254

EXAMINATION AUTOMATION SYSTEM

MANUAL

PANDIT SUNDARLAL SHARMA (OPEN)

UNIVERSITY CHHATTISGARH (PSSOU)

Koni-Birkona Marg, Po-Birkona,

Dist- Bilaspur-495009, Chhattisgarh

INTRODUCTION

Educational institutions have always been the foundation of society and country, and the successful assessment of formal learning is no exception. Because of increased access to education and greater enrolment, the prompt assessment and release of results has become more important in the governance of the examination process. As a consequence, digitalization at different stages of the examination process has been implemented as a suitable option for the rapid preparation and declaration of examination results in Pandit Sundarlal Sharma (Open) University Chhattisgarh. The digitization process starts with the enrollment of a new or current student in an academic session, and it has continued through the process of constantly monitoring and changing as needed until the announcement of the results. The entire process is continuous with many phases that are intertwined with one another. This method has assisted in decreasing the time required for conducting exams and declaring results, which starts with the creation of the examination date-sheet in a precise and succinct way, and has even resulted in the consolidation of the overall time required for the conduction of the examination. Digitalization has aided in lowering the number of test days to aproximately 27 to 30 working days (60 shifts of examinations for more than 230 papers) and ensuring that all results are prepared and released within 45 days after the final day of the examination. It has further ramifications in terms of lowering the cost of administering examinations.

Evaluation is an essential step of any formal learning process since it allows to determine the efficacy of the learning process among the learners. As a result, the Examination Section is very essential in any educational institution. As in case of Pandit Sundarlal Sharma (Open) University Chhattisgarh (PSSOU), the examination department has been constantly fulfilling its roles, responsibilities, and obligations for the benefit of students, the university, and society. However, the shifting expectations of the many stakeholders have also been moulded through time. PSSOU has recognised the need to upgrade examination procedures and digitise them in order to guarantee

VERIFIED

2

momentum, competence, accuracy, lucidity, ease of record keeping, and fast retrieval of information and documents in light of these new expectations and underlying changes.

Abbreviations:

PSSOU: Pandit Sundarlal Sharma (Open) University Chhattisgarh

OMR: Optical Mark Recognition

ODL: Open and Distance Learning

SIS: Students Information System

TEE: Term End Examination

TMA: Tutor Marks Assignment

ATKT: Allowed to keep terms

MCQ: Multiple Choice Questions

LSC: Learners Support Center

EXAMINATION AUTOMATION SYSTEM (EAS)

It is now possible to complete the examination process digitally, from the initial enrollment of students into programmes of study through the publication of results. PSSOU has digital examination procedure is described in a systematic manner:

i. Identification of Examination Centers: Before beginning of a session and enrolling students, the examination department of the University selects Examination Centers based on the previous admission and examination pattern.

ii. Establishment of contact with the learners: In order to keep learners informed about their exams at every step, a constant line of communication is created with them. Various modes of communication are available, including PSSOU online site/ website, e-mail, and SMS etc.

iii. Registration of students for Examination: Learners registration for the final Term End Examination (TEE) is done on the basis of the choice of their examination

VERIFIED

REGISTRAR
Pt. Sunderlal Sharma (Open)
University Chhattisgarh
BILASPUR (C.G.)

Dr. Beena Singh
Incharge NAAC Criteria-II
PSSOU, CG Bilaspur

center. Generally learners are allotted with the examination centers at the place/city at which they have enrolled them for admission. The learners' necessary examination fees for the courses provided in that specific programme of study must also be submitted as part of this procedure. Due to the fact that this is an Open and Distance Learning (ODL) system and that learners must have the freedom to choose when they want to appear for their examinations and in the case of their unavoidable personal circumstances like transfer of job, change in the location setting, maternal or paternal cause the learners are allowed for the change in their examination city and center. However the same has to be communicated to the University authority well in advance and at least one months prior to the commencement of the examination.

