

## **OFFICE OF THE CONTROLLER OF EXAMINATIONS**

Ref. No.: COE/2022/001

Date: January 7<sup>th</sup> 2022

### **NOTICE**

#### **End-Term Examinations Odd Semester – January 2022 in the era of COVID-19**

The End-Term Examinations (ETE) of first semester students of Odd Semester January-2022 of academic year 2021 of G D Goenka University will be conducted in online mode due to the Covid-19 pandemic situation in the country. The 60% marks of ETE will be divided into two components (Theory-50% & Viva-10%) except programmes which are under the compliances of regulatory bodies. The University will follow the compliances of degree programmes under the professional bodies and will complete the assessments accordingly. This has been decided that the theory paper may be application based comprises of Case Studies, Jury, Open Book Examinations with Viva-Voce etc. The internal, practical and ETE marks will be uploaded on the ERP.

School authorities will conduct the online examinations and are requested to complete the assessments of the January 2022 as per the declared date sheet available on the University's website.

#### **Standard Operating Procedure for Evaluator/Faculty Members:**

1. Two components (ESE-50+viva-10) of ETE with will be added on ERP for Marks Entry under 'ETM' head by ERP Team.
2. Students with outstanding fee are not allowed to write the end-term examinations.
3. **Attendance-cum-Award List of Regular, Reappear, Repeat, students will be provided by the Examination Department to School Authorities. Student name addition is not allowed in the Attendance Sheet.**
4. All components marks of internals, practical and end-term theory will be uploaded on ERP by the evaluator as per the deadlines.
5. The soft copy of Attendance Sheet should be submitted to Examination Department after completion of exam on the same day of assessment via email at **exams@gdgu.org**
6. **The Hard and Soft copy (excel) of Attendance-cum-Award List (theory and viva marks) of regular Students generated from the ERP duly signed by the Evaluator and Dean should be submitted to the Examination Department within marking deadlines. Also the same should be provided for Reappear/Repeat/Improvement courses should be sent to Examination Department separately.**
7. All the evaluated material 60% weightage should be shared with the Examination Department via Googledrive.

#### **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 and the answers should be hand-written.**
- Student should have 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.
- Students are recommended to connect through a laptop or Desktop. Student must handwrite the exam and scan it using CamScanner and share the same in PDF format as per the school instructions via email.
- Student must ensure that you have access to the Google Classroom/googlemeet for your assessment.
- Student must familiarize himself/herself with the Google Classroom/Zoom/googlemeet functioning.
- Student should keep all papers ready for upload before the Exams start.
- Student should use A4 sheet for writing answers and must be scanned properly such that it is clear and visible.  
**Answers script should be in one PDF file only**

- **The Answer Script should be saved with the Enrollment Number, Name, Programme, Course Code (e.g. 202045612398 Rakesh Kumar B.Tech CSE CSE2001 in PDF format else PDF file will be rejected.**

### **CHECKLISTS: DURING THE EXAM**

- Send 'google meet' invite link to all the eligible students by the subject teacher using the official mail ID before 10 minutes start of 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 student shows their University Identity Card/Admit 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
- Students are expected to keep your cameras on during the exam duration at all times.
- Students are strictly required not to contact other students, friends or external help while taking the exam online. Students are required to affirm that you will work independently and will not compromise the integrity of the exam process.
- Students 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 shall be considered as unfair means (UFM).
- Failure to submit the answer sheet in PDF format with correct nomenclature within the prescribed time shall be deemed to be act of UFM.

### **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, Evaluated Answer Sheets) and compiled them programme-wise, semester-wise and course-wise (e.g. BBA-Sem II-ECO1746).
- Evaluated Answer Sheets must have the total awarded marks on the first page
- Send the soft copies of "Attendance Sheet" on the same day after the end of examination.
- Evaluated Answer scripts in A4 Pages in PDF format in the case of ETE should be submitted in soft copies on the googledrive after the evaluation as per stipulated time and share the same to Examination Department.
- **Complete the marking and upload the marks on ERP after the evaluation. The Deadline for evaluation of answer scripts <20 copies–One day; 20-50 copies–Three Days; 50-100 copies-Five Days)**
- Send the duly signed copies of "Attendance-cum-Award List" by evaluator in hard and soft copies to the Examination Department.

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



**Controller of Examinations**

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