

ASSESSMENT REGULATIONS

SECTION A: BEFORE THE STUDENT TAKES ASSESSMENT:

1.1 PURPOSE OF ASSESSMENT

1.1.1 The purpose of assessment is to enable students to demonstrate achievement of the outcome(s) of the courses that they have undergone.

1.1.2 A student's performance in the assessment of courses contributing to his or her programme of study is the major source of evidence used by Board of Examiners in determining progression and recommendation for awards of the University.

1.1.3 At, or before, the commencement of the teaching of a course, the Course Advisor of the Department shall provide the students with the following information:

- a. The outcome(s) of the Course
- b. The time table for teaching the Course
- c. The learning activities that students are expected to undertake in order to achieve the outcomes of the Course e.g. attendance at lectures, participation in seminars, background reading;
- d. The nature of assessment(s) e.g. the type of coursework, the duration and style of any examination
- e. The submission dates for assessed coursework, which will be within the semester dates published by the University except that assessment artifacts based on fieldwork or professional practice may have later submission dates;
- f. The supervision arrangements for any major pieces of assessed coursework, e.g. projects.
- g. Details of when and how they might expect feedback on assessment.

- h. The contribution that each element of assessment makes to the overall assessment of the course outcomes
- i. A statement of the grading criteria to be used for each assessment;
- j. Any means of communicating information e.g. location of notice boards, etc.

1.1.4 It is the responsibility of any student who, for any reason, was not present when the information in regulation. 3.1.3 was provided, to take whatever steps are necessary to acquire the information.

1.2. RESPONSIBILITIES

1.2.1 It is the responsibility of the University within its procedures:

- to assess students fairly
- to provide proper invigilation of examinations conducted by the University;
- to publish the results of students' assessments as far as they relate
- to progression or awards of the University.
- to issue individually to students, their marks or grades;
- to investigate allegations of malpractice during assessment
- to assure itself that all other institutions and organizations conducting programmes leading to awards of the University have procedures and processes of examining students, consistent with those of the University

1.2.2 It is the responsibility of students to:

- undertake the learning activities specified for each Course for which they are registered;
- attend examinations and submit work for assessment, including for referrals, as required. If a student fails to attend an examination or submit work punctually for assessment, the Examination Committee will determine that the student has failed the assessments concerned;

- undertake assessments honestly and in a manner that does not attempt to gain unfair advantage;
- ascertain results of their performance in any assessment;

1.2.3 The Head of the Department shall ensure that the following information is made available to all students registered on programmes or units within his or her department:

- The information in regulation 1.1.3
- Assessment requirements and regulations for programmes of study
- Time tables for examinations and submission of other assessed work
- Procedures for the release of marks or grades
- Timely information about student's performance in assessments.
- General rules for the conduct of examinations as approved by Academic Council
- Procedures by which complaints shall be investigated.

1.2.4 Any information required by these regulations to be delivered to a student shall be deemed to have been received by the student if;

- the course Co-ordinator gives it to students in person at the first lecture or point of contact at the commencement of the delivery of the unit (or)
- it is delivered by hand to a student in person, or to the latest address notified to the University as his or her local or home address. (or)
- it is posted for at least 5 consecutive working days on a notice board to which the students on that unit might reasonably be expected to have access

1.3 ADJUSTMENTS FOR DISABLED STUDENTS:

1.3.1 A disabled person is legally defined as someone who has a physical or mental impairment which has a substantial, long term and adverse impact upon his or her ability to carry out day-to-day activities. Within the specific University context, 'day-to-day activities' are

taken to include those normally encountered by a student accessing the learning, assessment and other services offered by the University.

- 1.3.2 The Registrar /Dean is responsible for advising the Head of the Department providing a Course of any reasonable adjustments that should be made to ensure that a disabled student is able to undertake assessments without being placed at a substantial disadvantage in comparison to non-disabled students by virtue of her/his condition.

