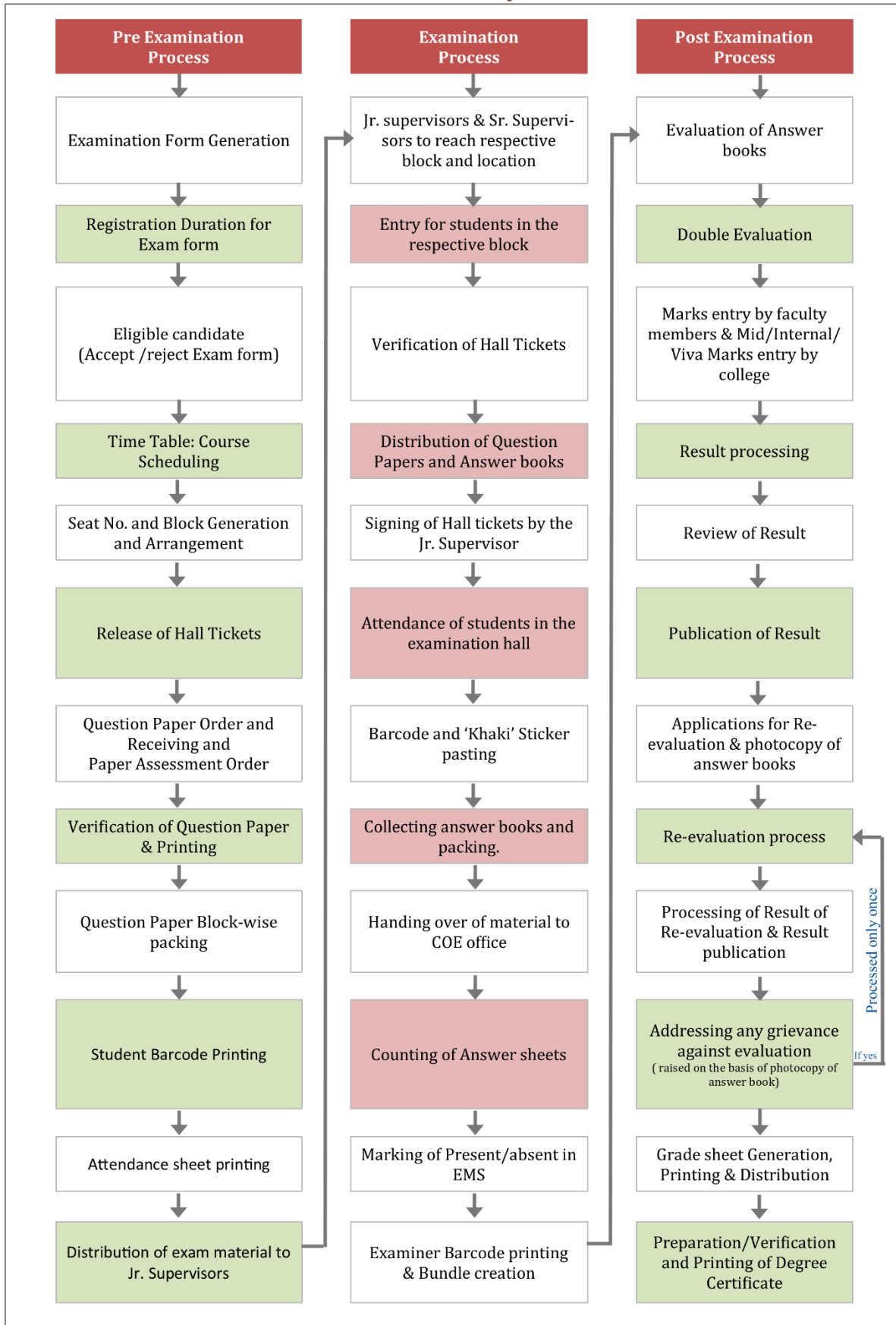


Examination System



Established by Gujarat Private Universities Act 2009

1.1 Pre - Examination Process

- **Examination Forms Generation**

The examination forms are generated through the Examination Management System (EMS).

- **Registration Duration for Exam form**

The duration to decide eligibility of student by Institute and examination forms to be fill by student is configured.

- **Eligible candidate (Accept /reject Exam form)**

Every head of the institution has the right to accept or reject the examination form of each student within the given duration. After this phase, students can fill the examination forms i.e. student can register for the examination.

- **Time Table: Course Scheduling**

This is the stage when time table is configured in the Examination Management System for the various programs.

- **Seat No. and Block Generation and arrangement**

Based on the data of filled examination forms, seat numbers and block arrangements are generated through Examination Management System.

