

CHRIST (Deemed to be University), Bangalore

Regulation for Online End Semester Examinations 2020

Policy:

CHRIST in view of the COVID 19 related lockdown in force has deemed it necessary to evolve a policy to conduct the End Semester Examinations for the final semester students of its different Programmes to enable the students to finish their courses and pursue their career/study objectives without any loss of time under the given circumstances. Although CHRIST normally conducts its End Semester Examinations in the 'Offline' mode in accordance with its CHRIST Examination Regulations, the decision to introduce 'Online' Examinations is made in the interest of the Final Semester students of the University and is guided by the 'UGC Guidelines on Examinations and Academic Calendar for the Universities in view of the COVID-19 Pandemic and Subsequent Lockdown' issued in April 2020. CHRIST shall endeavour to conduct the 'Online' Examinations with utmost integrity without in any way compromising on the expected quality of evaluation and assessment.

Regulation:

This Regulation for Online End Semester Examinations 2020 shall be effective immediately on its issue as approved by the Vice Chancellor of the University under the authority vested in him and shall be placed for ratification by the Academic Council and the Board of Management of the University in due course.

1. Applicability:

- i. This Regulation for Online End Semester Examinations 2020 will be applicable to all Academic Departments of the University in respect of its Undergraduate and Postgraduate Programmes.
- ii. This Regulation shall remain in force in respect of the Final Semester students of the Academic Year 2019-20, until COVID-19 Lockdown is fully lifted, and normalcy of regular operations is restored in all aspects.
- iii. The University may decide to extend its applicability to students other than of the current Final Semester for Mid Semester or End Semester Examinations depending on the continuity and survival of the lockdown scenario beyond reasonable time if it unduly intrudes into the Academic Year 2020-21.

2. Eligibility to appear for 'Online' Examination:

Any student to be eligible to write the 'Online' Examinations:

- i. Must satisfy the requirement of stipulated minimum attendance as per the Rules of the University.
- ii. Should not have been detained by the University from writing the examination for any reason whatsoever.
- iii. Must have appeared for the 'Mock Test' referred to in Clause 3(vii) below.

3. Conduct of 'Online' Examination:

- i. The 'Online' Examinations are designed in distinct model/s under special circumstances to enable the students to appear for the examination from their residential location subject to their possessing a Computer (Laptop or Desktop with webcam) of required specification with UPS connection and internet access.
- ii. The facility to write 'Online' End Semester Examinations under this Regulation is available only for the Final Semester/Trimester students of the Academic Year 2019-20 of various Undergraduate and Post Graduate Programmes of the University. There shall be no regular 'Off-line' Examination held for these students.
- iii. The Students who do not have access to Computer and/or Internet or the Students who are not able to complete the 'Online' Examination due to disruption of connectivity or for such other technical reasons and/or for any personal reasons as may be approved by the

Vice Chancellor shall, subject to this Regulation, be given an opportunity to appear for the 'Online' Examinations at the Campus of the University in its Computer Labs as per pre-announced Schedule as and when the COVID 19 lockdown is lifted and free travel/movement within the country is permitted by Order of the Government of India, provided that if the lockdown situation is unduly extended, the Vice Chancellor may at his own sole discretion permit to have a second session of the 'online' Examinations for the benefit of the said students to attempt from their homes. However, this shall not confer any right on the students to seek a second session of 'online' Examinations from home. All these Examinations shall be treated as if given under the First Attempt.

- iv. There shall be a Supplementary 'Online' Examination held for the students who fail in their first attempt within 30 days from the date of announcement of Results of the Examinations.
- v. The 'Online' Examinations shall be held using the 'Online Assessment Platform' offered by the Service Providers as may be approved by the University, which has been 'Mercel Mettl' for the time being.
- vi. The Examinations will be held on the schedule date/s and time as per the Time-Table announced by the University at least 10 days prior to the commencement of the Examinations.
- vii. To enable the students to familiarize with 'Online' Examination system there shall be held a 'Mock Examination' that may be held on the date and time that may be announced which shall not be later than three days prior to commencement of the Examinations.

