

MANUAL ON EXAMINATION AUTOMATION SYSTEM

The present manual lists out various Standard Operating Procedures (SOPs) which requires automation of voluminous data on students and processing of their results under the overall mandate of the University Manual of Student Registration and Evaluation Systems. This manual is therefore called as Manual on Examination Automation Systems and its SOPs are classified in three principal examination activities and these are Pre Examination, Conduct of Examination and Post Examination. The time line of these examination activities are summarized in the following Chart keeping in the view that University conducts the examination in the months of June and December and declares the results within 45 days as mandated in the Ordinance of the University.

Timeline Chart of Examination related Activities of the University

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Pre Examination												
Date Sheet	Yellow	Yellow					Yellow	Yellow				
Examination Centres		Blue						Blue				
Eligible Students	Orange	Orange	Orange				Orange	Orange	Orange			
Examination Registration			Green	Green	Green				Green	Green	Green	
Allotment				Cyan	Cyan					Cyan	Cyan	
QPs and Scripts					Dark Blue	Dark Blue					Dark Blue	Dark Blue
Matrix					Purple	Purple					Purple	Purple
Conduct of Examination												
Attendance and Consolidation	Dark Purple					Dark Purple	Dark Purple					Dark Purple
Usage of QPs and Scripts	Olive					Olive	Olive					Olive
Examination Monitoring					Dark Blue	Dark Blue					Dark Blue	Dark Blue
Centre-Dipstach Matrix	Yellow					Yellow	Yellow					Yellow
Post Examination												
REC-Allocation Matrix	Red	Red				Red	Red	Red				Red
Processing and Tabulation	Brown	Brown					Brown	Brown				
Declaration of Result		Dark Blue						Dark Blue				
GC and PC		Black	Black					Black	Black			
Degree and NAD			Blue	Blue								

1. Pre Examination

Under Pre-examination, all those activities are covered which are related to all aspects of examination but before the actual conduct of the examination. The Timeline of Pre-examination activities starts in January and July and continues till June and December respectively for the June and December Term End Examinations. The SOPs of different activities under the Pre-Examination process are summarized below:

a. Finalization of Examination Date Sheet:

Under finalization of date sheet activity, the following action points are undertaken by the, the principal division i.e. SED:

- Collect the data of all the programmes and courses from the respective Schools of Studies for which examination needs to conduct.

- Generate Automated Date sheet with all the course combination and conditions inbuilt;
- Share with Schools and RCs for concurrence and feedback
- Finalize the Date sheet and upload on the website
- Integrate Date sheet with online examination registration system

b. Finalization of Examination Centres and Centre Superintendents:

Under Finalization of Examination Centres and Centre Superintendents activity, the following action points are undertaken:

- Opening of online portal for identification and finalization of examination centres, centre superintendents and capacity intake for morning and evening sessions;
- Collating the requisite details for online distribution of answer scripts to examination centres;
- Integrating the list of examination centres and intakes with the examination registration system.

c. Database of Eligible Students

Under Database of Eligible Students activity, the following action points are undertaken:

- Synchronizing the database of eligible students with the principal division SRD and confirmation;
- Integrating the eligible students database with online examination registration system;

d. Online Students Examination Registration

Under Online Students Examination Registration activity, the following action points are undertaken:

- Online Examination Registration Portal checking for integration of eligible students, examination centres, intake capacity, online payment gateway and integration with cloud server;
- Pilot testing of the portal to overcome any technical glitches and readiness certification from the concerned Division;
- Announcement of opening of the portal and commencement of online examination registration process;
- Confirmation message for students and periodic upload on the registration status of students;
- Continuous backend updation for any change in examination centres, intake capacity, eligible students etc

e. Student allotment to Examination Centres

Under Student allotment to Examination Centres activity, the following action points are undertaken:

- System based continuous periodic allotment of students to examination centres;
- Generating Hall Tickets;
- Generation of Examination Centre-Students Matrix
- Generation of Examination Centre-QP-Scripts Matrix
- Linking with QP and Scripts dispatch module of the system

f. Finalization of Question Papers and Answer scripts

Under Finalization of Question Papers and Answer scripts activity, the following action points are undertaken:

