

2022

# Examination Manual



# Examination Manual

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**Dr. Babasaheb  
Ambedkar Open  
University**

# **Examination Manual**

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## ABBREVIATIONS

AR	-	Assistant Registrar
BAOU	-	Dr. Babasaheb Ambedkar Open University
B.Ed.	-	Bachelor of Education
SC	-	School Council
COE	-	Controller of Examinations
DR	-	Deputy Registrar
ECS	-	Examination Centers
HEIs	-	Higher Education Institutions
LSC	-	Learner Support Center
Max.	-	Maximum
Min.	-	Minimum
M.Phil.	-	Master of Philosophy
ODL	-	Open and Distance Learning
PG	-	Post Graduate
Ph.D.	-	Doctor of Philosophy
QP	-	QP
RC	-	Regional Center
SLM	-	Self Learning Material
Spl.Edu.	-	Special Education
SSSD	-	Learner Support Service Division
TEE	-	Term End Examinations
UG	-	Under Graduate
UGC	-	University Grants Commission
VC	-	Vice Chancellor

# Examination

# 1

## **About BAOU**

The Dr. Babasaheb Ambedkar Open University (BAOU) was established by the Act No.14 of 1994 passed by the Gujarat State Legislature on 13th April, 1994, and assented to by the Governor of Gujarat on 27<sup>th</sup> July, 1994. The BAOU is the seventh Open University in the country in terms of their establishment. The University offers 72 Programmes with an enrolment of more than 1,00,000 learners.

The headquarters of the university is located at Ahmedabad. The University has established 7 Regional Centre (RC) across Gujarat State. The University has more than 250 learner support centers (LSC). It has jurisdiction over the whole state of Gujarat. It is open to all persons irrespective of classes, castes, creed, religion or sex.

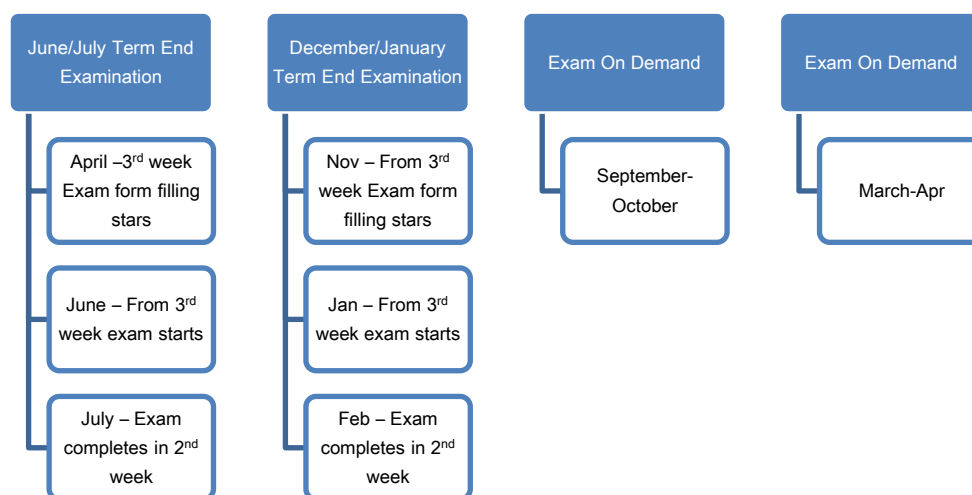
The important and distinguishing objectives for BAOU are to:

- Advance and disseminate learning and knowledge by a diversity of means, including use of any communication technology,
- Provide opportunities for higher education to a large segment of the population,
- Promote the educational well-being of the community generally, and Encourage the Open University and distance education system in the education pattern of the State

## **Centre for Examination and Evaluation (CEE)**

Dr. Babasaheb Ambedkar Open University conducts examinations of different Programmes in two sessions every year. University examinations are conducted at more than 100 study and examination centers spread all across Gujarat. The university website provides a single window online facility for every Learner of the university for pre-examinations enrollment, registration to university examinations and getting the scores in the examinations. Study centers can submit details of registration learners for examination and download hall tickets online through the university website. Availability of an extensive resources of downloads related to different online procedures, several forms connected with examinations, fee details of different courses make the website highly useful and user friendly to Learners and colleges alike.

In accordance with the BAOU Act and Statutes, the University conducts the Term End Examinations (TEE) twice in a year and Exam on Demand (EOD) twice in a year as given below:



## Objectives of Examination Section

The prime objectives of the Examination Section are given below:

- To conduct the Examination as per the schedule;
- To assess the domain knowledge of learners with reliable assessment tools;
- To maintain uniformity and consistency in the assessment by conducting strict and flawless examinations;
- To declare the results on time
- To make the whole examination to ensure quick and accurate delivery of results; and
- To keep up confidentiality by using security features in the answer sheets and certificates.

## Types of Examinations Conducted by BAOU

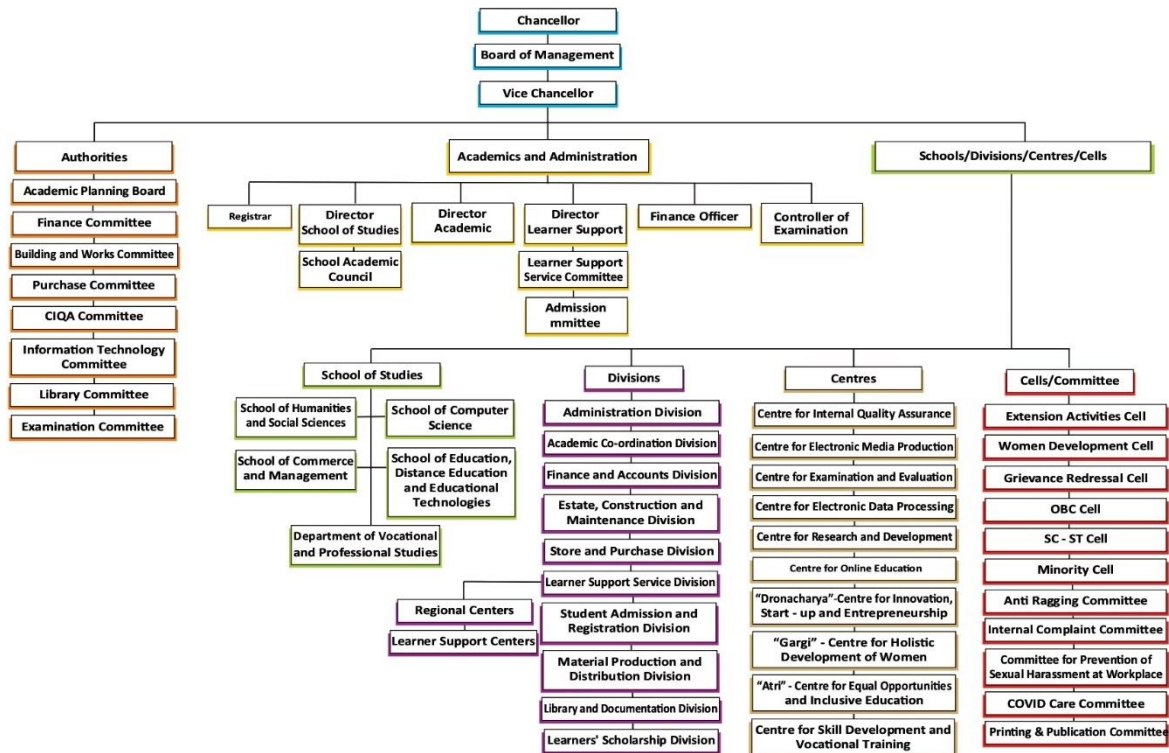
The University conducts the following Examination with regard to Admission and Evaluation:

- Term End Examinations (Theory) for all Programmes offered by the University.
- On Demand Examinations (Theory) for UG and PG Programmes offered by the University.
- Term End Examinations (Practical) for all Programmes having practical subjects offered by the University.
- Entrance Examinations for B.Ed., Special B.Ed., M.Phil. & Ph.D. Programmes.
- CCC/CCC+ Examination for Government Employee
- On Demand Examination for other Government Agencies

## Organization Chart

The following flow-chart represents the positions of the Authorities and staff.

### ORGANIZATION CHART



## Responsibilities of the Controller of Examinations

The Controller Examinations (COE) is the Main Officer of the CEE who is authorized to execute the orders of the Statutory bodies such as the Board of Management, Academic Planning Board and the Academic Council of the University.

Major responsibilities of the COE are as follows:

- To notify the time schedules for the examination with the prior approval of Vice Chancellor through the Registrar and Director (SS).
- To appoint the examiners for paper setting and evaluation with the approval of the Vice-Chancellor and disburse remuneration and travel expenses to them.
- To disburse payment to the Examination Centers, payment of remuneration for invigilators, clerical and other contingency and disburse expense for computer and such other equipment for the conduct of practical examinations at the rates approved by the Syndicate.
- To publish the results of the examination with the approval of the Authorities.
- To make proper arrangement for custody of the documents relating to the examinations including the answer sheets and ensure the safety of the documents.

