Manual of Examination Automation System

Introduction

The Sree Sankaracharya University of Sanskrit, Kalady (SSUS) is a specialized University for the study and promotion of Sanskrit, Indology, Indian Philosophy, Indian Languages, Foreign Languages, Fine Arts and Social Sciences established by SSUS Act of 1994, enacted by the State Government of Kerala. The SSUS examination branch is under the control of Pro Vice Chancellor.

Examinations are the major determinant of the quality of an Institution. The credibility of exams conducted and the promptness in publishing the results are the clear indicators of the efficiency of the institution. **The automation of examination system was initiated from the year 2010 with the technical support of Centre for Development if Imaging Technology (C-DIT), Government of Kerala.** At present, the University has a dedicated team of officials in the IT wing to oversee the automation.

Diploma, PG Diploma, UG , PG, Mphil and PhD programmes are planned and conducted according to the regulations approved by the Academic Council of the University from time to time. Various modules in the syllabi and model questions are designed based on the said regulations. The evaluation of all courses comprises of two parts, viz

1) Internal semester assessment (ISA)
2) End semester assessment (ESA)

The weightage of ISA and ESA differ for each programme and it will be reviewed by the Academic Council from time to time, if necessary. The examination branch

will conduct End Semester Examinations and issue grade sheets, provisional certificates, Degree certificates, etc with requisite security features.

With the introduction of exam automation the university was able to ensure transparency, reduction of evaluation days, speedy processing, early redressal of exam related grievances and early publication of results.

Course registration

In an Automated Integrated Examination System Student has to get registered online for the admission to a particular programme offered by the University. After the admission process each student in the University is provided with a unique user id and password. Using this id, the student can login in to the student portal designed by the University. In the portal, student can view and manage their academic activities and ensure all student support from the University.Immediately after the admission each student is required to complete the course registration in the student portal.

The University offers 83 programmes with core and elective courses. During the course registration, students are required to select the core subjects and electives. All such details are available in the portal so that a student can select the required course by just clicking a button while registration. After completion of course registration, the students are directed to take printouts of the application and send it to the Examination branch through the respective department.

For all PG Programmes , the Department would announce the names of courses and the teachers offering them. As a way to deepen the learning experience, the University offers multidisciplinary courses to all the PG Programmes. Among the two multidisciplinary electives of a student's choice , one

should be from any of the Sanskrit discipline. A student can opt for additional electives if he/she desires.

Exam Registration

The Pro Vice Chancellor issues the notifications of various examinations in every semester,at least one month before the commencement of the end semester examination.   Using the student portal, students can start the registration and submit application for examination as per the notification. Details regarding regular/ supplementary /improvement exams are given in the portal.

In the case of failed candidates failed papers are also displayed in the portal. Advantage of this software is that a student can make registration for multiple semester examination in a single portal.

On submission of application the student can see the preview of his/her submitted application. This completes the registration process.

Hall Ticket

Exam applications of each student is verified by the examination branch of the University. If any discrepancies are found in the application, hall ticket of that student will be withheld and the same will be informed to the student. If the application is proper, the student can download the hall ticket prior to 7 days before the commencement of examination. Prior to the issuance of hall tickets, the students are directed to provide feedback on the course, teachers and non teaching staff of the University. Only those students who fulfill this criteria are iable to download the hall tickets.

Internal Semester Assessment (ISA)

A dedicated departmental portal is developed by the University. And each Department in the University is provided with a login id & password to login into this portal.The following facilities are available in the Departmental portal:

a) Admission process
b) Attendance entry
c) Internal Semester Assessment entry
d) Students grievances
e) Nominal roll for the end semester examination etc

Scheme of Internal Assessment

1. The schedule and pattern / components of Internal Evaluation for each Course should be decided by the concerned Department in advance and publicized to all students and faculty members. The components of internal assessment/evaluation are to have a time frame of completion by students with concurrent and continuous evaluation by the faculty members. The evaluation outcome should be expressed by pre-determined grades.

2. The present three components of Internal Assessment will be retained – Seminar (oral presentation), Mid Semester Examination and Assignment (Departments choosing from a variety of possibilities).

3. Equal importance shall be given to all three components stated above.

4. Seminar is an integrated type of assessment and can be used to assess a range of cognitive domains from the lower to the higher.

5.   Criteria for Seminar Assessment – Students must be oriented in seminar writing, presentation and questioning skills. It must be mandatory for all students to participate in the discussions. Grading should be based on assessing the three components as given below

6.   1. Content and Understanding 2. Methodology and Analysis 3. Presentation and Discussion

7.   Seminar for each Course shall be assessed by two faculty members (T1 and T2)

8.   Mid semester examination – Questions must represent all cognitive domains and knowledge categories far as possible.

9.   The question paper for mid semester examination should resemble the pattern of the question paper for the end semester examination but be kept proportionately shorter in tune with the duration fixed for the examination. The percentage of weight assigned to each section(representing different cognitive domains) in the end semester also may be followed in the mid semester examination.

