

**9. ORDINANCE ON  
CONDUCT OF EXAMINATIONS AND EVALUATION OF  
STUDENT PERFORMANCE  
(Under Section 26(1) (b) of the IGNOU Act)\***

**A. Evaluation**

**1. Evaluation of Student Performance**

The successful completion of a course/programme of study for the award of degree/diploma/certificate will be determined on the basis of the performance of students enrolled in the relevant course/programme in the manner laid down in this Ordinance.

**2. Methods of Evaluation**

Unless otherwise specified, the performance of a student enrolled in a course/programme will be assessed:

(1)\*\* continuously on the basis of the evaluation of the assignments submitted by him/her, wherever applicable;

(2) on the basis of an examination conducted at the expiry of the minimum duration prescribed for the concerned course/programme;

(3) the University may also prescribe for course/programme, wherever appropriate, execution of specific projects by students, the successful completion of which, and the levels of performance in their execution shall be taken into account in the overall assessment of student performance; and

(4) in appropriate cases, the University may also prescribe field work, seminars, practicals, or any other techniques/methods for assessment to determine the levels of performance of students pursuing different courses/programmes.

**3. Assignments\*\***

(1) The methods of evaluation for each course/programme involving the combination of one or more components mentioned in Clause 2 above, including the relative weightage to be assigned to each of those components, shall be prescribed by the Academic Council on the recommendation of the Board of the concerned School of Studies.

(2) A student pursuing a programme of study shall be required to submit only one assignment for each course in all programmes, wherever applicable.

(3) The assignments may be either marked by tutors/counsellors and those marked by computer (multiple choice type). The instructions to candidates about the nature and type of assignments and the schedule for its submission shall be prescribed in the relevant programme guide and/or in the course itself.

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\* Approved by the Board of Management at its 29<sup>th</sup> meeting held on 19.8.92, vide Resolution No. BM 29.8.2

\*\* Amendments to Clauses 2(1) and 3(1)(2)(3) was approved by the Board of Management at its 87<sup>th</sup> meeting held on 22.6.2007

#### 4. Term end Examinations\*

The term end examinations for various courses/programmes will ordinarily be held in the months of June and December every year. Students will be free to appear at any of these examinations either for specific courses or for whole programmes provided that the minimum period of study prescribed for the relevant course/programme has elapsed.

However, the students, who take admission to some individual courses in January/July Semester as per term of any MOU executed by IGNOU with any other University or accredited institution, will be allowed to appear in term-end examination of June/December respectively of the same year so as to enable them to complete the pre-requisite course for their degrees/diplomas from the respective Universities/accredited institutions.

Provided that in keeping with the mandate to use technology, the University will conduct online examination for such programmes and such courses as may be decided from time to time. The online examination will be conducted in the manner as may be laid down by the Regulations.

#### 5. Grading\*\*

(I) (a) The levels of student performance, both in continuous evaluation as well as at term end examinations in respect of all degree/diploma programmes in Management and other diploma and certificate programmes will be indicated in letter grades. These grades are:

- A — Excellent
- B — Very Good
- C — Good
- D — Satisfactory
- E — Unsatisfactory

(b) Except for the Bachelor's degree programme of B.A., B.Com., B.Sc., and the Distance Education courses/programmes, for the successful completion of a course and to qualify for the relevant degree/diploma/certificate, a student has to obtain an overall average of grade 'C' in the relevant course, provided that he/she does not obtain a grade lower than 'D' either in continuous evaluation or in term end examination.

(c) The students performance both in continuous evaluation as well as at term-end examinations for the programmes of BLIS, BA, Bcom., BSc., will be in numerical marking as indicated below :

##### For BLIS:

I Division	60% and more
II Division	50% - 59%
Pass	40% - 49%
Unsuccessful	Below 40%

\* Clause 4 amended by the Board of Management at its 68<sup>th</sup> meeting held on 24.1.2001.