- To recommend disciplinary who have reported with unfair means in examinations and to report immediately through the registrar to the disciplinary authority concerned for the further action.
- To refer cases of malpractices to the Examination Discipline and Exam Committee.
- To perform such other functions, as may be entrusted with him/her by the Vice Chancellor.

### **Functions of the Controller of Examinations (COE)**

The COE shall also perform the following functions:

- The Controller of Examinations shall be the primary officer to conduct examinations of the University. The COE shall be a permanent officer of the University and shall work directly under the directions and control of the Vice Chancellor.
- The evaluated answer sheet shall be preserved for one year after the announcement of results. CEO shall also be responsible for safe disposal of the answer sheets through tenders except the scripts under court cases.
- Arrange to prepare the eligibility list of learners to present for convocation and to print the Degree Certificates to be conferred at the convocation.
- Arrange to prepare the merit list and rank list.
- Arrange for printing of QPs and dispatch them to the examination's centers in accordance with the approved schedule of University Examinations.
- Issue marksheet, duplicate marksheet, transcripts, rank certificates, migration certificate and duplicate degree certificates.

### **Responsibilities and Duties of Deputy and Assistant Registrar.**

The Deputy Registrar (Exam) and Assistant Registrar (Exam) shall assist the Controller of Examinations to carry out the works pertaining to the Examinations and Certificate Section as per the norms. Other duties of the Deputy Registrar (Exam) and Assistant Registrar (Exam) are as follows:

- Confidential section works such as QP (QP) Setting and allied activities, Order to Confidential Printers, Scrutiny Board, Dispatch of QPs to the Centers, Bill Bills and Conducting Viva-Voce all applicable Programmes
- Theory and Practical Examination
- All Entrance Examinations including Ph.D., B.Ed. and Sp. B.Ed.
- Central Assessment
- Assignment evaluation / Project evaluation etc.
- Research Course work evaluation
- Maintenance of Examiners List



- Viva-voce and Practical
- All other exam related works

### **Duties of the Staff in Examination Section**

The Staff members of the Examination Section shall follow the works according to the direction of the Controller of Examinations and the Assistant Controller of the Examinations as given below:

- To support the Controller of Examinations in terms of carrying out the examinations works in the Examinations Division.
- To handle the Confidential Works related to QP preparation, Proof Reading, Maintaining QPs Stock Register, Project Evaluation. Collection of QP Setters and Project Evaluation remuneration bill and answer sheets collection, distribution and marks entry.
- To deal with other works such as sending orders to the Observers, Squad, Examiners for the Term End Examination, Project and Practical Examinations, Central Assessment, Re-Assessment, Publication of Results, Collection of Evaluators Remuneration Bill, Maintaining Evaluation Registers and Sending replies to RTI.
- To prepare the Time Table for all the examination Centers, Maintaining the Answer booklet Stock Registers.
- To deal with all the Finance related works of examinations such as Verification of all remuneration bill, expenditure bills, settlement of advances issued to the Examination Centers etc.

# Examination Processes

## 2

The entire examination system is divided into three phases.

- Pre-Examination
- Examination and
- Post Examination

### **Pre – Examination Process**

- Issuing notification with time tables before two months of the Commencement of Examinations.
- Obtaining the approved list of QP Setters from the academic councils for sending orders to the examiners to set various QPs according to the Syllabi.
- Obtaining the typed QP as hard copy and keep them with utmost confidential.
- Making arrangements for verification and Proof Reading of QPs.
- Opening examination registration through BAOU online portal so that the learners can register for the examinations.
- Verification and Approval of the learners' registration by LSCs.
- Sending the approved QPs for printing and dispatching to the examination centers.
- Enabling the option for downloading of Hall tickets one week prior to the commencement of the examinations.
- Dispatching the Answer Booklets, envelopes, Stationeries and QPs to the respective Examination Centers 10 Days before the commencement of the examinations.
- Announcing the Principal in the Learner Support Centre as a Chief – Superintendent with the approval of the BAOU authority towards conduct of Term End Examinations.
- The Academic Staff, who are working in college can act as invigilators as one staff for every 30 learners in the Examinations Hall
- Nominating of the Academic Staff of BAOU and / or other College / University as University Observers with the approval of the Competent authority of BAOU, to all the examination centers to monitor the examination related activities.
- Internal and Practical Marks shall be entered into university portal immediately on receipt to marks from the Study Centers/Exam Centers, The Project Marks/Viva-Voce marks are to be entered/uploaded immediately after evaluation.

### **Selection of Examiners**

- The Director of the School shall arrange for a list of all eligible examiners from other Institutions or University departments, in addition to the faculty members of BAOU once in every three years
- It shall be the duty of the director of the school to prepare detailed panels of examiners and get approved by the respective academic council. Only names of such teachers from other Institutions, who have a minimum of 5 years of full-time teaching experience shall be included in the panel.
- The List of Examiners shall be constituted from the panel of Examiners prepared and submitted by the respective school for each Programme offered in the school.
- The Examiners shall be appointed by the Vice-Chancellor from the panel suggested by the academic council.
- The approved Examiners shall be used for QP drawing and Evaluation of answer sheets.

### **QP Setting**

- All arrangements shall be made to get three sets of QP for each course well in advance before the commencement of the examination period.
- The QP shall meet the specifications as per the academic regulations of each programme of study in the university. QP for each course shall be made available in multiple sets so to meet any eventuality.
- The QPs Setters shall be communicated regarding their appointment together with the necessary instructions, syllabus, SLM, Model QP Pattern, acceptance letter, cover and other related stationery.
- If the QP setter declines the offer, alternative arrangements shall be made at once.

### **Appointment of QP Setters**

- No one can bill appointment as QP Setter or any other examination work as a matter or right. the COE's decision shall be the final.
- No person shall be appointed as QP Setter for an examination, if any of his/her near relatives are appearing for that examination.
- The QP Setter are required to submit their intention of acceptance/decline of the offer.
- The Internal and External Members of faculty shall be appointed as QP Setters, Provided, their names should be figured in the approved List of Examiners.
- If by chance, a course / expertise / knowledge domain that is not of QP Setter preferences assigned, QP Setter shall indicate the same and decline the offer.
- The QP Setters shall follow all the regulations of the University from time-to-time respect of setting of QP, scheme of evaluation etc.

- The Scheme of Evaluation and the key, if sought for, are to be sent along with the QP.

### **Responsibilities of QP Setters**

- The QP Setter shall set the QP only texts and courses of study prescribed and also ensure that no question is taken out from the out of the prescribed syllabus.
- The QP Setter shall take all necessary precaution for the maintenance of confidentiality of his/her appointment and the QP submitted.
- The QP Setter shall set the required number of QP as requested. as per the prescribed pattern containing questions covering a wide range of contents of the courses for which they are to be set and sent them all in sealed packets to the COE.
- The QP setter shall ensure that QP carries the correct name of the Programme, title and code of the course, as per the Regulations. QP Setters shall also indicate the duration of the paper, the maximum marks allotted to each question, choice and maximum marks of the full paper. If the QP is common to one or more programme, it shall be clearly indicated.
- The QP should be fairly distributed over the whole syllabus of course and not concentrated on any one or a few units only.
- QP Setters shall affix his/her signature on each page of the QP without fail.
- All questions and sub divisions shall be marked clearly as per the pattern provided.
- The QP setter shall write either the questions legibly or type personally, avoiding additions, alterations and deletion. Abbreviations are to be avoided. Special care shall in the description of mathematical signs. QP Setters should workout the numerical problems before including them in the QP.
- The QP Setters shall either write/type the questions in the blank booklets specifically supplied for the purpose by the University or on A4 papers. Sufficient space should be provided between two questions.
- The QP Setters shall observe strict secrecy regarding the work allotted to them. The QP Setter is not permitted to keep any form of copies of hand written QP or typed QP. Draft or copies of the paper set should be destroyed as soon as the QP are sent to the COE.
- The QP setter shall not delegate the task of setting the QP partially or entirely to anyone else.
- The QP Setters shall submit the Scheme of evaluation & key as per the UGC Guidelines while setting the QP and send them in the same envelope.
- The QP and scheme of evaluation, shall be enclosed in the labeled inner cover, sealed and included along with other information or forms and bill bills in an outer cover.
- The check list shall be marked to ensure that all required documents or components have been included in the cover.

- The QP Setter must carefully paste the inner cover provided by the university and affix his/her signature on the joints of the cover and fix a plastic tape on the signatures. The QP Setter shall fill in all the details required on the inner cover. This inner cover shall then be enclosed in a cloth-lined outer envelope marked “**Confidential**” and sent through Speed Post to the Controller of Examinations or delivered to the COE in person.
- The QP Setter shall send the declaration and check list along with the QP set.

