

## **Examination Computer Center Activities**

### **Examination Cycle:**

1. Define exam schedule and time table.
2. Attach program/program parts for fresher and/or repeater students to the defined schedule.
3. Examination form configuration like exam fees and other related information.
4. Generate exam form for repeater students.
5. To make available exam form for submission to students online.
6. Deem in-warding of exam forms for fresher students.
7. Exam venue allocation and seat number generation.
8. Exam hall ticket generation and make available to student for online downloading.
9. Creating pre exam data for online/offline exam.
10. Actual conduct of examination.
11. Paper wise student marks entry/import, copy case marking etc.
12. Processing of exam result data and grace marks implementation.
13. Declare student wise result online on University portal.
14. Printing of statement of marks, passing certificate and other result related documents.

### **Other Activities**

1. Convocation data preparation.
2. Award/medal winners list finalization for convocation.
3. Duplicate statement of marks, passing certificate.
4. Statistical reports regarding exam for various purpose.
5. Mark sheet re-printing due to marks correction/modification, student name correction, late admission etc.
6. Verification of student exam result for various purpose.