\*\* Amendment to Clause 5(1) was approved by the Board of Management at its 32<sup>nd</sup> meeting held on 22.4.93 vide Resolution No. BM 32.6.3: Amendment to Sub-Clause (1)(b) and addition of Sub-Clause 1 (e) of Clause 5 were approved by the Board of Management at its 39<sup>th</sup> meeting held on 25.11.94 vide Resolution No. BM 39.6.3.

**For BA/B.Com/B.Sc:**

I Division	60% and more
II Division	50% - 59%
Pass	35% - 49%
Unsuccessful	Below 35%

Provided that the marks statement/grade cards may reflect both marks as well as equivalent letter grades as specified at sub-clause (a) above.

- (d) The mechanics of evaluation of assignments and answer scripts of the term-end examinations for the Programmes of Bachelor in Library and Information Science (BLIS), Bachelor of Arts (BA), Bachelor of Commerce (BCom) and Bachelor of Science (B.Sc) shall be laid down in the form of guidelines for evaluators, with the approval of the Academic Council from time to time.
- (e) The Evaluation criteria and policy pertaining to distance education courses/programmes will be as under:
- (i) For PGDDE students from countries other than India and all the MADE students, STRIDE will identify the eligible candidates by the first week of April and first week of October for the June and December term-end examinations respectively every year. Eligibility will be decided on the assignment-responses, term papers and/or completion of any other type of academic exercises prescribed from time to time by March 31 and September 30 for the respective term-end examinations.
  - (ii) Project reports, wherever applicable, should have been submitted latest by May 31 and November 30 to claim course/programme results with the June and December term-end examinations respectively.
  - (iii) To complete a course successfully one needs to pass the continuous assessment with at least an average grade "D" and the corresponding term-end examination with at least a grade "C". To complete a programme successfully one must pass all the courses comprising the programme individually.
  - (iv) At a time (i.e. during a term-end examination session) a student may sit for at the most five courses (i.e., 30 credits).
  - (v) A candidate admitted to a programme can sit for the term-end examination only after completing the full academic year on the programme as well as the prescribed number of assignments, term papers etc. for it.
  - (vi) To claim a diploma or a degree one must have completed successfully all the requirements pertaining to the programme concerned in accordance with the respective regulations.

(These amendments will be effective from 1<sup>st</sup> January 1995)

(2) In respect of components other than continuous evaluation and term end examinations, wherever prescribed, the levels of attainment necessary to qualify for the award of

degrees/diplomas/certificates will be prescribed in respect of each such course of study separately by the Academic Council on the recommendation of the Board of the School of Studies concerned.

- (3)\* (i) to qualify for the award of BA/Bcom/BSc degree with a particular subject as major, a candidate should obtain 48 credits including those in application oriented courses relevant to that subject;
- (ii) those candidates who have not secured the requisite 48 credits may be awarded the Bachelor's Degree in Arts, Commerce or Science, as the case may be, without specifying any subject as major;
- (iii) as and when such candidates secure the requisite 48 credits, the degrees awarded to them may be converted into those with the relevant subject as major.

## B. Conduct

### 6. Appointment of paper setters/Moderators/Examiners

The Directors of Schools shall draw up panels of paper-setters, moderators and examiners for each course in accordance with the provisions of Statute 10A (4) (iv) and submit them to the Vice-Chancellor who shall appoint the paper-setters, moderators and examiners from such panels for a period of three years. Provided that only those persons who have at least 5 years of teaching/academic experience shall be eligible for inclusion in the panel.

### 7. Moderation Boards

#### (A) Moderation Board for Moderating Question Papers

- (1) There shall be a Moderation Board for moderating the question papers constituted as under for one or more courses for a period of three years :

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|---|---|---------------------|
| (a) Director of School concerned  | - | Chairman Ex-officio |
| (b) Professor of the Discipline concerned, and if there is no Professor, the senior most teacher in the discipline concerned.         | - | Member              |
| * (c) Three experts in the discipline/ specialization nominated by the Vice-Chancellor of whom one shall be external and one internal | - | Member              |

Provided that the Director of the School concerned may co-opt or associate not exceeding three other experts, if required.

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\* Amendment to Clause (7)(A)(1)(c) &(d) was approved by the Board of Management at its 61<sup>st</sup> meeting held on 16.11.98.