### **Process of QPs Received from the QP Setters**

- The QP received from the respective QP Setters shall be processed and stored securely maintaining full confidentiality warranted of on examination system. An account keeping must be done in order to send reminder to the paper setters if QPs are not received within the stipulated time.
- All the QPs received from the paper setters are subjected to verification in order to validate its conformity with the pattern and academic regulations in force. Any typos error or deviation are subjected to necessary corrections.
- The printing of the QP shall be done in a classified zone with restricted entry. The printing process shall not leave any trail which may eventually result in the leakage of full or part the QP.
- All the printed QP shall be packed in cover and sealed securely for storage under the custody of the COE.
- The sealed envelopes containing the QP should be arranged examination Date wise and Course wise, Session wise and kept under strict secrecy and vigil. The security cabin, in which these QPs are kept, should be sealed every time when it is opened, for which a log note shall be maintained in the COE’s Office.
- Relevant sealed envelopes containing the QP should be taken out strictly in accordance with the Examination Programme. Envelopes should be counted and an entry to be made in the stock Register before carried to the Control Room of each of the Examination Centers.

### **Registration of Learners for University Examination**

- Learners, who are going to appear for the Term End Examination shall make their registration through Online Portal available at [www.baou.edu.in](http://www.baou.edu.in)
- Offline Examination application shall be invited only at the extraordinary situation.
- Forms submitted after the due date shall be accepted only if applicable fees are paid.
- SMS will be sent to the Current batch Learners, once the online payment of Examination fee link is provided in the BAOU website.

- The Examination Application Portal/Form for the registration of Term End Examinations with specification of Month & Year is available in the BAOU website, [www.baou.edu.in](http://www.baou.edu.in). The Learners should apply for the Examination through online only.
- Those Learners who have not paid their Tuition Fee to BAOU for Re-Registration of their next Year / Semester will not be permitted to write the Term End Examinations. Such Learners will not be issued the Hall-Tickets.
- Applicable Examination Fee, Degree Certificate Fee, Convocation Fee and any other fee specified should be paid through online only. The Fee once paid, under any circumstances, will neither be refunded nor carried over for the subsequent examination.
- Learners should pay applicable fees for both Theory, Practical and Project Examination.
- Learners are instructed to download the Hall-Tickets from the BAOU website [www.baou.edu.in](http://www.baou.edu.in) one week before the commencement of examinations.
- Identity Card issued by the Dr. Babasaheb Ambedkar Open University must be produced at the time of Examinations.
- For any clarification regarding Examinations, Statement of Marks, Re-evaluation, Re-checking, Provisional Certificate, Consolidated Mark Statement, Degree Certificate etc., learners are advised to write only to the Controller of Examinations. They are requested to write their full name along with Enrollment Number and Address with Phone Number in all correspondences.
- All communications relating to dispatch of Mark Sheet, Provisional Certificate etc., will be sent to the address given at the time of Admission with due changes, if any, from the learner.
- All the Learners have to submit their Assignments / Project either at their respective LSCs before the commencement of Examinations. For Assignment details visit in university website: [baou.edu.in](http://baou.edu.in)
- Change of the Exam Center shall not be entertained under any circumstances. If the Examination cannot be conducted at a city due to unforeseen circumstances Minimal strength of Learners, BAOU reserves the right to cancel that Centre and inform the Learners, who have opted for that City to write the Examination at the Next Nearest Centre.
- The Examinations are scheduled generally to be held during the month of January and July of Every Year at the BAOU Examination Centers.
- The Learners shall not be permitted to write the Examinations, before the completion of year of study. Results will not be published even, if they appear for the Examination inadvertently. In such cases, the University will not be held responsible.

- The date of Practical Examination will be notified in the University website: baou.edu.in
- If found any discrepancies in the Hall-Ticket regarding Subject Code, Centre Name, Enrollment Number etc., for Current Exam, it should be brought immediately to the notice of the Controller of Examinations, Dr. Babasaheb Ambedkar Open University, for necessary action.
- If found any discrepancies in the Statement of Marks it should be brought to the notice of the Controller of Examinations, BAOU within Six Months from the Date of Publication of Results. No queries will be entertained after the stipulated period under any circumstances.
- Mobile Phones are not permitted inside the Examination Hall.
- The University shall have the right to cancel or modify any of the instructions stated in this form and such decision shall be binding on all the Learners appearing for the University Examinations.
- All application forms relating to the examinations from the Learners shall be subject to scrutiny for the validity/correctness of details.
- It should be verified that whether the Learners have paid the due fee and fine/late fee, if any, along with the application form and tally the same with the receipts in the University accounts.

### **Preparation of Eligible learners for Examination**

- A list of all eligible Learners for each examination shall be prepared after the scrutiny.
- The list shall contain the Learners Name, Enrollment Number and the Code numbers of the courses/subjects in which learner has registered for appearing in the Examination.
- As per the examination schedule, the programme wise list of Learners shall be prepared and sent to the Examination Centre concerned.

### **Approval of Examination Centre**

Examination Centre shall be established within the Jurisdiction of BAOU, subject to the following norms: as per UGC ODL Guidelines 2020

- The Examination Centre shall be located in approved Government / Aided affiliated colleges under the University system in the state and no Examination Centers shall be allotted to any private organizations or unapproved Higher Educational Institutions (HEIs).
- The Examination Centre shall have proper monitoring mechanisms with Closed Circuit Television (CCTV) recording of the entire examination procedure and biometric system and in case of non-availability of the CCTV facilities, the Higher Educational Institution shall ensure that proper videography is conducted and video

recordings are submitted by particular in-charge of examination center to the concerned Higher Educational Institution.

- The attendance of examinees shall be authenticated through biometric system as per Unique Identification Authority of India (UIDAI) records or ID Card, issued by the University.
- There shall be an observer for each of the Examination Centre appointed by the BAOU and it shall be mandatory to have observer report submitted to the University.

### **Selection of Examination Centres (ECs)**

- **Consent letter from Examination Centres**
  - Consent letter are taken from Learner Support Centre to act as an Exam Centre for taking exam according to UGC ODL Regulations from time to time.
- **Responsibilities of the ECs**
  - The Examination Centre shall maintain the standard and regulation given by the University time to time. Further, Centre shall provide basic amenities to the Examinees.
  - Examination Centre shall provide basic arrangements including Chair, Table with good condition for the Examinees.
- **Cancellation of Examination Centre**
  - The University reserves all rights to cancel the approval of the examination centre, if found lack of facilities, any malpractices and mis-conduction of examinations or overrule the code of conduct.

### **Responsibilities of the Exam Centre In charge**

- **Security measure to keep the QP**
  - The Exam Centre In charge (Coordinator of Learner Support Centre) shall be the sole custodian of the Confidential Documents including QP Packets and answer sheets from the date of receipt of the same at the Centre till the date of closure of the Examinations.
  - The Exam Centre In charge should keep the QP Packets in safe custody under high quality steel almirah with double lock key system, The room should be sealed every day and it should be opened only in the presence of the observer for which a log book should be maintained.
  - The Almirah containing the QP Packets must be opened Half-an-Hour before the University Examinations in the presence of the Invigilator and Observer appointed for each of the Examination Centre and the QP Covers are also to be opened in the presence of the Invigilators and Observer only.



- **QP Covers**
  - The QP covers sent to the Centres would bear only with Q.P. Course Code, Date and Time of the Examinations and also marked as "UG/PG" to identify before opening the cover.
  - It is the duty of the Exam Centre In charge to identify the exact QP covers. pertaining to UG / PG Programme of the session/day and then open the QP Covers for distribution. The Exam Centre In charge of BAOU Examinations is requested to carefully note the "Special instructions".
  
- **Acknowledgement of the QP covers (Packets)**

On receipt of the QP covers (Packets) and answer sheets, the Exam In-Charge / Exam Centre Coordinator should acknowledge the receipt of the QP Covers over Phone immediately to the Controller of Examinations. It is the duty of the Exam Centre In charge to ensure that whether, the packets are packed intact. In case of any tampering or suspicion in packing, the same must be brought to the notice of the Controller of Examinations, Dr. Babasaheb Ambedkar Open University, immediately.
  
- **Packing of the Answer Paper Packets**
  - All the Answer sheets of each session are to be inserted in the security bags supplied exclusively for this purpose and ensure that the covers are intact by affixing signature and seal of the Exam In-Charge / Exam Centre Coordinator along with the signature of the Observer, and keep securely in the right place immediately after the conduct of the Examination. Under any circumstances no cover with Answer sheet is to be kept open by any of the Centres.
  - Arrange all the Answer Paper Covers according to courses & dates and then pack them neatly and securely in a single bundle as per the instructions. On account the Answer sheets should be packed and sent in piece meal.
  
- **Sending of Attendance Sheets**

The attendance sheets shall be sent to the University in a separate cover at the end of every week along with the answer sheet bundles.
  
- **Advance Amount for conduct of Examination**

Advance amount would be sent to each centre for conducting of Examinations based on the number of examinees registered and allotted to the Centres one week before the commencement of Examinations.
  
- **Settlement of Advance Amount**
  - The settlement of advance amount received from this office has to be made on the last day of the examinations with all relevant vouchers, bills, acquaintances etc., in original together with unspent amount in the form of demand draft drawn in favour of "Dr. Babasaheb Ambedkar Open University" payable at Ahmedabad without fail.