ADJUSTMENTS FOR DISABLED STUDENTS-TIMED ASSESSMENTS

If a student produces a written report of an assessment by a Chartered Educational Psychologist or appropriately qualified medical professional which confirms dyslexia or any non-specific reading or writing disfunction covered by the definition of disability above, the Head of the Department, providing the unit shall make the following allowance in all timed assessments of the student:

- 13.4.1 An additional fifteen minutes of time allowance for every hour of normal examination time, subject to a maximum of 30 minutes for the entire examination will be provided. If required by the student and invigilator will read out the rubric and the questions, particularly drawing attention to any choices and part questions. The individual student must determine the exact use of the additional time.
- 13.4.2 Time allowances granted for timed assessments will apply to all types of timed assessments including examinations, class tests and computer oriented assessments.
- 13.4.3 Separate rooms for candidates receiving additional time allowances must be provided for all formal examinations.
- 13.4.4 Where the required adjustment includes the appointment of a scribe or amanuensis (reader and scribe) the following procedures apply:
- Practice sessions should be arranged prior to the assessment so that both the candidate and the scribe can familiarise themselves with the process and ascertain that the scribe can readily understand the candidate.

- The scribe should be familiar with the vocabulary of the subject and be able to write the dictated answers correctly. The scribe may not be a member of academic staff who has taught the candidate or students following the same or related course, or be a person who has acted as a scribe for the student during their studies.
- Arrangements for any rest periods relating to the use of a scribe or amanuensis must be made prior to the assessment and the total time allowance should be adjusted accordingly.

13.4.5 Separate rooms must be provided where adjustments to timed assessments such as the use of a scribe or word processor will cause substantial disruption to other candidates.

SECTION B: THE ASSESSMENT OF STUDENTS:

18.5 GENERAL ISSUES OF ASSESSMENT

The following policy statements approved by Academic Council underpin all the Assessment Regulations of the University:

- 13.5.1 Assessment will be valid in relation to its form, quantity, level, content and learning outcomes whilst avoiding assessment overload;
- 13.5.2 Assessment will facilitate, support and promote student learning by the provision of appropriate feedback on students performance;
- 13.5.3 Assessment processes will be explicit with all parts of the assessment process being made clear to all parties (students, staff, and external examiners);
- 13.5.4 Assessment will be reliable, consistent and reproducible in the judgments made. The processes will be robust and staff engaged in them will be appropriately trained.
- 13.5.5 Assessment processes will be equitable to all students being assessed fairly on their own individual merit and ability;
- 13.5.6 The management of assessment will be just with clearly documented procedures to support this.
- 13.5.7 The policy and processes of assessment will be subject to regular monitoring and review.

2. CONTINUOUS INTERNAL ASSESSMENT (CIA) REGULATIONS

Continuous Internal Assessment (CIA) is the most crucial scheme of the educational process. Teaching, learning and evaluation processes are important functions in education. CIA has been recognized as the best yardstick to measure the students' performance in different aspects. Students' talents cannot be measured through a three hour written examination alone. Only CIA can indicate to the teacher and the student how well the student is learning and his level/depth of understanding. CIA motivates the students to acquire important skills and abilities which are not included in the external examinations, which at the most can assess abilities of memory of facts. CIA helps the students not only to get the optimum results but also makes them regular, meticulous and purposeful in their approach to academic performance.

2.1 COMPONENTS OF C.I.A.

Many components of CIA (i) In-class tests, (ii) Objective Type Tests, (iii) assignments, (iv) quiz, (v) seminar, (vi) practical work in the laboratory, (vii) attendance, (viii) Viva voce, etc. Depending upon the programme, the CIA is designed.

2.2 CIA COMPONENTS AND THEIR WEIGHTAGES

CIA COMPONENTS AND THEIR WEIGHTAGES

(For all UG/PG Theory Course)

Each theory course (paper) carries 50 marks, as its CIA marks. The break up in the CIA marks with respect corresponds to its components are as follows:

CIA Component	Marks
Test	3
Assignment	10
Seminar / Quiz	10

Attendance	10
Total	50

CIA COMPONENTS AND THEIR WEIGHTAGES

(For all UG/PG Practical Course)

Each practical course carries 50 marks as its CIA marks. The break up of the CIA marks with respect to its components is as follows:

CIA COMPONENTS	MARKS
Model Test	3
Observation Note -Book	10
Record Note-Book	10
Attendance	10
TOTAL	50 Marks

CIA COMPONENTS AND THEIR WEIGHTAGES

(For UG/PG Project Work)

CIA COMPONENTS	MARKS
Review I	3 Marks
Review II	3 Marks
TOTAL	40 Marks

CIA COMPONENTS AND THEIR WEIGHTAGES

(For M. Phil Theory Course)

