

# Policy Document on Evaluation Methodology.



Examination Department

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Assessment is an integral part of the learning process. In this context assessment in the ODL system has adopted a new shape to provide better assessment judgments to its learners and at the same time helping teachers and administrators. The formative assessment is done by the university in the form of end term assignment/minor project/dissertation.

UOU conducts a three-tier system of evaluation; self-assessment exercises, continuous evaluation through assignments (tutor-marked and computer-marked), and term-end examinations. At present, assignments and term-end examination constitute 20% and 80% respectively of the total weighing but it has been changed as per the UGC Regulations and from the next session it will be 30% and 70% respectively. Formative assessment comprises assignments, the personal contact programme and workshop related activities such as laboratory workshop, practical, microteaching, community participation, field experience, school-based activities, hands on activities, seminars, group discussion, etc. Summative assessment comprises term-end examination, project and dissertation/thesis evaluation.

## **1. Internal Assessment**

**1.1 Internal Assessment through Assignment:** Internal assessment (assignment) is an academic calendar wise continuous evaluation process of learners for 20% weightage. The assignment question papers online (MCQs) or offline (Descriptive) are uploaded in UOU portal.

**1.1.1 Internal Assessment (Offline) procedure before 2020-21:** The procedure of Internal Assessment (assignment) before 2020-21 was descriptive. The descriptive questions were uploaded in UOU portal which, remain opened immediately after admission till end term exam.

**1.1.2 Submission of Internal Assignment:** The student downloads the assignment questions paper from the assignment

portal of university and after their completing the assignment they submit them in their respective learning support centres.

### **1.1.3 Evaluation and Uploading Marks of offline Assignments:**

After collecting/receiving the assignment of the Learners, the learner Support Centers (LSCs) send them to their respected councellors for evaluation with assignment award list. The councellors of LSCs given instruction regarding the evaluation. If any student got more than 80% marks then his/her assignment will be send to the universality by LSCs for further verification. After evaluation by the counsellor all assignment award list will be collected by the LSCs.

**1.1.4** The LSCs already having the Student Information System Portal login which is given by the University for entering these assignment marks. University gives a time slot to the LSCs to submit the assignment in to the SIS Portal. If any LSC do not submit the assignment with in the time slot given by the university then university apply late fees on assignment as per the following:

- a) If Student do not submit their assignment on-time then student has submit assignment with late fees of Rs 100 per assignment.
- b) If student submitted their assignment with in time limit but the LSCs not submits it in to the university's SIS Portal then university will cut the assignment late fees from the payout of LSCs.

**1.1.5** This process is continuously monitored by the LSCs of UOU and a follow-up is always ensured to motivate the learners to submit their assignments offline 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.

**1.1.2 Internal Assessment (Online):** From the session 2020-21 onwards assignments are uploaded online in MCQs format through University Moodle.

- a) Online internal assignment is suggested through university exam committee about the change of pattern which is further approved by the university AC & EC.
- b) Two different team has constituted for the development of online assessment procedure. The first team is for the operation and maintenance of MOODLE LMS and the second team is for learner support. Due to the heavy load of learner the above team also has taken care of the server load.
- c) As per new online internal assignment policy the 20% weightage is given to the assignment.
- d) The nature of questions of online assessment is MCQs based. Each question paper of assignment having 20 MCQs. These 20 questions are randomly selected from the database of questions bank as such 30% easy, 35% Moderate, 35% Difficult.
- e) The different time slot has been allotted to different programme/course code. Learners allowed for two attempts in each paper and submit assignments online. The best score of the said two attempts will be taken for further action.

- f) After completion of all online Assignment the university automated exam software will be import all assignment marks for result preparation process.
- g) If any learner could not appear/fail in the online assignment test then university will provide online back assignment form which is filled by the Learner and adopt those assignment in which he failed or forgot to submit.
- h) After completion of all online MCQs based assignment the marks of the student are imported in the examination software from assignment portal. After getting the marks from online assignment portal examination department process these marks and upload it into the main server of the university for further result processing. However during covid-19 pandemic students are promoted on the bases of above online assignment marks.

**1.2 Internal Assessment through project/dissertation:** UOU has provision of project/dissertation work in many programmes. This is another way of internal assessment. The Guide lines of project preparation is already been uploaded by their respective department in the university portal and learners are notified to follow the instruction.

- a) After completing the project/dissertation the learner submits these projects to their Programme coordinator at UOU.
- b) Evaluation of the internal project/dissertation Report: The project/dissertation reports are evaluated by the allotted examiner and marks uploaded in the SIS by the University Exam department.

**2 External Examination:** Evaluation is a decision making process of examination, it is a continuous process, which is descriptive as well as qualitative.

**2.1.1** There are three types of Exam online form which are as follows:

**Main exam form:** this form is embedded with admission form. It is filled at the time of admission. The student filled their exam city as per his choice. He/she can select any exam city in the state. His/her exam city is not bounded with his LSCs.

**Back/improvement exam form:** These forms are available online 3 month before the end term exam in the university portal. The student is allowed to give back papers only on those paper/subject in which he/she not yet appeared or fail. However in case of improvement, Student can only fill improvement exam form within a 6 month of his/her main exam and only complete pass student can fill the improvement form. There is limitation of number of papers allowed for improvement as follows:

PG : any 1 paper

UG : any 2 papers

PG Diploma : any 1 paper

Certificate/Diploma : any 2 papers

**Exam City change Form:** If student wants to change his exam city, university provides online exam city change form during the back and improvement exam form dates. In this online exam city change process the portal send OTP to the registered mobile

number to authenticate the student. Only after entering this OTP he/she can change his/her exam city.