- For any clarification in preparing the statement of expenditure or in meeting any extraordinary expenditure other than Examinations either over Mobile I Phone or through messenger mail well in advance to solve the problems.
- The Exam Centre In charge is requested not to make any expenditure for the items that are not listed in the "Rate of Remuneration" for the conduct of the BAOU Examinations. In an extraordinary circumstance, if any special expenditure is needed to be made, prior permission must be obtained from the Controller of Examinations before committing such expenditure, without fail. The enclosed Proforma Statement may be filled and sent along with bills Consolidated Statement for each and every Expenditure, duly signed separate bill has to be submitted.
- The Exam Centre In charge has to ensure that there should not be any delay in the forwarding the bills of expenditure and quick settlement of advance.

### **Admission of Learners with Hall-Tickets**

- The Exam Centre Incharge is requested to verify the Hall-Tickets of the Learners and admit examinees for the Examination. The Hall-Tickets will be hosted in the website. The Learners without Hall-Tickets & ID shall not be allowed to take up Examination.
- In an extraordinary situation, if the Examinees do not possess the Hall-Ticket, they may be admitted for the respective Course after verifying the genuineness of the University ID card.
- Unfair Means Cases: If any Examinee is found indulged in Malpractice, either by the Invigilator or by the Observer, the answer sheets of that examinee with the explanation letter from the examinee with the remarks of the invigilator/observer and duly counter signed by the Exam Centre In charge thereon in the enclosed format are to be forwarded in a separate cover marking as "UFM" together with the incriminating materials collected from them, addressed to the Controller of Examinations, BAOU.

### **Duties of the Invigilators**

The Hall invigilators are to keep and follow the time schedule as shown below:

#### **Time Schedule**

<b>Morning</b>	<b>Afternoon</b>	<b>DETAILS</b>
9.30 a.m.	1.30 p.m.	Report to the Exam Center Incharge of the Centre
9.40 a.m.	1.40 p.m.	Coiled the Answer Booklets and QP - from Exam In-Charge / Exam Centre Coordinator
9.45 a.m.	1.45 p.m.	Entry to Examination Hall/Room
9.50 a.m.	1.50 p.m.	Distribute answer booklets and QP to the examinees
9.55 a.m.	1.55 p.m.	Announce the following in the Exam Hall

- Whether the Learners are seated in accordance with the Enrollment Numbers
- Whether, the Learners are in possession of their Identity Card and Hall-Tickets
- Whether, the Learners have written their Enrollment Number, Name of the Course, Course Code and Date of the Examinations at the appropriate column provided in the ANSWER SHEET sheet attached in the Main Answer booklet duly shading the bubbles in blue / black ballpoint pen and tally with the Enrollment number mentioned in the Hall Ticket.
- Whether they are given with correct QP (either for UG or PG) of the day of the Examination for distribution to examinees in their respective Halls.
- To get the signature in the Attendance cum Seating Plan sheets from the examinees presented for the day of the Examinations without fail. In the case of examinees who are absent for the Examinations, it should be marked as "ABSENT" in blue/black ink avoiding red ink pen against their Enrollment Number without fail.
- To verify whether, the learners are found possessing any incriminating materials with them before commencement of the Examinations. If any examinee is found in possession of these materials, he / she should be sent out from the Examination Hall, after reporting to the Exam Centre In charge or Observer in this regard. Such incidents have also to be reported in writing by the Exam Centre In charge to the Controller of Examinations, BAOU with the Learners detail in the Proforma enclosed.
- Ensure, the Learners are not in possession of Cell Phones in the Examinations Hall.
- To inform the Learners to write the answers within the answer booklet issued and no additional sheets will be given.
- Attendance Sheets: Since, the attendance sheets are considered as valid documents, the invigilators are advised to hand over them to the Exam Centre In charge with their signature, within half an hour time (F.N – 10.30 a.m. & A.N 2.30 p.m.) of commencement of the Examination, without fail. The Exam Centre In charge is requested to forward them safely to the Controller of Examinations by name at the end of every week and also requested to keep the photo copy of the same at-the centre itself.

### **Instructions to the Learners**

The following act committed by the examinees during the conduct of the University examinations shall be construed as malpractice.

- Carrying into the Examination hall or possessing or having access to any books, notes, slips of papers of any written material pertaining to the subject of the examination, any other gadget/advice/object/like electronic watches with memory.
- Logarithmic / mathematical / Statistical / Scientific tables, laptop computers, personal stereo systems, walkie talkie set etc., which might possibly be of assistance to the examinees, in answering.
- Attempting to elicit the answer from the neighbours.
- Removing, tearing off any sheet from the answer booklet or adding any additional sheet in to the answer booklet.
- Ordinary calculator (without scientific functions) is permitted.
- Mobile phones are strictly not allowed in the examination hall.

- Stationery: The required stationery such as Main Answer booklets, Supplementary, Hollow Sticker, Student Barcode, Attendance Sheet and Answer paper Security Bags, Covers etc., shall be supplied to the Examination centres well in advance. Additional Stationery, if any needed, it may be informed to the Controller of Examinations, BAOU well in advance, either over phone or through messenger for the immediate supply of the same.
- Contact Details: For any kind of clarification/information, the Exam In-Charge / Exam Centre Coordinator is requested to contact the from 10.30 a.m. to 6.10 p.m. through the following phone numbers/email ID during office hours and cell phone after office hours.

**Address:** Controller of Examinations,  
Dr. Babasaheb Ambedkar Open University,  
'Jyotirmay' Parisar, Sarkhej-Gandhinagar Highway,  
Chharodi, Ahmedabad - 382 481.

**Landline:** 91 79297962250 Ex. No (620)

**Mobile:** 99099 70286;

**Email ID:** [coe@baou.edu.in](mailto:coe@baou.edu.in), [exam@baou.edu.in](mailto:exam@baou.edu.in)

### **Dispatch of Answer sheets**

The packed Answer sheets will be collected directly by BAOU officials from the Examination Centres on daily basis.

### **The Exam In-Charge / Exam Centre Coordinator to ensure the following:**

- Cell Phones should not be permitted in the Examination Hall.
- All invigilators may be instructed to get the signature from the examinees in the Attendance Register only after verifying both the Name and Enrollment No. in the Hall-ticket and Identity Card of the examinees.
- The Attendance Sheet shall be sent on daily basis along with the Answer bundle in a separate cover to the Controller of Examinations with observer or squad.
- The Examination Material Stock Position should be sent immediately after completion of the last Examination of your centre in the prescribed format
- The Examination expenditure original vouchers shall be submitted along with statement of accounts, which will be issued by the BAOU. All the sub-vouchers should be neatly stitched and overall account may be prepared as to enable the Finance department to settle the bill without any omission.
- All the Invigilators may be instructed to get themselves trained in filling the answer sheet, in order to guide the examinees properly to fill the answer sheet correctly.
- Exam In-Charge / Exam Centre Coordinator are informed to instruct the invigilators to discard the damaged answer sheets while distributing the answer sheets to the learners in the Examination Hall.

## **Appointment University Observer**

- The University shall appoint the observer for the Term End Examinations. The University Observer monitors the confidentiality of the examinations.
- The duties of the University observer are as follows:
  - To meet the Exam In-Charge / Exam Centre Coordinator before half an hour of the commencement of the examinations in order to supervise the arrangements.
  - To ensure with the Exam In-Charge / Exam Centre Coordinator that all the QPs have been received as per the Time-Table.
  - To be present fully Opening the sealed QP cover 30 minutes before the Commencement of each Exam should be done in your presence only. Packing and Sealing the Answer sheets after the day's Examination should also be done in your presence.
  - To maintain strict discipline in the conduct of the Examinations.
  - Any general discrepancy in the maintenance of strict code of conduct (like leaking of QP before the commencement of examination etc.)
  - Should be brought to the notice of the Exam Centre In charge immediately and Intimated to the Controller of Examinations (COE), BAOU directly through (9909970286, email: [coe@baou.edu.in](mailto:coe@baou.edu.in) ).
  - Any individual instance of misconduct may be solved in consultation with the Exam Centre In charge.
  - To ensure that the Answer sheets are despatched on the same day or next working day through Parcel Service of Indian Postal Department to the Controller of Examinations, BAOU directly.
  - To ensure that the Attendance Sheets are despatched to the Controller of Examinations on the same day or next working day by name specifying as confidential.
  - In case of shortage of QP, the QPs can be photocopied and supplied to the learners after intimating to the Controller of Examinations.
  - Learners may be permitted to write the Examination, with the Hall-Tickets downloaded from the website ([www.baou.edu.in](http://www.baou.edu.in)).
  - Please go through the instructions to the Exam Centre Incharge and Co-ordinate with him/her for the smooth conduct of the examinations.
  - University Observer should submit the report after completion of all examinations.

## **Appointment of Flying Squad**

The Controller of Examinations shall appoint the University teachers as the Flying Squads with the prior approval of the Vice-Chancellor of the University. The Flying Squads are to:

- Inspect the examination halls and verify the seating arrangement. If the seating arrangement is improper, he/ she shall inform the Exam In-Charge / Exam Centre Coordinator to get it done. He/ She shall see that at least 1 to 1.2 sq. meter space is provided to each examinee.

