



## Yashwantrao Chavan Maharashtra Open University, Nashik – 422 222

### 2.5.1: Process of Term End Examination

#### Quality Objectives

1. **Intuitive User-Friendly Interface:** The total process of examination is developed in such a way to help the student to apply, to appear and get the examination result in a most user friendly and hassle-free online mode. Various user-friendly options are made available to the students through university website. Related all information for students and Study Centre is available on University website.
2. **Assessment / Evaluation Methodology:** Students are assessed as per basic need of the program definition. It includes various types like Home assignment, Class Test, Field Visit, Practical Experiments. The examination schedule is designed to suit working professionals. Assessment marks are recorded online directly by the Study Centers on University portal.
3. **Precision, Fairness and Objectivity:** Examination process is designed to enhance student confidence, public credibility, and esteem. All rules and procedures relating to the examinations are well designed and documented and thus, it leaves nothing to chance and assumption. A well-defined role and responsibilities of the people involved, protocols, procedures to be followed and various steps to be taken to achieve this are established and informed to all stake holders.
4. **Digitization of Examination process:**
  - a. **Pre-Examination:** Examination forms are filled in online mode from University portal, fees is also paid online, so the student can submit form and fees from anywhere. Due dates are communicated online through portal.
  - b. **Conduct of Examination:** Hall tickets are delivered online; Question papers are delivered through SRPD system to ensure confidentiality. Student presence and copy cases are reported online.
  - c. **Post Examination / Evaluation:** Answer scripts / booklets are scanned and evaluated online with strict confidentiality. Marks are entered and totaled online with zero discrepancy.
  - d. **Result Declaration:** Processed Evaluation data is obtained online, and results are processed through computers without manual intervention, published on portal, authenticated and printed and distributed.

#### Overview of the Examination Process:

Examination process of pre-examination, conduct of examination and post examinations.

- Online filling of exam form and fees
- Data generation and collection through defined system
- Verification of eligibility and correctness of examination data through digitized process

- Question papers are delivered to Examination Centers through SRPD System – Secure Remote Paper Delivery System.
- Online marking of attendance and copy cases
- Verification of Answer booklets/QR code stickers for genuineness.
- **Digital Evaluation:** Scanning, digitization of Answer booklet and verification through online mode, on screen marking
- Downloading script for Verification/Reevaluation/Photocopy, charges for these services are paid online by students.
- Declaration of Result on University portal, authentication, verification, Printing & Distribution in secured manner.

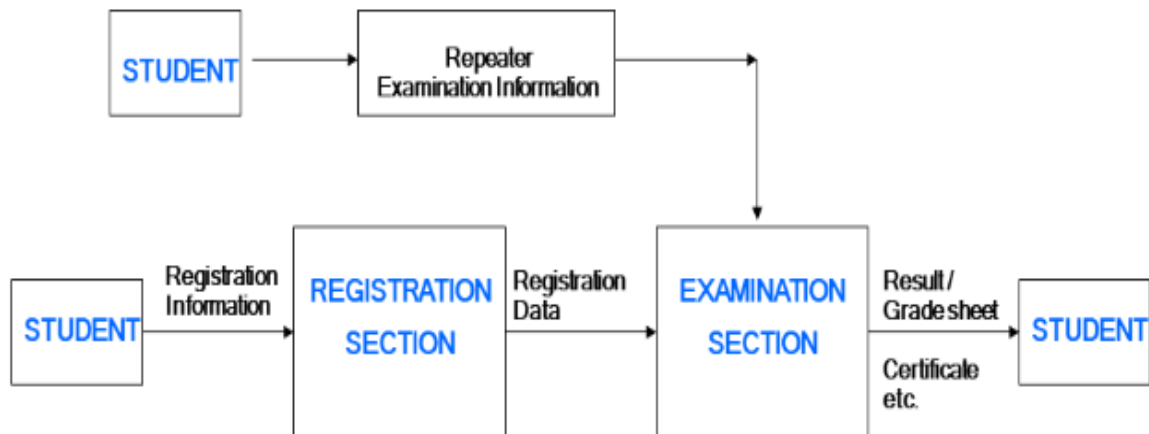
### Statutory Framework for examination

As per University Act XX of 1989 Section 15 (4A) a Board of Examinations (BOE) is a Statutory authority to govern and manage the affairs of the Examination Division. As per Section 19(A), the Constitution, powers and functions of the Board of Examinations shall be as prescribed by statutes. The BoE is the principal governing body concerned with the overall administration and functions of various examination activities.

University Act XX of 1989 Section 11A there shall be the Controller of Examinations (CoE) with such powers and such functions as prescribed by statutes. The CoE shall operate under the guidance of BoE and directly report to the Vice Chancellor of the university.

**Unfair Means Committee:** The Committee is constituted in consultation with the Vice-Chancellor, consisting such number of members to deal with various malpractices, misconduct occurred during the examination process. Its report is submitted to the BoE for concurrence.

### Flow of Examination Information



## Timeline Management:

The schedule of all events of Examination Division in an academic year is prepared under directions of BoE. After approval of BoE, it is communicated to all stake holders and published on the website. Any queries rose by students and or State, National Departments regarding collision of dates, it is modified suitably and again published. The timetables so finalized are followed scrupulously. All the events starting from collection of data, pre-exam work, actual exam, declaration of results are conducted according to pre-determined schedule.

## Technology Intervention to improve Quality:

**Examination Management System (EMS):** The EMS solution for the university involves implementation, operations and maintenance services to automate all the Examination processes of the university like exam scheduling, hall ticket generation, Question Paper delivery in a secured environment, online evaluation of Answer Sheet, result processing and publishing of digitally authenticated certificates and mark sheets and printing of reports etc.

**The EMS provides following benefits to all stakeholders of the University.**

Stakeholder	Benefits
Students	Online hall ticket generation, examination schedule and delivery of examination results
Examination Centers	Online and on time access to student data viz., attendance and fee details, examination schedule etc.
Faculties on the Center	Instant access to student data & examination schedule, online evaluation of Answer Books (AB), option for comments and feedback while evaluating the AB and payment system for online evaluation
Examination Section	Workflow mechanism with Audit trail, Red alerts, Status update of Question Paper delivery and AB evaluation, final result processing, option for online moderation, analysis of exam results and dashboards for instant decision making
University	Online status update with all stakeholders, conduct of exams in a secured and hassle-free manner, timely declaration of results, generation of various MIS reports for decision making and value creation for all stake holders by way of bringing in transparency, ease of operations and reduced stress on the whole processes

## Automation of the following process of Examination:

- Student Profile – View/Edit
- Online Examination form entry, Hall ticket for examination
- SRPD- Secure Remote Paper Delivery – Downloading at examination centers
- Verification of Answer Booklets/QR Code Stickers
- Online Attendance and Copy Case Marking
- Scanning and verification (Digitization)
- Dashboard to manage these activities
- Onscreen Marking (Digital Evaluation)

- Softcopy of Script – available for Verification/ Revaluation/ Photocopy
- Implementation of Gracing and Ordinance for higher class
- Result Processing
- Publishing of Result on website
- Printing of Mark sheets
- Generation of Convocation list for Award and Gold Medals
- Printing of Degree/Diploma certificates
- Demating of Degree/Diploma certificates with National Academic Depository (NAD)

**These services are offered through following website/portal:**

- ❖ <http://ycmou.ac.in>
- ❖ <http://ycmou.digitaluniversity.ac>



**CONTROLLER OF EXAMINATIONS**  
Yashwantrao Chavan Maharashtra  
Open University, Nashik-422 222.

ज्ञानगंगा घरोघरी