

# **Policy for Conduct of Final Examination, Submission of Results and Ensuring Quality of Examination Results**

The policy for the conduct of Final Exam and submission of final results is laid out and enforced as follows:

## **1. Setting and Moderation of Final Examination Question Paper:**

- a. The final exam shall be prepared in a manner that it covers the maximum learning outcomes covered in the entire course.
- b. The faculty shall not include any items on the final exam that were out of course or not covered during the sessions of the semester.
- c. The faculty shall also communicate the pattern of the final exam to the participants well before time during the semester so that the participants can prepare for the exam accordingly.
- d. The final exam shall be comprehensive in nature and will use multiple formats of question types so as to test participants from different angles. It will be set in a spirit that is challenging for the participants to attempt the questions, thus maintain due standards of quality of teaching.
- e. All graduate and undergraduate level courses shall undertake “final exam”, unless an exemption is ascertained officially by Dean SBE.
- f. Stipulated time for conduct of final exam should not be more than two (02) hours, unless clearly intimated by the faculty member to COD, Dean SBE and Controller of Examinations.

## **2. Conducting of Final Examination**

- a. For conducting the final exam, all faculty shall adhere to the instructions provided by the Office Controller of Examination and follow them in true letter and spirit.
- b. It is mandatory for the faculty member to be present in person throughout the stipulated time of conducting the final exam.
- c. The faculty will make sure to adhere to the formal decorum to conduct the final exam.
- d. The faculty member has the power vested in them to allow for any extra time within reasonable limits, should the faculty member deem necessary.

### **3. Adhering to quality for submission of final results**

- a. For submission of results, all faculty members shall ensure due diligence in marking all answer sheets completely without any bias or prejudice.
- b. It is mandatory for the faculty to get the checked answer sheets reviewed by the participants at the allocated date and time for exam review.
- c. Exam reviews shall be conducted by the faculty member in person. Once the exam is reviewed and the marks are entered into the ERP system, the final exam answer script will be returned to the participants.
- d. No further changes can be made in the marks after the answer sheets have been returned to the participants.
- e. Results will be formally entered into University ERP system by the faculty in person at all times i.e. during the semester and at the time of compilation of final results to maintain high levels of quality.

The following implementation plan will be followed to ascertain a coordinated and consistent process to setting up of question paper, conduct of final exam and maintaining quality at the time of submission of final examination results:

#### **1. Setting and Moderation of Final Examination Question Paper**

- a. The above policy serves as guidance to all concerned faculty members and will be applicable to all final exams.
- b. Resource persons will set question papers in accordance with the defined course outline, its scope and parameters defined and followed throughout the semester.
- c. As per policy of SBE, the final exam cannot include a section of Objective questions e.g. MCQ's, Fill in the Blanks, True/False etc. Should such section be absolutely required, the relevant faculty will have to take formal approval from the Dean SBE, before incorporating such a section.
- d. The faculty will ensure that the question paper is prepared well ahead of conduct of examination in accordance with the time table prepared by Office of Controller of Examinations.
- e. Total Marks Allocated for the entire exam and its corresponding weightage component to the final grade will be mentioned on top of the question paper clearly.

- f. Exam review date and time will be clearly mentioned on the final exam paper, which will also be communicated to the participants verbally during the conduct of final examination.
- g. The resource person will get the set exam reviewed and duly signed by the chairperson of the relevant department.
- h. Once the question paper is formally signed by the COD, the faculty (in person) will proceed to get the final exam paper photocopied from the officially designated booth.
- i. The faculty member will get photocopies made for the question paper in accordance to the official strength of the class as per the number communicated by the Registrar office. Faculty will get two extra copies made, one to be submitted to Office of Controller of Examination on the day of the exam, and the other to be kept as record in the department archives.
- j. Office of Controller of Examination will intimate all faculty members beforehand via email regarding setting up of designated photocopy in safe rooms to ensure and maintain confidentiality and transparency. It is mandatory for the faculty member to be present in person while the exam is being photocopied. Any representative of the faculty member cannot be authorized to get the question paper photocopied on behalf of faculty. If in dire circumstance a faculty member cannot be present, he/she will officially communicate it to the COD, who in turn will request another faculty member of the same department to conduct the photocopy procedure of the question paper on behalf of the faculty member.
- k. Once the question papers are photocopied, they would be put into an envelope and sealed in front of the faculty member. The faculty member will take custody of the sealed envelope till the day of the final exam is to be conducted and ensure the confidentiality of the question paper.
- l. Faculty will inform the OCE if answer sheets are not required for the conduct of final exam.