- Observe that internal vigilance group is active. Similarly, visit the examination hall frequently and check the proper conduct of examination and prevention of malpractice.
- Be vigilant on of all aspects of the conduct of examinations at the centre and report the cases of malpractice misconduct, if any, to the Exam In-Charge / Exam Centre Coordinator. The Exam In-Charge / Exam Centre Coordinator shall take action in such cases as per prescribed procedure. If in his/her opinion, the action taken by the Exam Centre In charge is not proper or in sufficient, or the Exam In-Charge / Exam Centre Coordinator is non-cooperative, the matter shall be communicated to the Controller of Examinations over phone and in writing. Such report shall be specific and objective in nature. Care shall be taken to support such reports with facts, figures, proofs and matters related with conduct of examinations.
- Ensure that the QPs are kept in the safety locker.
- Verify that the QPs are opened as per the instructions given to the Exam In-Charge / Exam Centre Coordinator.
- Check the examination material stock position, especially Answer Booklets, Covers etc.
- Monitor all aspects of the conduct of examinations and ensure the examinations are conducted in punctual manner thus enhancing the general credibility of the system and discouraging any tendencies on the part of the examinees or any other person to indulge in malpractice or misbehaviour in examinations.
- Flying Squads shall be adequately empowered to verify entire examination process at the examination centre.
- Submit the report in the prescribed format to the Controller of Examinations along with remuneration bill form as per the BAOU norms.

### **Appointment of Invigilators and their Instructors**

An Academic Staff, who is working in college shall be appointed as Invigilator by the Exam In-Charge / Exam Centre Coordinator.

### **Instructions to be given by the invigilators to the learners**

- Instruct the examinees to write their Enrollment Number by using blue / black ballpoint / ink pen in the boxes.
- Instruct to write the centre code, course title, course code, date of exam, session
- Total No. of Main answer sheet and No. of Supplementary in the first page of Answer sheet after completing the answers and before handing over the Answer sheet.
- Instruct to put signature in the space provided above the "Signature of the Learner". Learners, may be directed to read the" Instructions to the Learners" given on the second page of Answer Booklet.

## Appointment of Scribe

Learners with disabilities can seek assistance from another person who is normally called as Scribe. A Scribe is appointed by the COE to the Learner who is really a disabled and cannot write his/her examination his/her own. The concessions extended by the government will be provided to the eligible Learners. i.e., exemption in the payment of examination fee and extension of time. While appointing a scribe the guidelines are to be followed strictly.

### Guidelines:

- A scribe can be appointed to the Learner who is blind or disabled from writing the examination with his/her own hand.
- A Learner seeking the assistance of a Scribe shall submit an application to the COE, while applying for examination. Learner should also enclose Medical Certificate from Medical Officer of a Government District or higher-grade hospital showing the inability of the Learner to write the examination on his/her own.
- The Scribe order will be issued by the COE after verification of the Medical Document produced by the learner, about his/her disability.
- The Scribe Order copy will be issued to the learner and the copy will also be despatched to the examination centres.
- The learner shall confirm with the examination centre about the arrangement of the scribe, before the examination.
- The Exam Centre In charge shall arrange a suitable room for learner with disability and scribe, and also appoint invigilator exclusively for that room.
- Scribe orders shall be valid only for the dates mentioned in the orders. The learner with disability is permitted to write the examination with his/her own hand with an additional half an hour.
- The remuneration will be paid to the Scribe as per the BAOU norms.

### Process during the Examinations

- The Examination centres are closely monitored by the Controller of Examinations through the University observer.
- The answer Booklets are collected from the examination centres on daily basis.
- Attendance sheets for the Examinations completed are also collected at regular intervals.
- List of Examiners is finalized and the orders are sent to the examiners for evaluation.
- The Term End Examination (Theory) shall be conducted as per the time schedule shown below:

Morning	Afternoon	Process
9:45 a.m.	1:45 p.m.	Permission for Entering the Examination Hall
9:50 a.m.	1:50 p.m.	Distribution of Answer Booklets
10:00 a.m.	2:00 p.m.	Commencement of Examinations
10:00 to	2:00 to	Closing the Attendance No learner will be permitted to enter the hall after 10:30 a.m. / 2:30

10:30 a.m.	2:30 p.m.	p.m. To check the answer sheets and see whether the learners have filled up the boxes for Enrollment Number and course name, subject name, subject code and date of exam in answer sheet. Invigilators should sign above the space provided against initial of "Supervisor's Name and Signature" in the answer Sheet.
12:50 p.m.	4:50 p.m.	Announcement of 1/10 minutes more
1:00 p.m.	5:00 p.m.	Closing the Examination (Arrange the answer booklets in ascending order of Enrollment No. and Subject / Course-Code number-wise)
1:05 p.m.	5:05 p.m.	Hand over all the answer booklets to the Exam Centre In charge.

### **Conduct of Practical / Project / Laboratory Examinations**

The Time-Table for practical exams will be prepared by the School/Department with the approval of the COE.

- Guidelines and answer booklets for Practical Examinations will be sent to all the Principals / Exam In-Charge / Exam Centre Coordinators to conduct practical examination after the Term End Examination / end of semester.
- Accordingly, they will make arrangements to conduct practical examinations.
- External Examiners for practical Examination will be appointed by the University from the panel of Examiners.
- External / Internal Examiners for project will be appointed by the University from the panel of Examiners.
- The Internal and External Examination marks for the practical and theory papers will be posted in the University Portal.
- Practical Answer Booklets from the examiners along with the award list will be collected.
- The Marks awarded will be entered and uploaded in the University Exam portal.

### **Post examination process**

- The answer sheets received from the examination centres are physically verified with the attendance sheets already received from the various exam centres.
- The answer sheets are sorted out as per the Course / Programme wise.
- The answer sheets are bundled at 100 in each security bag and numbers are assigned to each valuation cover.
- Practical Examinations are conducted at LSCs for which the appointment of examiners will be done by the University. The CIA and External Practical Marks obtained will be taken into account for the results.
- The evaluation of the answer sheets commences on the very next day of completion of examination of individual paper.



- The answer sheets of the learners are sent to the evaluators from the list of evaluators prepared by the examination department approved and submitted by the school directors.
- Along with it, the evaluators are invited to the university campus for the evaluation of the answer sheets at the central evaluation department.
- Along with the learners' barcode, another barcode of the evaluator of the answer sheet is affixed on the answer sheets after the completion of the evaluation of the answer sheet. The exact mapping of both above barcodes is done through the Examination ERP. Hence, the details of the learner's marks cannot be known by any employee associated with the department before announcing the results.
- Both the barcodes affixed on the learner's answer sheet are scanned and marks are entered in examination ERP.
- Mark's entry is verified by another employee by scanning the barcode through the above examination ERP.
- Any kind of malpractice can be prevented and the whole process remains transparent.
- The results of different programmes are being declared after verifying key parameters of the learners' academic credit.
- The entire process of examination is completed in a well-planned manner hence the results of all the programmes are declared in a record time.
- Finally, the mark sheets of the learners who earned the required credits are prepared through examination ERP and it is being sent to learners through registered AD post.

## **EVALUATION PATTERN**

The BAOU follows a learner-centric system with focus on what the learners are expected to demonstrate at the end of the program. The outcomes are assessed through formative evaluation tools as well as summative evaluation through term end examinations.

The purpose of conducting formative assessment is to monitor the learning progress of the learner; it is also conducted to know whether the learning objectives have been achieved or not and to provide feedback on the teaching-learning process. The formative assessment method used by BAOU ensures learner friendly assessment and helps in enhancing the learning abilities of the learner. It provides scope for the use of a variety of activities, and various tools and techniques for promoting holistic development of the learners. It ensures learning in a non-threatening and supportive environment. It provides descriptive feedback to learners for realising their strengths and weaknesses. It provides a chance to the learners to reflect on their performance, as it realises the role of motivation and self-esteem of learners learning. It encourages learners to understand the criteria/parameters that have been used to judge their performance. It helps learners to actively and continuously engage in learning. It provides feedback to the teachers to use teaching strategies according to the needs of the learners.

Learners' attainment of Course Outcomes (COs), Programme Outcomes (POs), and Programme Specific Outcomes (PSOs) are assessed by customized formative evaluation tools throughout the period of study.

The tools are designed in tune with the objectives of the course and its outcomes specifically measuring attainment of the program specific outcomes.

It is conducted during the instructional process. It is considered as the second stage of assessment which is conducted during the teaching-learning process. It is carried out from the very beginning of instruction and continues till the end of the course.

The Dr. Babasaheb Ambedkar Open University has adopted a comprehensive formative assessment mechanism to ensure that learners accomplish the expected Course Outcomes, Programme Outcomes, and

Program Specific Outcomes through specially designed formative assessment tools.

Based on the requirement of the course formative assessment, it has been set up at many levels in the university's teaching learning process as per the ordinance of the university. Self-check exercises and activities are embedded into the Self-Learning Material to facilitate the learners to assess their learning and meet the expected learning outcomes. Continuous evaluation is also done through various tools which are compulsory and generally carry a

weightage of 30% in the overall assessment of the course which includes: assignments, practical, project work, fieldwork, seminars, workshops, lab based practical, dissertations, seminar, workshop, extended contact programmes, internship, etc. These tools are designed by the faculty of the schools of study. The summative assessment is done through the Term End Examinations (TEE).