- **Release of Hall Tickets**

The Hall tickets for all the students who have filled exam form for the examination are generated by the Examination Management System.

- **Question Paper Order and Receiving and Paper Assessment Order**

According to the timetable, the exam department sent the order for the question paper to the concerned faculty member. The faculty member is submitting the paper within the deadline to the exam department. The Exam Department sends paper assessment orders to faculty members from various courses, and they are required to complete them by the deadline.

- **Verification of Question Paper & Printing**

Once the exam department receives the question paper, it is verified and then sent for printing.

- **Question Paper Block wise packing**

After the question paper is printed, it is packed according to the block arrangement.

- **Student Barcode Printing**

For all the students, individual course wise barcodes are printed and these barcode are used to hide identity of the student and to track the answer books.

- **Attendance sheet printing**

Block wise attendance sheets are printed to take attendance of the student during examination.

- **Distribution of exam material to Jr. Supervisors**

Examination material is handed over to Jr. Supervisors on the day of exam.

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1.2 Examination Process

- **Jr. supervisor & Sr. Supervisor to reach respective block and location**

Staff members performing junior and senior supervisor duties must go to the examination cell, after collecting necessary exam materials, and proceed to the assigned block and location before the start of the examination.
- **Entry for a student in the respective block**

Students are allowed to enter the examination hall or block. Students take seats before the start of exam.
- **Verification of Hall Tickets**

Jr. supervisors check individual students' hall tickets and then allow them for the examinations.
- **Distribution of Question Papers and Answer books**

Answer books are distributed to the students in the examination hall so that they can fill details before the commencement of exam. Question papers are distributed just before the start of examination.
- **Signing of Hall tickets by the Jr. Supervisor**

Jr. Supervisor has to sign the hall tickets and answer sheets during the exam.
- **Attendance of students in the examination hall**

Once the exam starts, the junior supervisor takes the attendance of students by taking signature on attendance sheet and fill absent-present count in the sheet.
- **Barcode and 'Khaki' Sticker pasting**

After an hour, the junior supervisor pastes the barcode and a Khaki sticker on the answer sheets of the present students to hide the information of the student.
- **Collecting answer books and packing**

Once the examination is finished, the junior supervisor collects the answer books and pack them in green covers.
- **Handing over of material to the COE office**

Once the exam is over, the Jr. Supervisor will submit the examination material to a collection center/location designated by the Controller of Examination.
- **Counting of Answer sheets**

Counting of answer books by Sr. Supervisor and exam team in presence of Jr. Supervisor.
- **Marking of Present/absent in EMS**

After each session, the exam team will mark each student as present or absent in the Examination Management System.
- **Examiner Barcode printing & Bundle creation**

After marking present and absent, the exam team will print course-wise examiner lot barcodes and arrange all the answer books in bunches of 30 so that it can be allocated to examiners for evaluation. These bunches will be placed at specific locations in the racks.

1.3 Post-Examination Process

- **Evaluation of Answer books**

After completion of examination, faculty members start evaluating answer books.
- **Double Evaluation**

Double evaluation process is followed as per rules.
- **Marks entry by faculty members & Mid/Internal/Viva Marks entry by college**

Once assessment is completed, assessor need to enter the marks after scanning barcodes in the EMS. At the same time, designated faculty from colleges will enter marks of mid-semester, continuous internal assessment and viva in the EMS.
- **Result processing**

After completion of all marks entry, system-driven result process is initiated.
- **Review of Result**

Results are verified by the core team before publish.
- **Publication of Result**

Results are published and made available for viewing by all the students in their student portal login.
- **Applications for Re-evaluation & Photocopy of answer books**

Students can apply for the reevaluation of answer books directly from the student portal by paying the required fees. A student can also apply to obtain photocopy by an application along with required fees within 3 working days of result declaration.
- **Re-evaluation process**

As per the prescribed rules in the examination policy, the reevaluation process is carried out.
- **Processing of Result of Re-evaluation & Result publication**

Once all answer books are re-evaluated and marks entry is done, the result is processed and published.
- **Addressing any grievance against evaluation (raised on the basis of photocopy of answer book)**

If there any grievance against the evaluation raised based on the photocopy of answer book, then such applications are addressed on case to case basis.
- **Grade sheet Generation, Printing & Distribution**

System-generated grade sheets are generated and sent for printing. After printing, grade sheets are distributed to the student.
- **Preparation/Verification and Printing of Degree Certificate**

Data of Degree certificates is prepared of those Students who become eligible for the degree/diploma certificate and after due verification these certificates are printed.

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