4. Duration and Pattern of 'Online' Examination:

- i. The 'Online' Examination shall be held for the duration of two hours (120 minutes) with a permitted Grace Time of up to 5mts per Section or 15mts for the entire Examination where the Question Paper is not divided into Sections. This Grace Time is allowed exclusively to facilitate uploading of the handwritten answer sheets and hence will be available only at the end of the Section or Examination as the case may be. In addition, extra time of up to 10mts (including the time required for System re-booting /Screen Resetting) may be permitted at the sole discretion and satisfaction of the Faculty Proctor as a onetime facilitation to compensate for the time loss if any due to power or internet disruptions. It should be understood that any deliberate disruption created by the student with a view to gain the advantage of this extra time shall be deemed misconduct and shall be dealt with accordingly. The student is expected to remain seated and not to indulge in any malpractice while he/she may go out of sight of the Proctors during such disruptions. If the duration of disruption including System re-booting and/or Screen re-setting goes beyond the said 10mts if permitted the Examination will get automatically cancelled and the student will have to avail the facility stated in Clause 3(iii) above.
- ii. The questions for the 'Online' Examination shall generally be from the Course Syllabus applicable for the Programme as covered post the Mid-Semester Examinations. However significant portions of the entire Course may be included while framing application/analysis based questions.
- iii. The maximum Marks allotted for each Course of a Programme shall be 50 (Fifty) and pattern of the question paper shall be in any one of the following models chosen by the Department concerned in respect of particular Course/s under a specific Programme with or without minor modifications as may be done in consultation with the Controller of Examinations.

Model 1 consisting of:

- a) 5 out of 6 Short Answer questions (answers of upto 50 words) of 2 marks each.
- b) 6 out of 8 Brief Answer questions (answers of upto 150 words) of 5 marks each
- c) 1 Long Answer question/Case Study (answer of upto 300 words) of 10 marks.

Model 2 consisting of:

- a) 10 out of 12 Brief Answer questions (answers of upto 150 words) of 5 marks each.

Model 3 consisting of:

- a) 5 out of 6 Short Answer questions (answers of upto 50 words) of 2 marks each.

- b) 6 out of 8 Brief Answer questions (answers of upto 150 words) of 5 marks each
- c) 1 Open Book question (answer of upto 300 words) of 10 marks.

Model 4 consisting of:

- a) 5 out of 7 Long Answer questions (answers of upto 300 words) of 10 marks each.

Note: The provision of choice option suggested in different Models is only indicative and not mandatory. It will be entirely within the authority of the Department concerned to decide whether choice is to be provided or not for any type of questions.

- iv. Irrespective of the Model adopted the questions in different Sections of Short, Brief or Long answers wherever applicable will have a mix of Simple, Medium or Complex questions in the ratio of 1:3:1. All such Sections of questions may have pre-set time limit for completing its answers. There shall be no option for the students for reverting to a Section either after its completion or after it gets timed out. The key information about the Sections must be displayed on the Platform Screen and its understanding must be acknowledged on the Screen prior to allowing the student to move on for answering the questions. For the purpose of this section the term Simple will mean easy to remember or understand, the term Medium will mean application or analysis-oriented and the term Complex will mean evaluative or creative.
- v. The 'Online' Examination having been designed in a different pattern as compared to the Regular End Semester Examination conducted as per Examination Regulations of the University, the Question Papers will be manually set by duly nominated regular faculty/ies of the Department concerned instead of generating from the Question Bank (Digital Repository of Questions) maintained by the University.
- vi. Two sets of Question Papers shall be set in accordance with the Model chosen as stated in Clause 4(iii) read with Clause 4(iv) above with absolute confidentiality and directly enter the same in the Template provided by the Service Provider and the Controller of Examinations will choose one of the two sets for uploading in the Exam Portal. The Question Paper shall ideally disclose only the name of the Programme and the Course Code and not the name of the Course (Paper).
- vii. Answering the questions may be in different modes: (a) by direct typing in the examination screen in the System Platform provided by the service provider or (b) by uploading the handwritten answers or (c) in combination of (a) and (b) as may be directed by the System Platform. Students may be allowed to use compatible mobile phones to scan and upload their handwritten answer sheets. It is emphasised that answers to be uploaded must be handwritten in ruled or un-ruled blank sheets of A4 Size and no word processed /typed documents shall be permitted for uploading. Uploading of answer sheets has to be done in the manner directed at the close of every Section or at the close of the Examination where there are no Sections.
- viii. The students must be advised of the requirement to give the examination in an exclusive area /room at their residence /location, seated alone without any third-party presence in the room or in close vicinity. The students must also be told to keep handy all required stationery to write the examination.
- ix. The Department concerned will inform all their students at least 10 days prior to the commencement of the Examinations about the pattern of question paper that will be applicable in respect of the Courses of their Programme.
- x. It shall be the responsibility of the Departments to update the required documentation by getting the 'Online' Examination Scheme and the Question Paper Model/s for different Courses / Programmes duly ratified by its Board of Studies and the Academic Council of the University as soon as possible.