## **2. Conducting of Final Examination**

- a. The faculty will be present in the allocated examination room 5 minutes before the official start time of the exam. If the faculty is not present at the designated time, representative of Office Controller of Examination will directly contact the faculty member on his/her cell phone and bring it to the notice of the program director and Deputy Controller of Examinations.
- b. Based upon the strength of the participants, invigilators will be provided (as decided by OCE).

- c. Faculty will ensure that no personal items (bags, notes, books etc.) are allowed inside the examination room.
- d. All participants will have to bring their official UMT ID's to the exam room and keep them on their desks at all times during the conduct of final exam.
- e. Possession of mobile phones by the participants is strictly prohibited in the exam room. If such are found, they would be confiscated and handed over to OCE.
- f. It is the responsibility of the faculty & invigilators to make sure that no unfair means are used by the participants at any time during the conduct of final exam.
- g. The Faculty (along with the help of the invigilator) will distribute the question papers, along with answer sheets which will be provided by the Office of Controller Examination.
- h. Participants will write the serial number of the answer sheet and any additional sheets requested on the attendance sheet in front of their names in the designated column and sign them. All unused answer sheets will be returned to the designated representative from Office Controller Examination.
- i. The official start and end time of the examination will be announced by the invigilator and also written on the white board.
- j. The faculty will allow reasonable time to address any queries or confusions regarding the questions appearing in the final exam. Such queries will be answered by the faculty. At any time, the faculty will not provide any hints or related answer to the query.
- k. Official attendance sheet generated by OCE will be circulated by the faculty/invigilator at start of the exam. Only student ID's mentioned on the official attendance sheet will be allowed to take the exam. A student whose name does not appear on the attendance sheet will have to bring a written approval from OCE to be allowed to sit in the class.
- l. At the culmination of the exam, the representative from OCE will count the total returned answer sheets in front of the faculty member, and mention the quantity of answer sheets on the given attendance sheet. The faculty member and representative of OCE will both countersign the attendance sheet bearing number of returned answer sheets handed over to the faculty for grading. At this time, the faculty will provide one copy of the final exam to representative of examination department, who will affix the final exam copy with the official attendance sheet and submit both to OCE.

### **3. Adhering to quality for submission of final results**

- a. During the semester, faculty will regularly post results of all assessments within one week of the conduct of the assessment on ERP system so that progress of a student is regularly visible to them.
- b. Faculty will display sessional marks ranging between 60%-75% of the total grade on the departmental notice board during the 12th week of the semester.
- c. After conduct of final exam, faculty will check all answer scripts completely without any prejudice or biases. All calculations will be cross checked by the faculty and total marks will be computed for each answer script. The corresponding percentage weightage will be allocated to the total marks attained and entered in ERP system respectively.
- d. Teacher assistants (TA's) are strictly prohibited to either use or enter any marks or even given access to the password of a faculty's ERP account. Relevant faculty in person is only authorized to make entries of all assessments and final exam into the ERP system. If any faculty is found to have given access to ERP systems either to their TA or anyone else who so ever; serious consequences will be faced by the faculty even leading to immediate termination.
- e. Before final entry of the result in the ERP systems, Exam review session will be conducted no later than three days of the conduct of the final exam. Exam Review date will be clearly displayed on the final exam question paper. Marks in individual courses will only be disclosed to participants through the related faculty during exam review. Faculty is not entitled to disseminate final grade to the participants. Final course grade will only be intimated to the participants through the Office of Controller Examination.
- f. Once the final grade is "submitted" on the ERP system, the faculty will take a print out of the submitted mark sheet and grade. Mark sheets duly signed by the faculty will be submitted to the relevant chairperson of the department.
- g. The chairperson will review the hard copy and cross check the result in terms of missed entries, errors, missed calculation of errors, skewedness, bell curve, etc. After full compliance, the result will be counter signed by the COD and/or the Associate Dean. The final hard copy will be submitted to the Office of Controller of Examinations through the department.
- h. All results will be submitted within the deadline notified officially by Office of Controller Examination. Such submission will also be part of the faculty's annual appraisal.

- i. Once all results are compiled by the Office of Controller Examination they will be intimated to the participants according to the deadline mentioned on the academic calendar.
- j. Regular updates will be furnished by the Office of the Controller Examination regarding the percentage of missed results submission by each school. If any results has been missed by a faculty for submission, the OCE will send a formal intimation to the faculty keeping the COD, DEAN and Rector in copy.