In most of the courses, the formative assessment/continuous evaluation is implemented through assignments, which are uploaded on the University's website according to the academic calendar. All the learners are required to work on these assignments and submit their responses to their respective Learner Support Centres (LSCs) as per the deadline for the same. Moreover, where the courses have practical components, learners are evaluated on the basis of their performance in their practical work, workshops, seminars, or project work. Project manuals of such programmes are also made available on the University website, for example Bachelor of Computer Applications, Post Graduate Diploma in Mobile Application Development etc. The evaluation of continuous assessment takes place at the Learner Support Centre, the assignment and evaluation department at the university headquarter makes the constant and effective monitoring of timely completion of the continuous assessment and evaluation at the LSCs by academic counsellors.

Process of planning and management formative assessment includes the following activities:

#### **Design and Development Stage at HQs:**

- Preparation of assignments by Examination Department in consultation with Schools of Study;
- Preparation of Practical manuals, project manuals, fieldwork manual, dissertation manual by
- Schools of Study
- Uploading the assignments and all the other manuals on the University website;
- Providing the schedule of submission of Assignments;
- Preparation of guidelines for assessment of assignments by the teaching faculties/ external
- evaluators / academic counsellor;
- Supply of answer key for the numerical/descriptive assignments to academic counsellors;
- Making timely access of assignments to the learners.

#### **Management of Assignment related services at LSCs:**

- Accepting the completed assignments by the learners at the LSCs as per the prescribed schedule;
- Issuing the receipts of submission of assignments to the learners;
- Course wise and Evaluator-wise segregation of assignments;
- Dispatch of assignments to evaluators for the assessment;
- Evaluation of assignments as per the laid down norms including the time frame;
- Receipt of evaluated assignments from evaluators;

- Returning the evaluated assignments with feedback and specific comments received from the evaluator to the learners;
- Submitting the marks of assignments in the assignment portal and approving the same.
- Dispatch of sample assignment responses to headquarters/RCs for monitoring;
- Dispatch of monthly evaluation reports to examination department at Head Quarter in the prescribed format.

The Assignment Section under the Examination Department at HQ keeps track of the continuous assessment process from uploading of assignments on websites to the receipt of grade list from LSCs.

It is essential to pass in each of the components of the course individually to be declared as successful in the respective course.

The university has automated the entire process of Formative Assessment in a transparent manner, which provides the following services to the stakeholders

- Learners can submit the assignments online.
- An authorised user at the assignment section can view and allocate the assignment to the evaluator the same online.
- The evaluator can assess the assignment online at their convenience.
- The evaluator can submit the marks on the portal online.
- The authorised user at the assignment section can generate the grade sheet for the future reference.

### **Evaluation of Assignments**

- Learners are advised to view the assignment submission seriously since assignments are important component of the open and distance learning system. It is not only used as a teaching-learning tool by establishing a two-way communication between learner and counsellor, but it is also used for formative evaluation of a learner in ODL system.
- Assignments is submitted by Learner at LSC
  1. Acknowledgement must be given to the learners.
  2. It must be evaluated by the counsellors who are duly oriented beforehand by the University.
  3. Evaluated assignments shall be returned to the learner with the evaluator's comments.
- Process of Monitoring of Assignments encompasses the following:  
As the handling and evaluation of assignments take place at the study centres, there must be constant and effective monitoring by the Directors of the Study Centres/LSCs.
- Marks/Grades shall be sent to the University Headquarters through secured online mode of transmission.

## **Term End Examinations (Theory)**

- Each examiner will be issued with two bundles of 70 answer sheets at 35 in each bundle for a day.
- The evaluation of the answer sheets of the Term End Examinations shall be conducted at the Headquarters of the University.
- The evaluators will be chosen from the List of Approved Examiners.
- The Examiners are issued with the relevant QP along with the answer key.
- Moderation of marks may be carried out in special/unique circumstances such as out of syllabus question, wrong question and difficulty level of questions so as to benefit all the Learners in a paper.
- With the approval of the Authority of the University the grace marks will be incorporated to the result data.
- The total result data is verified and the result of the following cases will be withheld: Course code invalid for enrollment number, invalid enrollment number, learner already passed, duplicate enrollment number and course code, malpractice and completed of maximum duration of study.
- Finally, the result data will be arrived. With the approval of Authorities, the result will be declared and hosted in the BAOU website. SMS will also be sent to all the learners.

## **Evaluators**

- The University shall engage the evaluators for evaluating the Answer sheets of the Term End Examinations.
- The list of evaluators will be chosen from the approved List of the Examiners.
- Panel of Examiners shall be enrolled for each subject of study with the approval of School Council.
- All faculty members of BAOU will automatically become the examiners in the respective school council.

## **Declaration of Results**

- The total result data is verified and the result of the following cases will be withheld i.e., due to course code invalid enrollment number, learner already passed, duplicate enrollment number and course code, malpractice, completion of maximum duration.
- Once the result data is arrived, with the approval of Authorities, the result will be declared and hosted in the BAOU website. SMS also will be sent to all the examinees.

## **Permission for Re-evaluation /Re-Checking**

Examinees who want to apply for Re-evaluation/ Re-Checking should submit their applications to the Controller of Examinations, BAOU within 15 days from the date of publications of the results through online.

The prescribed form given in the Prospectus shall be used by the learners. The request of the learners regarding any clarification on photocopy will be entertained within 15 days from the date of receipt of photocopy.

## **Re-Evaluation**

### **1. Eligibility:**

- i. An examinee shall be entitled to seek for re-assessment of his/her answer book under this ordinance, by applying in the prescribed form along with requisite fees. The application hereunder can be made only with respect to answer book of the immediate preceding university examination/s in which learner had appeared.
  - ii. The provision for re-assessment will be available to the examinee that appeared for the regular term-end examination. It will not be available to examinee that appeared for Exam-On-Demand scheme.
  - iii. Only examinee of Bachelor Degree, Master Degree shall be eligible to apply for re-assessment in below mentioned category and maximum number of answer books of each immediately preceding university examination for which learner had appeared.
    - a. Examinee from final year of programme– 02 papers per Semester / 03 papers per year
    - b. Any other examinee – 01 paper per Semester / 02 papers per year
  - iv. The examinee shall not be eligible to apply for the re-assessment of answer books pertaining to the practical, sessional, viva-voce examinations, project, dissertation, thesis and also of such university examination where only grade is awarded instead of marks.
2. The re-assessment (re-evaluation) will be done confidentially by the Assessment Section, Examination Department.
  3. The whole process of re-assessment shall be completed as far as possible within a period of thirty days from the due date of the receipt of the application for the re-assessment and all examinee shall be duly informed of the result of re-assessment within the stipulated time period and the declared result after re-assessment shall be considered as final.
  4. The remuneration and T.A./D.A. for re-assessing the answer book(s) by the examiner(s) shall be as prescribed by the university from time to time.
- ### **5. Procedure for application:**
- i. The application form can be downloaded from the university website.
  - ii. The examinee shall have to submit duly filled in and signed application form to Controller of Examinations, Examination Department of the university within 15 days from the date of declaration of result of concerned examination.
  - iii. An application form received after the last date shall not be accepted.
  - iv. An application form shall be accompanied by the prescribed nonrefundable fee of Rs.300/- per answer book (per paper) or such fee as may be prescribed by the university from time to time.
  - v. An application form must be accompanied by a photo copy of the statement of marks of the concerned examination.
  - vi. An application, incomplete in any respect, shall be liable to be rejected.

- vii. Upon receipt of the application form by the examination department of the university, the assessment section shall immediately requisite in writing, the concerned answer book of the examinee from the storage of assessed answer books of the university and shall then scrutinize as follows:
- a. To check whether the theory marks in the given paper awarded to the examinee matches with the marks awarded to the examinee on the cover page of the answer book.
  - b. To check whether the question-wise marks awarded inside the answer book are correctly carried over on the cover page.
  - c. To check whether the total of question-wise marks on the cover page is correct.
  - d. To check whether all the answer in the answer book have been assessed by the examiner.
  - e. If any discrepancy on any of the counts under clauses a, b or c mentioned above is/are found, the same shall be corrected by the university with the authentication of Controller of Examination.
  - f. If nay question or part of it in the answer book is observed to be un-assessed, the same shall be got assessed from the examiner in the subject and additional marks, if any, awarded shall be then carried, noted and added on the cover page and accordingly the total of the marks shall be corrected with the authentication of the Controller of Examinations.
6. Appointment of Examiner(s) for reassessment shall be made from the list of examiners recommended by academic council of respective school and approved by Academic Planning Board. The answer book(s) for reassessment shall be reassessed by the examiner(s) other than original examiner(s) who had evaluated them initially.
7. Answer book(s) received for re-assessment shall be handed over to the Head, Assessment Section and he/she shall get the answer book(s) assessed by the subsequent examiner(s) form the list of examiners of the concerned subject which are approved by academic council of respective school.

