are filled-in by the evaluator. Beyond this stage, the entire process of preparation of result is digitized and there is no human intervention in-between. These filled-in OMR awards are forwarded for scanning using OMR Scanner and the process continuous.
- xxii. **Uploading Data in SIS:** After scanning these filled-in OMR awards, the scanned values are uploaded in SIS of all the examinees with the help of customized programming on the computer-systems of examination section.
- xxiii. **Proportionate Conversion of Marks:** At this juncture, the conversion of marks also takes place for the various papers in which MM is other than 80/40. This conversion process is also digitized and conversion of marks is done by the SIS itself. These proportionately converted marks reflect in the results as *Marks Obtained*.
- xxiv. **Declaration of Results:** Once all the entries are done, a Tabulation Report (TR) is prepared to have a final check on the results so prepared. Thereafter, on the recommendation of the tabulation committee and after approval of the competent authority, the result is declared on the website of UOU.

Criteria for Passing Examination

A minimum of 35% marks in each paper will be mandatory for passing any examination. The learners need to pass separately in assignments/ laboratory examination/ Project Work as well as the written examination. If an examinee fails to secure 35% marks in any paper, s/he shall be declared fail in that paper and s/he will have to reappear in that paper the next year. However, a learner who has not been able to pass all the papers or some of the papers, may take admission for the next academic year and take both the examinations simultaneously in the next academic calendar.

Change of Examination Centre

- 1) Students/examinees shall be provided a time frame/window to change/correct their respective exam center, two months prior to the commencement of exams, via change examination center link provided at University Website www.uou.ac.in After this period point no. 2 shall be applied.
- 2) Any change in exam center other than the above window will be charged Rs.500/ only. This shall be applied to Back examinee too.

Improvement Examination

Pass students (UG&PG) can opt for improvement examination, in the immediate next term exam (within six month). The applicant can apply for Improvement Exam as per guide lines set by UOU. Only those students who have been declared pass in all papers including pass with grace (PWG) in annual/ semester examination of the same session are eligible for Improvement Examination. Candidates those have passed exam with back paper are not eligible for Improvement Examination. The Improvement Examination will be conducted in theory papers only. The candidate will have to appear in Improvement Examination conducted immediately (within six month) after annual/ semester exams.

- The candidate can apply for Improvement Examination as stated below.
 - Under graduate: Any two papers
 - Post Graduate: Any one paper
 - Certificate/ Diploma/ PG Diploma: Any one paper

NOTE: If the marks obtained in improvement exam are less than the previous attempt, best of the two (attempts) will be considered as final result.

Back Paper

If a learner fails in a programme of study selected by him / her, he/she may take the examination again by paying fee of back paper. A learner may avail this facility in all those subjects/ papers in which s/he has not been able to clear the exam. This facility is available only up to the maximum time duration earmarked for the programme. The back paper and improvement examination will be conducted along with the main examination.

Scrutiny

Scrutiny implies to the addition of the left out marks in the answer script or evaluation of any question which is left unchecked. Learners may apply for scrutiny by paying Rs.100 per paper. An examinee can get a maximum of two papers scrutinized. If after scrutiny, the score of the candidate increases by 10%, the same will be reflected in the improvement mark-sheet. However, if marks are reduced then the previous marks will be retained. Students willing to opt for scrutiny can apply for scrutiny of the answer book within 1 month after the declaration of final result in any 2 papers by depositing the required amount of fee.

Photocopy of Answer-sheets

If a learner wishes to get a photocopy of the answer sheet related to him/her, s/he may get it by paying a fee. The photocopy of the answer sheet will be given within the period of six months of the declaration of result.

Division

The examination result is categorized in three divisions for passing in term-end examination, *viz.*, First Division (60% or more), Second Division (Less than 60% and upto 45%) and Third Division (Less than 45% and upto 35%) for Graduate level programmes and First Division (60% or more), Second Division (Less than 60% and upto 48%) and Third Division (Less than 48% and upto 35%) for Post-Graduate level programmes.