- Online finalization of Examination Centre-QP-Scripts Matrix

- Generation of dispatch schedule of QPs and Answer scripts for exam centres
- Generation of dispatch schedule of emergency QPs and Answer scripts for RCs
- Online status confirmation of receipt of QP-Scripts at the examination centres
- Generation of encrypted QPs and Password generation and dispatch schedule

g. Students-Question Papers-Answer scripts Matrix

Under Students-Question Papers-Answer scripts Matrix activity, the following action points are undertaken:

- Generation of Students-Question Papers-Answer scripts Matrix for each examination centres
- Integrating with REC and Students-Question Papers-Answer scripts Matrix
- Generation of dispatch schedule of Answer scripts for the RECs
- Generation of Scanning schedule of Examination Answer scripts

2. Conduct of Examination

Under Conduct of examination, all those activities are covered which are related to all aspects of conduct of examination in the months of June and December. The Timeline of Conduct of examination activities starts in June and December and continues till July and January respectively for the June and December Term End Examinations. The SOPs of different activities under this process are summarized below:

a. Real time Attendance and Consolidation

Under Real time Attendance and Consolidation activity, the following action points are undertaken:

- Operationalisation of online attendance module and its consolidation at three levels i.e. Examination Centre, Regional Centre and Hq/ REC
- Mismatch if any, to be reported to Hq and course correction to be undertaken

b. Usage of Question Papers and Answer scripts

Under Usage of Question Papers and Answer scripts activity, the following action points are undertaken:

- Operationalisation of Question Papers - Answer scripts usage module and its consolidation at three levels i.e. Examination Centre, Regional Centre and Hq/ REC
- Matching the data with balance of QPs and answer scripts at the examination centres
- Preparation of dispatch of balance of QPs and answer scripts (if any)

c. Examination Monitoring Report

Under Examination Monitoring Report activity, the following action points are undertaken:

- Operationalisation of Online Examination Monitoring Module along with date of visit and visiting officers and observers;
- Online submission of reports by the visiting officers and observers;
- Matching of attendance and other activities with different modules;
- Course correction for continuation and discontinuation of examination centres for the next cycle

d. Examination Centre-Dispatch Matrix

Under Examination Centre-Dispatch Matrix activity, the following action points are undertaken:

- Operationalisation of Online Examination Centre – REC dispatch matrix Module along with date of dispatch and tracking details;
- Online updation of records and course correction, if any.

3. Post Examination

Under post examination, all those activities are covered which are related to all aspects of evaluation of answer scripts online and offline for the Term End Examinations of June and December. The Timeline of post examination activities start in June and December and continue till August and February respectively for the June and December Term End Examinations. The SOPs of different activities under this process are summarized below:

a. REC-Receipt-Allocation-Evaluation Matrix

Under REC-Receipt-Allocation Matrix activity, the following action points are undertaken:

- Online generation of REC-Answer scripts receipt matrix;
- Mismatch / course correction, if any, to be undertaken;
- Separation of direct and on screen marking of answer scripts;
- Scanning of answer scripts for on screen marking;
- Regular updation of evaluators and their confirmation for online/ offline evaluation;
- Generation of Answer script-Evaluator matrix and allotment finalization;
- Dispatch for offline evaluation;
- Sharing of link and passwords for on screen evaluation/ marking;
- Updation of Evaluator- Evaluated Scripts matrix and follow-up

b. Result Processing, Tabulation, Declaration of Result and Convocation

Under Result Processing, Tabulation and Declaration of Result activity, the following action points are undertaken:

- Online entry and transfer of marks and grades in result methodology framework of the University;
- Online processing of results;
- Moderation of Results as per the Ordinance of the University;
- Finalization of Results and statistics of students (Pass/ Incomplete/ Fail);
- Declaration of Date for announcement of results;
- Result declaration on the website and communication to students by SMS and e-mail;
- Generation of Online Grade Card and Provisional Certificate
- Linking of the GC and PC with the NAD
- Activation of Convocation Registration portal
- Finalization of printing of Degree/ Diploma/ Certificates
- Finalization of number of students attending Convocation
- Allotment of students to RCs for distribution of Degree/ Diploma/ Certificates
- Conduct of Convocation function at Hq and Regional Centres
- Post Convocation query and dispatch of Degree/ Diploma/ Certificates for registered students.