**2.1.2 Exam Date Sheet:** One month before the end term examination university provide the date sheet in university portal.

**2.1.3 Decision about the exam city/center:** The university exam department communicate with the exam center for conducting the term end exam. After due communication the exam centers as per student strength and exam dates are finalized.

**2.1.4 Admit card generation:** The university exam department now generate the admit card according to their exam city and provide them online link to download the admit card from the university website.

**2.1.5 Exam SMS Service:** The university exam portal provide the SMS service. By which each student informed about the admit card link.

**2.1.6 Exam related notification:** During the process of end term examination all exam related notification are send to all LSCs/RCs/Exam Center/ university official and same time uploaded in the university portal.

**2.1.7 External/Project work/dissertation/Practical Exam:**

**2.1.7.1 Practical Exam** Along with exam notification External practical starts in each department. In this process, first we collect strength of students from examination department and then the list of external examiner is prepared by the coordinator and the selection of the external examiner is done by the Hon'ble vice chancellor. Then we collect the award list from examination department. In this way, through practical, we evaluate the learners and submit practical award list to exam department.

**2.1.7.2 Project work/dissertation:** It enables the learners to apply their conceptual knowledge in a Project work/dissertation situation, to learn the art of conducting a study in a systematic manner and presenting its findings in the form of a rational report.

**2.1.8 Exam related documents to Exam Center:** one week before the end term examination, exam department provides date wise Challan, nominal roll and verification slips to the related examination centers. We also

**2.1.9 Exam material to the exam centers:** 4 days before the exam following material are provided to each exam center by the university officials:

Exam Answer sheet/ OMR Sheet(in case of online MCQ based exam)

Question Papers

Different forms related to exam conduction like form no 2 to 9.

**2.1.10 Exam conduction by the exam centers:** Exam center will conduct the exam according the rules and regulation given by the university.

**2.1.11 Flying and Observer Team:** University appoint the flying squad team for each and every exam centers. Other then the flying Squad university appoint observer to supervise and smooth running of the exam. University appoint a teacher of professor level as observer in each and every Regional Centers.

**2.1.12 Collection of Exam material exam centers:** The university officials will collect exam material from exam center and submit it after verification, in the university exam department.



**2.1.13 Arranging the Answer Copy/ OMR:** The exam department arrange the all submitted copies in proper subject wise order. Meanwhile the one wing of the exam department prepares the OMR award sheets. These award sheet will be arranged with the answer sheet bundle.

**2.1.14 Allotment of answer copy bundle to the evaluator:** Now the answer copy bundle will be allotted to the evaluators as per the norms. The evaluator evaluate the answer sheet and fill OMR based award sheet and submits the same with remuneration bill in the exam department.

**2.1.15 Scanning of OMR based award sheets:** Exam department collect OMR based award sheet and scan them subject wise. The scanned data is imported in to the main server for result processing.

**2.1.16 Result Processing:** After importing the marks in to the main server the Exam department processes the result programme and year wise.

**2.1.17 Progrmme wise tabulation:** Exam department prints the programme wise tabulation and give to the tabulation checking team with award sheet for checking. This team works under the assistant exam controller.

**2.1.18 Declaration of result:** After completing the all corrections in tabulation sheet, exam department takes permission to declare the result of particular exam from Hon'ble Vice Chancellor. After due permission the result uploaded in the university portal. Student can directly can view and download their mark sheet from university portal.

**2.1.19 Mark sheet/Transcript preparation & Distribution:** After result declaration prepare Transcript/ Mark sheets and arranged it study centre wise and sanded it to their related study centre.

**2.1.20 University Convocation:** After getting the convocation dates from governor house university Open online convocation/Degree apply online form in the university portal mean while exam department prepare toppers list program wise and as per recommendation of executive council and Academic Council provided degree in convocation.

**2.1.21 Provisional Degree Certificate:** Before convocation of any session student can apply to PDC (Provisional Degree Certificate).

**2.1.22 No Objection Certificate:** Student who has completed their program can apply for No Objection Certificate, which is provided by the university online.

**2.1.23 Research degree programme:**

**Conduct Ph.D Entrance Exam:** The Examination of Ph.D. entrance Exam is conducted in Uttarakhand Open University. First of all research directed will request for to the exam department Ph.D entrance exam along with number of sheets is different department and with all necessary documents.

**Fixed Entrance exam Date/slot/time:** After receiving research documents from research directed the exam department will decide the date of exam and times slot for filling the Ph.D entrance Exam.

**Decide the exam city/centres/observer/date of exam:** After receiving all Ph.D entrance exam application the exam department finalized the exam city/centres/observer/date of exam.

**Paper Types Distribution:** After fixing the entrance exam date the exam department conduct MCQs types based exam on different centres.

**Declaration of Results:** The exam department processes the result and uploads accordingly in website of University.

**Ph.D course work Exam:** As per the request of research directed the exam department prepare fixed the date of Ph.D course work exam and made arrangement to prepare to question paper. The exam department fixed the date of Ph.D course work exam and accordingly in website of university. The exam department processes the result and uploads accordingly in website of university. After processing the Ph.D course work exam.