10.   Assignments – Any type of student centric assessment tool can be considered as an assignment. For example, it can be Book Reviews, Theatre Production, Fieldwork report, etc. based upon the nature of the Course. Appropriate components have to be developed for Assessment.

11.   Attendance: All faculty members have to maintain Course wise attendance of the Courses they offer and should submit the same in the Department at the end of every month after informing students about their monthly attendance status.

12. All answer scripts, assignments and term papers should be kept in the safe custody of the faculty members in charge of the Course, after evaluation, at least for the next four semesters.

13. Mid semester exams may be conducted in the middle of the semester as far as possible.

14. Grades of the mid semester exams alone may be published immediately after the evaluation of the answer scripts. However, the cumulative internal grades may be published only towards the end of the semester.

15. Each assessment task should be properly tagged to the Course Outcomes for the mapping of CO attainment

16. Students should be allowed to lodge grievances, if any, within in five days of publication of internal grades in the Department.

17. All Departments/Regional Campuses have to form a Grievances Redressal Committee to address the grievances related to evaluation and assessment of courses/programmes with the following composition

1. Head of the Department/ Campus Director – Chair and Convenor

2. Instructor of the Course

3. A faculty member from the Department

4. A student representative from the Department

18. The appellate authority (of Department as well as regional campus) of this Committee will be the Departmental Students Grievances Redressal Committee (formed in each Departments under the UGC directive).

19. A Report on the date of publication of internal grades in the Department/Regional Campus and redressal of grievances has to be sent to the PVC along with the internal grades sheets under question.

End Semester Assessment (ESA)

On receiving the answer scripts from all departments, false numbers are affixed in the answer scripts for valuation. The evaluation is conducted as Centralized Valuation Camp. After valuation, the grades are entered in the examination software for processing.

External Evaluation

1. Questions shall preferably be distributed in three sections (representing different Cognitive domains) on the basis of percentage given below

Sl. No.	Type of questions (Cognitive Level)	Percentage	Total Weight of a Section
1.	Section I - Remember and Understanding	20	12
2.	Section II - Apply and Analyse	30	18
3.	Section III - Evaluate and Create	50	30
	Total	**100**	**60**

2. Each Programme /Department shall have the freedom to change this distribution of weight for each Section (the number of Sections also can be increased up to 6) but keeping the total weight as 60. There must be an

increase in the weight assigned to each succeeding section moving from questions representing the lower level of cognition to the higher level.

3. If any Department decides to change the distribution of weight, they have to circulate the scheme within the Department and also have to submit the scheme to the University before question papers are set.

4. The lower levels of cognition have more weight at UG level but at the PG level, more weight should go to higher levels of cognition. In the event of Evaluate or Create not forthcoming, the next cognitive domain down the line may be assigned the highest weight.

5. Weight of each section can be expressed through number of words (maximum 250 words) or number of pages (maximum 2 pages) or by any other appropriate method.

6. Time distribution has also to be stated, preferably a question with 1 weight shall be allotted 3 minutes for answering.

Sl. No.	Type of questions (Cognitive Level)	Percentage	Total Weight of a Section	Maximum time for each section
1.	Section I - Remember and Understanding	20	12	36 minutes
2.	Section II - Apply and Analyse	30	18	54 minutes
3.	Section III - Evaluate and Create	50	30	90 minutes

Total			100	60	180 minutes

7. The questions drawn should meet the Course Outcomes.

8. Questions should span all difficulty levels.

9. Each question should be properly tagged to Course Outcomes (for further mapping of Attainment))

Suggested distribution of questions and weight for the end semester question paper

Sections - Type of questions (Cognitive Level)	Question Number	Grades Awarded	Grade Points	Weight	Weighted Grade Points
I - Remember and Understanding (06 out of 10) (06 x 02 = 12)	1.	A+	9	2	18
	2.	B+	6	2	12
	3.	-	-	-	-
	4.	B-	4	2	08
	5.	A	8	2	16
	6.	B	5	2	10
	7.	-	-	-	-

	8.	A+	9	2	18
	9.	-	-	-	-
	10.	-	-	-	-
II - Apply and Analyse	11.	B+	6	6	36
	12.	-	-	-	-
(03 out of 06)	13.	B+	6	6	36
	14.	-	-	-	-
(03 x 06 = 18)	15.	-	-	-	-
	16.	B+	6	6	36
III - Evaluate and Create **(02 out of 04)** **(02 x 15 = 30)**	17.	A-	7	15	105
	18.	-	-	-	-
	19.	B	5	15	75
	20.	-	-	-	-
Total				**60**	**370**

Grade – Total weighted Grade Points /Total Weight = 370/60 = 6.17 = B+

Result Publication

System itself generates the result consolidating ISA and ESA grades. After the declaration of result officially by the University, it will be made available in the

student portal. Subsequently, the grade sheet and tabulation registers are generated automatically. Students can download their provisional grade sheets after the publication of results.