iv. Completing the Form for the ATKT Exam: Learners taking part in the Term End paper, ATKT examinations can be divided into following sub-categories i.e. Theory Papers in the form of Term End Examination, Assignments in the form of Tutor Marks Assignments (TMA), Practicals, Project-Work, Field-Work, and Viva-Voce (oral presentation). All students who are retaking the examination in the form of ATKT must fill out the form with their present backlog, there are provisions for the learners to retake their examination in the backlog subjects in the successiding examination session. For instance students of backlog courses of July-June session can appear in the Jan-Dec session of examination. Thus the lag period between the two examination session is reduced between the two examination cycle.

v. Preparation of a date-sheet: When all the examination forms have been completed and all of the Course information from Students Information System (SIS) has been obtained, it is determined which question papers/code will be needed and the process of preparing the date-sheet can begin. Digitalization assists in the identification of all of the paper combinations that are provided in a given session (which changes from session to session), and the date-sheet is created as a result of this identification. In order for different stakeholders to express their ideas, a date-

sheet are created and are communicated to the centers conducting examination for feedback. All of the recommendations are taken into consideration and the necessary modifications are implemented before the official publication of the final schedule of exams. The date-sheet is designed in such a way that the students will not have any conflicts of dates throughout their major papers. Every precaution is made to ensure that there are no conflicts between their main examination and either of the back paper (ATKT) examinations.

vi. Generating Question Papers for Tutor Marks Assignment (TMA): In order to access continuous assessment of the learners TMA is a mandatory component of the evaluation process. There are three parts of TMA which the learners have to undergo for the completion of a particular course. The question papers for each programmes and courses are made available to the learners in the website of the university which facilitates easy access to all the learners sitting at the remote location.

vii. Generation of Hall-Tickets/ Admit Card: In accordance with their admission place and the area of the preferences, all examinees are assigned to a certain test centre in a test city, and hall tickets/ Admit cards for all examinees are uploaded in the University portal. These hall-tickets are accessible online on the PSSOU web-portal, and students may download them whenever and wherever they are needed. They include all of the information regarding a specific examinee's examination, such as the papers in which he or she has chosen to appear, as well as the day and time for which the examination is being conducted.

viii. Use of Optical Mark Recognition (OMR): The University has high power OMR scanning machines which are used for evaluation purpose of the Examination where Multiple Choice Questions (MCQ) are asked. The examination conducted for the foundation course offered by the University (Hindi and English Language) are

5

Dr. Beena Singh
Incharge NAAC Criteria-II
PSSOU, CG Bilaspur

based on MCQ, the evaluation of which is based on use of machines and are thus automated.

ix. Online Access to Provisional Marks/ Results: Once the results are announced on the website, all examinees will be able to access and download their provisional marks (result) from that location. Each and every one of the learners at PSSOU has access to their results, which they may access and download anytime and wherever they choose. The aggregated final year marks-sheet is not accessible online. When results are announced, a Transcript/Detailed Marks-sheet (for final year qualifying learners only) are prepared for all examinees, and the documents/mark sheets are sent to their respective LSCs for distribution to the students who are eligible after the successful completion of the programme.

x. Following the announcement of results, if any deficit is identified, either by the learner or by the University, such deficiencies are turned into inquiries, each of which is identified and corrected within the stipulated time frame and corrections in the web portal is made as per necessity after verification.

xi. Award of Final Degree: Following the announcement of Convocation, the process of preparing degrees is started. In order to ensure that the degrees of all examinees are sent to their specified addresses as soon as the Convocation for the specific session is conducted, the University encourages students to pay their degree fee at the time of application.

xii. Payment of Evaluators: The method for paying Evaluators (for answer sheets, project, oral examination, field work, and practical) has also been digitised. In order to receive payment, evaluators must fill in the Remuneration Form supplied by the Exam Section, stating the primary fields that must be completed in order for payment to be processed. Following verification by the Exam Controller, the sheets produced are sent to the Accounts Section for further processing and online payment.

6