

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Ref. No.: COE/2020/09-1/Covid

Date: 5th May 2020

NOTICE

END-TERM EXAMINATIONS ODD/EVEN SEMESTER IN THE ERA OF COVID-19

The End-Term Examinations of Odd/Even Semester 2020-2021 of G D Goenka University has been substituted with the Continuous Assessment Examination (online/offline mode) due to the Covid-19 pandemic situation in the country. The weightage of continuous assessment examination will be 100% for the Odd/Even Semester 2021 academic year except few programme which are under the compliances of PCI, COA, NCTE, ICAR & BCI. The University will follow the compliances of degree programmes under the professional bodies and will complete the assessments accordingly.

This has been decided that End Term Examination weightage of 50% to 60% will be divided in two to three components including Viva-Voce and will be completed as continuous assessment examination. The Continuous Assessment components can be comprises of Coursework/Home Assignment, Class Test, Case Studies, Projects, Seminar, Quiz, Mid-Semester Examination, Jury, Viva-voce and Practical etc. The internal, practical and ETE marks will be uploaded on the ERP.

School authorities are advised to complete the continuous assessment/ETE on or before the dates as mentioned in the Academic Calendar of the University.

Standard Operating Procedure for Evaluator/Faculty Members:

1. Two to Three components with marks/weightage will be added on ERP for Marks Entry under 'ETM' head by School ERP Coordinator.
2. In the case of ETE, the date sheet wherever necessary will be prepared and finalized by the Examination Department in consultation with the school authorities and the ETE date sheet will be uploaded on the University's website.
3. Attendance List of Regular, Reappear, Repeat, students will be provided by the Examination Department to School Authorities.
4. All components marks will be added on ERP by the faculty members.
5. Hard/Soft copies of Attendance Sheet should be submitted/sent to Examination Department on the same day of assessment.
6. Hard/Soft copies of Award List in EXCEL form of Regular Students generated from the ERP duly signed by the Evaluator and Dean should be submitted to the Examination Department within five-seven days after the assessment.
7. All the evaluated material of two to three components of 50% to 60% weightage should be shared with the Examination Department via Google Drive.
8. The hard and soft copies of award list duly signed by evaluator and Dean of the school of Reappear/Repeat/Improvement courses should be sent to Examination Department separately via email.

CHECKLISTS: BEFORE THE EXAM

- Student must write the Enrollment Number, Student Name, Course Code, Semester and Programme on the first page of the answer sheet/A-4 Sheet
- You will need a stable internet connection with a good speed/bandwidth so that possibilities of interruptions are minimal. In case of genuine issues related to internet connectivity kindly get in touch with your Mentors.

- You are recommended to connect through a laptop or Desktop. But, in case of non-availability of these devices, you can use your smart phone. You can handwrite the exam and scan it using CamScanner and upload the same on the portal. Ensure you have a QR scanner on your phone to scan the code and upload the answers.
- Ensure that you have access to the Google Classroom/Zoom etc. for your assessment.
- Familiarize yourself with the Google Classroom/Zoom/Exam.net functioning
- Keep all your papers ready for upload before the Exams start
- You can use Microsoft Word or Google Docs, or anything else that will allow you to type, text and create a PDF.
- Your answers should be in one PDF file only
- The Answer Script should be saved with the Enrollment Number, Programme, Course Code Semester. (e.g. 202045612398_B.Tech CSE_CSE2001_Sem 4 in PDF format.

CHECKLISTS: DURING THE EXAM

- Send 'google meet' invite link to all the eligible students only at least a day before the exam as per the attendance sheet shared by the Examination Department.
- Send link to only those students who have cleared all the outstanding dues.
- Please make sure the student shows their University Identity Card/Aadhar Card to the Invigilator over the video during the assessment.
- Students to write all answers in A4 size paper in the case of ETE.
- Take screenshots during the exam process for collecting evidence and do the video recording.
- Guide the students if they are facing problems in scanning/uploading the documents
- You are expected to keep your cameras on during the exam duration at all times.
- You are strictly required not to contact other students, friends or external help while taking the exam online. You are required to affirm that you will work independently and will not compromise the integrity of the exam process.
- You are not allowed to communicate with anyone else, in any way during the exam. This includes- talking in person, phone, text, chat apps, screen sharing, email, sharing your individual link for the exam or any other form of communication. This will be taken as misconduct and academic malpractice and the student will be liable for punishment as per the university rules for cheating and use of wrongful/unfair means during examination.

CHECKLISTS AFTER THE EXAM

- Prepare and save the attendance list as evidence.
- Create a folder with all examination material evidence (QP, Attendance Sheet, Award List, Answer Sheets) and compiled them programme-wise, semester-wise and course-wise (e.g. BBA-Sem II-ECO1746).
- Send the soft copies of "Attendance Sheet" and "Answer scripts in A4 Pages if student" in the case of ETE on the same day after the end of exam paper to Examination Department and also upload on the googledrive.
- Complete the evaluation and upload the marks on ERP.
- Send the "Award List" to the Examination Department

For any query, you may contact the office of the Dean of respective school.



Controller of Examinations

Copy to: Office of the Vice Chancellor/Registrar/Dean/Accounts/Notice Board.