Provided further that in respect of answer books not covered in the above provision or in case of urgency, or if it is expedient; he may get the assessment done by the teacher(s) or the subject expert of the University or/and of any other university with the prior permission of the Controller of Examinations, which is mandatory.

8. The subject wise/paper wise lot of answer books for re-assessment shall be masked, concealing all the marks and/or the identity of an examinee as well as the marks awarded by the original examiner i.e., Seat Number, Enrollment Number, Centre Number, Name and Signature of the Examiner and Moderator, if any.
9. If the marks after re-assessment vary/deviate on either side,
- i. If the deviation of marks is below 10% of the total marks awarded and still the result of the paper remains “Not Cleared” then result will remain “No Change”
  - ii. If the deviation of marks is below 10% of the total marks awarded but result of the paper tends to “Successfully Clear” then answer book will be sent for third assessment.

- iii. If the deviation of marks is above 10% of the total marks awarded then answer book will be sent for third assessment.
  - iv. In both the cases 'ii.' and 'iii.' nearer marks of the actual evaluator will be declared as final marks and the change in result will be declared accordingly.
10. The change of marks after re-assessment, if any, shall be updated in the respective database/office record of the examination department of the university and the same shall be communicated to the examinee with the prior permission of the Controller of Examinations, which is mandatory.
11. After preparation of the result(s), the cases of re-assessment having deviation on either side by more than 25% of the total marks awarded and the said marks are affecting the result or merit of the examinee, such cases shall be referred to Examination Committee to verify and ascertain the negligence, if any, on the part of examiner(s), which shall recommend the necessary action to be taken by the Examination Committee. The decision of the Examination Committee regarding the same shall be final.

### **Certificates**

After successful completion of each Term End Examinations, the Examinees receive their statement of marks after declaration of results. The final year/Semester learners who completed successfully their programmes will receive the following certificates:

1. Marksheet
2. Provisional Degree Certificate

### **Printing of Certificates**

Marks statements, Provisional Certificates, Course completion certificates and consolidated mark statements will be printed and despatched to the Learners.

If the original certificates despatched by the university to the learners by Post / courier may be missed in transaction, the learners cannot bill original certificates. However, duplicate certificates are given with proper application with fee.



# Exam on Demand

# 4

## Introduction

In Exam on Demand all the learners who could not pass the examination, or were eligible but could not appear for term end examination due to any unforeseen situation will get an additional chance to appear for examination for completing the degree programme within the predefined course duration.

### 1. Eligibility:

- A learner(s) shall be entitled to seek for Exam on Demand under this ordinance, by applying in the prescribed form along with requisite fees, due to failure or absent in regular examination because of any unforeseen situation.
  - Only learner(s) of Bachelor Degree, Master Degree shall be eligible to apply for examination under Exam on Demand scheme.
  - Only those learners who have enrolled for final Year will be eligible to apply for examination of any paper under Exam-On-Demand scheme.
  - Only those learners who have submitted assignments of respective subjects at Learner Support Centre / University and marks of specific subjects are submitted at University will be eligible to apply for examination of that respective paper under Exam-On-Demand scheme.
2. Examination pertaining to theory papers shall only be made available under Exam-on-Demand.
  3. The examination pertaining to the practical, sessional, viva-voce examinations, project, dissertation, thesis shall not be made available under Exam-on-Demand.
  4. Learner(s) of Bachelor Degree will be given maximum three (03) attempts for Exam-on-Demand
  5. Learner(s) of Master Degree will be given maximum two (02) attempts for Exam-on-Demand
  6. The whole process of Exam-on-Demand shall be completed as far as possible within a period of thirty days from the date of commencement of filling of examination form
  7. All examinee shall be duly informed about the result of Exam-on-Demand by result notification on university website within the stipulated time period and the published result shall be considered as final.
  8. Re-checking or Re-assessment shall not be made available to the learners who appeared for the examination under Exam-On-Demand scheme.
  9. A separate Exam-on-Demand section under Examination Department will perform all the activities related to entire examination process.

### Procedure for application:

- The learner will have to apply for examination within stipulated time frame through online mode only.
- The learner will have to pay fees of Rs.500/- per paper via online mode only or such fee as may be prescribed by the university from time to time.
- An application, incomplete in any respect, shall be liable to be rejected.
- It is mandatory for all the learners to fill the exam form online to appear for examination under Exam-on-Demand scheme.
- The date for filling of examination form will not be extended in any circumstances.
- The examination under Exam-on-Demand will be conducted in two examination cycles as mentioned below.

**May – June Examination Cycle:**

- May – June Regular Examination
- June -July – Declaration of Results for regular examination
- July - August – Rechecking and Reassessment Process
- September – Exam-on-Demand
  - i. 01-02 Declaration of filling of examination form and detailed schedule
  - ii. 03-05 Filling of Examination Form
  - iii. 06-07 Learners can download examination admit card (Hall ticket)
  - iv. 10-23 Examination of all subjects (UG, PG Degree)
  - v. 11-27 Evaluation of Answer Books
  - vi. 28-29 Marks Entry and Result Process
  - vii. 30 Declaration of Results

**December – January Examination Cycle:**

- Dec – Jan Regular Examination
- Jan – Declaration of Results for regular examination
- February – Rechecking and Reassessment Process
- March – Exam-on-Demand
  - i. 01-02 Declaration of filling of examination form and detailed schedule
  - ii. 03-05 Filling of Examination Form
  - iii. 06-07 Learners can download examination admit card (Hall ticket)
  - iv. 10-23 Examination of all subjects (UG, PG Degree and PG Diploma)
  - v. 11-27 Evaluation of Answer Books
  - vi. 28-29 Marks Entry and Result Process
  - vii. 30 Declaration of Results
- The examination center for the Exam-on-Demand will be Head Quarter (Ahmedabad) If required, it may be extended to Regional Centers (Rajkot, Patan, Surat, Godhra, Kuchchh) of the university.
- The remuneration for assessment of answer book will be Rs. 25/- or as may be prescribed by the university from time to time.
- The other remuneration and T.A./D.A. will be as per the for regular term end examination or shall be as prescribed by the university from time to time.

## Unfair Means in Examinations

The BAOU is committed to provide a safe, fair and harmonious learning and work environment. Grievance Redressal Cell in the University is in accordance with the University Grants Commission Regulations 2012 (The Gazette of India, March 23-29, 2013) for handling day-to-day Examination grievances from Learners, parents and staff members.

The “Examination Disciplinary Committee” to deal with examination related grievances is constituted as per the statute of the University. It is led by the principles of natural justice while redressing the grievances.

The University has further constituted an Examination Committee to take various decisions related to the examination process and corresponding activities. The committee consists of Members from the Board of Management, Directors of schools of studies, Controller of Examination, Assistant Registrar (Exam).

In order to maintain transparency in the case of dissatisfaction about evaluation, learners can apply for rechecking/reassessment. All the sections maintain the records of the grievances received and redressed so that even if the learner registers multiple grievances on the same issue, the Section ensures that the learner is responded for each grievance and if any particular aspect is not fully addressed, the same will be addressed to the full satisfaction of the learner.

**Before Examination:** Grievances of learners before the examination are resolved at the earliest.

**During Examination:** Committee at University takes cognizance and resolves any grievances regarding QPs of any subject regarding questions asked out of syllabus, typographic errors, etc. Controller of Examination, instantly gives them correct QPs. Roll lists are also corrected at the same time in consultation with the University.

**After Declaration of Results:** After declaration of result by the university, if any learner has an objection with result, learner can send an application to university for rechecking or reassessment of marks, etc. options are provided for the learners to exercise.

In case of any unfair means by the learners during the exam, they are given an opportunity for any clarification they want to give before the exam disciplinary committee before making a decision regarding unfair means by the learner. The decision of the committee is informed to the learner in writing. The learner can send their query at any time on a dedicated email address [exam.query@baou.edu.in](mailto:exam.query@baou.edu.in)

University's decision or information after resolving the grievances is conveyed to the learners in a time bound manner.

BAOU has a separate Learner Grievance Redressal and Management System, an automated IT solution that is integrated, centralized and web-based for the learners. Nodal persons are identified at each RC/School/Division/Centre/ Unit, thereby establishing/strengthening linkages in the Grievance Redressal Network of the University.

<http://learner.baou.edu.in/baou-support/grievance/home.aspx>

Each RC/School/Division/Centre/Unit has a CPIO for responding to the RTI Queries.

### **1. Disciplinary control of an Examination Centre**

- a) During an examination the Learners shall be under the disciplinary control of the Exam In charge of the center: who shall issue the necessary instructions. If a Learner disobeys instructions or misbehaves with any members of the supervisory staff or with any of the invigilators at the center, he may be expelled from the examination for that session.
  - b) The Exam In charge shall immediately report the facts of such a case with full details of evidence to the COE who will refer the matter to the Examination Discipline Committee. The Committee will make recommendations for disciplinary actions as it may deem fit to the Vice Chancellor.
2. Every day, before an examination begins, the Invigilators shall call upon all the Learners to search their persons, tables, desks etc. and ask them to hand over all papers, books, notes or other reference material which they are not allowed to have in their possession or accessible to them in the examination hall. Where a late-comer is admitted this warning shall be repeated to him/her at the time of entrance to the examination hall. They are also to see that each Learner has him/her Identity Card with him.

