



ANNOOR DENTAL COLLEGE & HOSPITAL



Recognized by the Dental Council of India, New Delhi,
Affiliated to Kerala University of Health Sciences
& Recognized by Govt. of India

2.5.3 Reforms in the process and procedure in the conduct of evaluation/examination; including Continuous Internal Assessment to improve the examination system.

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CERTIFICATE OF THE HEAD OF INSTITUTION



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**Dr. GIJU GEORGE BABY, M.D.S.,
PRINCIPAL**

TO WHOMSOEVER IT MAY CONCERN

This is to certify that, our Institution has reforms in the process and procedure in the conduct of evaluation/examination; including Continuous Internal Assessment to improve the examination system.

PRINCIPAL



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INFORMATION ON EXAMINATION REFORMS



EXAMINATION MANUAL

CHAPTER XVII

EXAMINATION SYSTEM AUTOMATION

Pre-Examination activities

The following shall be the various stages in the conduct of examination performed by the IT section and other sections of the University

1. Tentative Examination calendar approved by the Board of Examinations is published in the University website in the beginning of the academic year. Times to time modifications are done as and when required with the prior approval.
2. Each examination notification is published in the website preferably 45 days prior to the commencement of examination.
3. Facilitating for assigning of new QP Code/Scheme (if any).
4. Setting the basic parameters of scheme of examination as per respective course regulations.
5. Facilitating online generation of Examination schedule as per Examination Notification.
6. Facilitating online preparation and publishing of Theory Examination Time Table.
7. Facilitating online generation of monthly consolidated list of theory examinations.
8. Facilitating online attendance and internal assessment entry from the various affiliated colleges / centers.
9. Facilitating subject wise online entry of details of willing and eligible faculty to be appointed as Internal Examiner/External Examiner/Evaluator for each University Examination.
10. Facilitating online examination registration for 'eligible candidates' as per course regulations.

11. Facilitating online entry of fee remittance details of eligible candidates for each examination.
12. Facilitating online interface for marking candidates/institutions (if any) whose admit cards are to be withheld for want of fulfilment of eligibility criteria.
13. Facilitating online allotment of Theory examination center.
14. Facilitating online generation of Admit cards for eligible candidates.
15. Facilitating online interface for printing and distribution of admit card to eligible candidates.
16. Facilitating online interface for sending of 'passwords' for theory examination to the examination centers.
17. Facilitating online preparation of practical examination time table with details of eligible candidates, center wise and date wise, for publication in the website.

Question Paper Transmission

18. Facilitating online interface for setting date wise and center wise allocation of QP codes for each examination.
19. Question Papers are transmitted from the question paper bank of each day examination which is randomly selected by the system and transmitted to the respective examination center(s). Intimation of No-Correction or Corrections/modifications/replacements (if any) are transmitted to the examination centers within the prescribed time.

Examination activities

20. Facilitating online entry of theory examination attendance entry (Invigilator's Diary).
21. Facilitating online entry of practical marks/viva marks/project marks/record marks etc. from the practical examination centers on the day of examination itself.

Post Examination activities

22. Facilitating online verification of pre-examination data and transferring it to Compact Disk (CD). The data is submitted to the Controller of Examinations along with a completion note.

23. Facilitating online mark entry of theory examination marks from evaluation camp(s) and transferring the data to CD.
24. Facilitating the generation of list of all answer books that has to be subjected to 3rd valuation, as per university rules.
25. After completion of valuation, the data is submitted to the Controller of Examinations along with a completion note.

Exceptions: Exceptions are handled as per the direction from Controller of Examinations on the recommendation of the IT section and is operated through a special software interface.

A few of such exceptions will be -

- a) Barcode duplication
 - b) Barcode tampering
 - c) Answer book misplaced
26. Facilitating online entry of Part-I (that part of the answer book where candidate writes his/her register number along with question paper code) and transfer of the data to CD. The data is submitted to the Controller of Examinations along with the completion note.
Exceptions if any are handled in the same way as mentioned above.
 27. Results preparation – The process begins after receiving completion note of Part-I, evaluation mark entry and pre-examination verification from concerned sections.
 28. Facilitating provision for verification of result criteria by the concerned section which will include marks (min/max), pass criteria, class criteria (as the case may be), grace mark/ moderation criteria etc.
 29. Facilitating online interface to various examination sections for re-verification of the list of withheld candidates.
 30. Barcode Matching: Using a software interface, the part 1 data submitted to the Controller of Examinations is decoded to identify the candidates.

Exceptions: Wrong part 1 entry in respect of combined QP codes will be cancelled (on orders from the Controller of Examinations), and item 24 above will be repeated.

31. Result Processing: - The result is processed by the system as per the various approved course regulations and the prepared results will be submitted to confidential section in CD for archival and verification.

Exceptions: In situations where orders of the Board of Adjudication of student grievances and/or from Hon'ble Courts that affect basic data of a candidate leading to possibility of change in result, the result of such candidate will be revised based on the orders of the Hon'ble Vice Chancellor and later executed through special authenticated interface.

32. Result Integrity Check - The result integrity check software is built to identify any variations in pre-processing and post-processing data with respect to the result prepared and a report will be generated by the confidential section.
33. Facilitating online generation of Tabulation Register – The tabulation registers (tabulation register for marks) are prepared separately for each examination and verified using a secured login.
34. Facilitating online generation of result statistics –The statistics based on results are prepared and submitted to the Controller of Examinations on the day of pass board meet.
35. Publishing of results – The results are published in the website after random internal verification by the concerned section and approval by the Hon'ble Vice Chancellor.
36. Facilitating online interface for submitting applications for retotalling of score sheets. Online provision for generating lists of candidates who have applied for retotalling based on list of all valid requests is provided. The score sheets in respect of the applicant are traced after processing of the examination data. Any changes in marks will be updated through the interface provided and a specific report of this updating is generated which shows the final mark of candidate for the specific QP code. This report showing the changed marks is got approved and attached to the original Tabulation Register.

Exceptions: There may be cases that need to go for third valuation after retotalling of marks. Facility for generating a report of such cases is provided to the concerned section for enabling third valuation.

37. Photocopy of answer books and score sheets – Online interface is provided for getting photocopy of answer books and score sheets. A QP code wise report showing packet details is generated by the section using the online facility provided by the IT section.

Exceptions: Cases of error in Part-I entry may lead to error in results for a student, that may be identified only after verifying photocopy of answer book by the student. Such results are revised after getting special orders from the Controller of examinations.

38. Online facility is provided for generating lists of toppers in the examinations which are generated after the re total results are published.

39. Mark lists are generated after re total results are published and are verified.

40. Normally Provisional degree certificates are generated after re total results are published and are verified.

41. Normally Degree Certificates are generated after re total results are published and are verified.

42. Duplicate Mark List and Degree Certificate are generated after getting orders on valid requests received in the concerned sections. The prepared documents are verified.

43. Various statistics based on the results are prepared college wise, subject wise, etc.

44. The data regarding examination are maintained and preserved securely in the corresponding servers by the IT section.

Note:

1. Errors, Corrections and Omissions (if any) shall be rectified only after obtaining orders of Controller of Examinations.
2. All unforeseen exceptions shall be handled according to the orders of the Controller of Examinations.
3. Data goes into the examination system only from five places – student, college, examination center, evaluation camp and examination section.
4. All necessary software will normally be prepared by the IT section.

Web Link:

http://www2.kuhs.ac.in/kuhs_new/images/uploads/pdf/exam/instructions-circulars-proformas/2019/Exam-Manual-updated--version.pdf