5. Supervision of 'Online' Examination:

- i. The 'Online' examination shall be supervised through virtual proctoring by the departmental faculty as well as by 'artificial intelligence' based proctoring technology.
- ii. If any student is found to be indulging in any malpractice/misconduct the Proctor may warn the student through System Chat. Depending on the seriousness of the act of malpractice or misconduct the Proctor may decide to either pause the examination for

the student for up to 15mts or terminate his/her examination provided that any decision to terminate shall be only with the approval of the Controller of Examinations.

- iii. The Proctor shall as soon as possible on observing the malpractice/misconduct submit a written Report to the Controller of Examinations explaining the nature of the malpractice/misconduct found along with the reason/ justification for the decision to pause or to terminate as the case may be.
- iv. The Student subjected to pausing of the examination may be allowed to continue with the examination after the lapse of the pause duration but the student who is terminated from the examination will be deemed as a failed student of the particular examination and will have to write the Supplementary Examination referred to in Clause 3(iv) above.

6. Evaluation of Answer Scripts of ‘Online’ Examination:

- i. Valuation of the answer scripts shall be done using the platform provided by the service provider by the faculty members assigned as evaluators for a particular course by the respective Department and notified to the Controller of Examinations.
- ii. Evaluations will be in accordance with the procedures laid down in the Examination Regulation of the University with reference to the constitution of Board of Examiners, Answer Key, Scheme of Evaluation and Evaluation Review.
- iii. By exception to the Examination Regulation, the PG Programmes shall have only single valuation but shall be subjected to Evaluation Review as applicable for Undergraduate Programmes.
- iv. On completion of the evaluation and its review within a maximum period of 10 days from the close of the examination studentwise mark list for every Course of each Programme shall be submitted to the Office of Examinations in its prescribed format duly signed by the Examiner and the Reviewer or be entered in the University Knowledge Pro (KP) in the prescribed manner.

7. Announcement of Results and its Validity:

- i. The Office of Examination as soon as possible within 10 days on receipt of the mark lists shall consolidate the same duly considering the CIA Marks and subject to its review for award of grace marks and/or for moderations as per the Examination Regulations shall announce the Final Results for the Examination with the approval of the Vice Chancellor by uploading the same in the website of the University.
- ii. The Results declared by the University on the basis of the ‘Online’ Examinations held under special circumstances shall be within the authority of the University as per the UGC Guidelines in this regard and therefore there shall be no question raised by anyone whatsoever on the validity of the ‘Online’ Examination or the Results declared thereunder.
- iii. The students who successfully graduate the Programme shall be given the Provisional Degree Certificate on request immediately after the declaration of the Results.
- iv. The Degree Certificate will be awarded during the Convocation that may be held at an appropriate time.

8. Instruction to Students appearing for ‘Online’ Examination:

- i. The Office of Examinations shall ensure that the students are provided with detailed guidelines by direct mailing as well as by publication in the website of the University with regard to ‘Online’ Examination including but not limited to:
 - a) Technical requirements as to the Computer, webcam, Internet connectivity, UPS, Mobile Phone etc.
 - b) Time at which the student has to be ‘Online’ (preparation time) in relation to start time of the Examination.
 - c) Seating arrangement and privacy requirement for writing the examination.
 - d) Code of conduct while writing the examination and the consequence of misconduct.
 - e) Details of stationery and other materials that will be required to kept handy.
 - f) Directions to be followed prior to, during and after the Examination including

- actions to be taken in case of power breakdown or failure of internet.
- g) Procedure for uploading the handwritten answer sheets as may be applicable.
 - h) Information on the date, time and procedure of the 'Mock Examination'
- ii. The Office of Examinations shall additionally ensure that:
- a) The Time-Table for the Examinations is made known to the students as required by this Regulation.
 - b) The Departments concerned have furnished the details regarding the question paper model, pattern of questions and time limits for each Section in the question paper (where applicable).
 - c) All necessary arrangements are coordinated with the Service Provider for smooth conduct of the examinations without any practical hindrance to the students.