### **3. Use of Unfair means**

A Learner shall not use unfair means in connection with any examination.

**4. The following shall be deemed to be unfair means:**

- a) Talking to another Learner of any person. Inside or outside the examination hall, during the examination hours without the permission of a member of the supervisory staff.
- b) Leaving the examination hall without delivering the answer book and or continuation sheet, if any, to the Superintendent or Supervisor concerned, and taking away, tearing off or otherwise disposing off the same or any part thereof.
- c) Writing on blotting paper or any other piece of paper, a question or matter connected with or relating to a question or solving a question on anything excepting the answer-book or the continuation sheet supplied to the Learner.
- d) Using abusive or obscene language in the answer-books.
- e) Deliberately disclosing one's identity or making any distinctive marks in the answer-book for that purpose.
- f) Making an appeal to the Examiner through the answer-book.
- g) Possession by a Learner or having access to books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the QP.
- h) Concealing, destroying, disfiguring, rendering illegible, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or attempted to be used for assistance or help in answering a question or a part thereof.
- i) Passing on or attempting to pass on, during the examination hours, a copy of a question, or a part thereof, or solution to a QP or a part thereof, to any other Learner or to any person.
- j) Smuggling into the examination hall an answer-book or a continuation sheet, or taking out or arranging to send an answer-book or continuation sheet, or replacing or attempting to get replaced the answer-book or continuation sheet during or after the examination with or without the help in connivance with any person connected with the examination, or through any other agency, whatsoever.
- k) Receiving or attempting to receive, with or without the help of or in connivance with any member of the supervisory or other staff or any person, a solution to a question or a part thereof.
- l) Approaching or influencing directly or indirectly a paper-setter, examiner, evaluator, moderator, tabulator or any other person connected with the University examination with the object, directly or indirectly, of influencing him to leak out the QP or any part thereof, or to enhance marks, or favorably evaluate, or to change the award in favor of the Learner
- m) Any attempt by a Learner or by any person on his behalf to influence, or interfere with, directly or indirectly, the discharge of the duties of a member of the supervisory

or inspecting staff of an examination center before, during or after the examination. Provided that without prejudice to the generality of the provision of the clause any such person as is referred to therein who:

- i. abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threatens to do so;
- ii. abuses, insults, intimidates, assaults any other Learner or threatens to do so.

shall be deemed to have interfered with or influenced the discharge of the duties of the Supervisory and the inspecting staff within the meaning of the clause.

- n) Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other Learner, to do any of these things or facilitating or rendering any assistance to any other Learner to do any of these things.
- o) Presenting a thesis, dissertation, practical or classwork note-book wherever required, not prepared or produced by the Learner himself.
- p) Arranging to impersonate for any person, whosoever he may be, or impersonating for the Learner at the examination.
- q) Forging a document or using a forged document knowing it to be forged in any matter relating to the examination.
- r) The Board of Management may declare any other act of omission or commission to be unfair means in respect of any or all the examinations.

5. If the Vice-Chancellor is satisfied that there has been a mass-scale copying or use of unfair means on a mass-scale at a particular center(s), he may cancel the examination of all the Learners concerned and order re-examination.

**Note:** Where the invigilator in charge is satisfied that one third or more learners were involved in using unfair-means or copying in a particular Examination Hall, it shall be deemed to be a case of mass copying.

6.

- a) The Superintendent of the examination centre shall report to the COE without delay and on the day of the occurrence, if possible, each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the Learner concerned, if any, on the forms supplied by the COE for the purpose.
- b) A Learner shall not be forced to give a statement but the fact of his having refused to make a statement shall be recorded by the Superintendent and shall be got attested by two other members of the supervisory staff on duty at the time of occurrence of the incident.

- c) A Learner detected or suspected of using unfair means in the examination may be permitted to answer the QP, but on separate answer-book. The answer-book in which the use of unfair means is suspected shall be seized by the Superintendent, who shall send both the answer-books to the COE with his report. This will not affect the concerned Learner appearing in the rest of the examinations.
- d) All cases of use of unfair means specified in sub-clauses (d), (e), (I), (n), (o) and (q) of clause 4 shall be reported immediately to the COE by the examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the University examination as the case may be, with all the relevant material.

## **7. Examination Disciplinary Committee**

- a) All the cases of alleged use of unfair means shall be referred to a Committee called the Examination Discipline Committee to be appointed by the Vice-Chancellor.
- b) The Committee shall consist of at least three but not more than five members drawn from amongst the teachers and officers of the University.
- c) A member shall be appointed for a term of two years, and shall be eligible for re-appointment.
- d) Three members present shall constitute the quorum.
- e) Ordinarily, all decisions shall be taken by the Committee by simple majority. If the members are equally divided the case shall be referred to the Vice-Chancellor, whose decision shall be final.
- f) All decisions taken by the Examination Discipline Committee will be placed before the Vice-Chancellor for approval.
- g) A Learner, within one month of the receipt of the decision of the University, may appeal to the Vice-Chancellor is satisfied that the representation merits consideration, he may refer the case back to the Examination Discipline Committee for reconsideration.

## **8. The Examination Discipline Committee may recommend that:**

- a) The Examination for the session or paper in respect of which a Learner is found to have used unfair means specified in sub-clauses (a) & (b) of clause 4 cancelled.
- b) The Examination for the session or paper or the entire examination of a Learner in respect of which, he is found to have used unfair means specified in sub-clauses (e), (d), (e) and (I) of clause 4 be cancelled.

- c) The entire examination of Learner in respect of which he is found to have used unfair means specified in sub-clause (g) of clause 4 be cancelled and the Learner shall further be disqualified from appearing at any University examination for a period of one year.
- d) The entire examination of Learner in respect of which he is found to have used unfair means specified in sub-clauses (h), (i), (j), (k), (l), (m), (n), (o) of clause 4 be cancelled and he shall further be disqualified from appearing at any University examination for a period of two years.
- e) The entire examination of a Learner in respect of which he is found to have used unfair means specified in sub-clause (p) and (q) of clause 4 be cancelled and the Learner shall further be disqualified from appearing at any University examination for a period of three years.



# Conduct of Convocation

6

1. Convocations for the purpose of conferring Degrees/ Diplomas shall ordinarily be held once a year at Ahmedabad or at such Regional Centre(s), and on such date(s). as may be decided by the Vice-Chancellor.

Provided that special convocations for conferring Honorary Degrees shall be held only at Ahmedabad.

2. The Vice-Chancellor, in the absence of the Chancellor, shall preside over all Convocations and shall confer Degree/Diplomas;

Provided that the Board of Management, on the recommendation of the Vice Chancellor, may invite a distinguished person to preside over any Convocation held at Ahmedabad.

3. The Vice-Chancellor may invite a distinguished person to deliver the Convocation address at the Convocations at Ahmedabad or at the Regional Centre(s).
4. The Vice-Chancellor shall present a report on the progress of the University at the Annual Convocation.
5. The students who have passed their examinations in the year for which the Convocation is held shall be eligible to be admitted to the convocation;

Provided that in case the Convocation if not held in a particular year for any reason, the Vice-Chancellor shall be competent to authorise admission of successful students in that year to the respective Degrees/Diplomas, in absentia and issue the Degree/Diplomas on payment of prescribed fees.

Provided that in the case of certificates for short term courses, it shall be issued continuously and immediately after the completion of the course, in which case the report of the award of such certificates shall be made at the convocation.

6. Such students as are unable to present themselves in person at the Convocation shall, at their request, and on payment of the prescribed fees, be admitted to the Degrees/ Diploma, in absentia by the Vice-Chancellor, and their degrees/Diplomas shall be issued by the Registrar, or a person designated by the Vice-Chancellor for the purpose.
7. The fees for admission to the Degree / Diploma shall be Rs. 200/- or as may be revised from time to time.
8. The procedure to be followed at the convocations shall be laid down by the Regulations framed by the Academic Planning board.

The University shall conduct the Convocation for awarding the degrees for those who are eligible as per BAOU STATUTES.

- Convocations for the purpose of conferring Degree / Diploma shall ordinarily be held every year, in the month of October and at such other times as the Chancellor may direct.
- Notification will be issued by the University in the Newspapers and in the University's website for submitting the application for the Convocation.
- Learners can register through online / offline mode for the Convocation by paying the prescribed fee.
- The Registered Learners will be invited for the convocation, The date, time and venue will be intimated to them. The convocation invitation will be posted in the BAOU website and also in Newspaper.
- Learners who applied for in-person mode will receive their degree/diploma certificates during the Convocation function, The intimation will be sent in this regard to them, through post.
- The First Rank holders shall receive their Degree / Diploma Medals & Certificates from the Governor Chancellor.
- The other graduates will get their Degree / Diploma Certificates from the BAOU Staff who distribute the Certificates before commencement of the Convocation,

## Examination Related Grievances

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