CIA COMPONENT	Marks
Test	3
Assignment	10
Seminar	10
Viva-Voce Exam	10
Total	50

CIA COMPONENTS AND THEIR WEIGHTAGES

(For M. Phil Dissertation)

CIA COMPONENTS	MARKS
Review I	3 Marks
Review II	3 Marks
TOTAL	40 Marks

2.3 WEIGHTAGE OF CIA

2.3.1 The weightage of CIA vs Semester examination score will be as follows:

CIA – 40%

Semester examination score – 60%

19.3.2 The CIA Marks will be released prior to the commencement of the respective Semester Examinations.

19.3.3 If a student finds any discrepancy in the CIA marks awarded to him / her for any paper, he / she must report the same to the Head of the Department concerned on the day of release of the CIA marks itself. Belated appeals against the discrepancy in the CIA marks will not be entertained.

19.3.4 Students may improve their CIA marks in any paper, which is not cleared by them, by registering themselves as private candidates only after the completion of the programme.

19.4 CAPPING OF CIA MARKS DURING REPEAT ASSESSMENT:

2.4.1 Marks scored by a candidate in a CIA through the repeat assessment process will be capped by 75% of maximum marks prescribed for that CIA.

19.4.2 Students who have missed to appear for assessments in some CIA components purely due to academic reasons with prior permission obtained from the Examination Committee on making appeal to the Registrar/Dean through the Head of the department concerned may undergo the repeat assessment process in those CIA components during the last week of the semester after registering themselves for the same. Further capping of marks secured in the repeat assessment is not applicable in this case.

19.4.3 Students who have missed to appear for assessments in some CIA components due to permitted “**Extenuating Circumstances**” with prior permission obtained from the Examination Committee on submission of “Extenuating Circumstances Form” to the Registrar /Dean through the Head of the department concerned may undergo the repeat assessment process in those CIA components during the last week of the semester after registering themselves for the same. **Further capping of marks secured in the repeat assessment is not applicable in this case.**

2.5 FEED BACK ON STUDENTS PERFORMANCE IN ASSESSMENT

Assessment will be facilitative and support and promote student learning by the provision of appropriate feedback on students' performance

2.6 NATURE OF FEEDBACK

2.6.1 The minimum requirements for feedback shall be:

- ♦ the mark – original & after any penalties have been applied (where appropriate);
- ♦ the major shortcomings;
- ♦ ways in which the mark can be improved.

2.6.2 Feedback on coursework will normally be explicitly linked to marking and/or grade criteria.

2.6.3 Feedback will be written although oral feedback may be used to supplement it. It may be delivered to individuals or to groups of students. Written feedback on examinations and course work may be written onto a proforma, a coversheet (e.g. against the marking criteria) or directly onto the piece of work.

2.7 RESPONSIBILITIES

The Heads of Departments will be responsible for ensuring that feedbacks are available to students on time.

2.8 TIMING OF FEEDBACK

The target for making feedback available on course work; and examinations for semesterised courses will be within seven working days of the submission deadline or the examination being set.

2.9 STUDENT REQUESTS FOR REVIEW (REMARKING) OF ASSESSMENT

- 2.9.1 Students may not question the academic judgment of the examiners and any requests based on such grounds along with will be dismissed.
- 2.9.2 Students can request for review of assessment only under the following circumstances:
- (i) there had been an arithmetic error in the totalling of marks.
 - (ii) there had been some of the questions in the answer script for which the answers written by the student left unvalued.
- 2.9.3 All such requests for remark should be made to the COE through the Head of Department within Two working days from the receipt of the valued answer scripts.
- 2.9.4 Should a student's request for a review of the mark be valid, the Head of Department /COE shall arrange for the assessment artefact to be remarked by an appropriate academic member of staff. The final mark may be higher or lower than the original mark, or it may stay the same. There is no further right of appeal against the mark awarded.
- 2.9.5 If a student's request for a review/remark is deemed to be invalid, the Head of Department/COE shall inform the student making it clear to him/her the reason for turning down the request for review and remark.
- 2.9.6 Should the request for a review identify a problem that may affect other students on the same course, the Head of Department/COE arrange for all assessment artefacts to be reviewed and remark.
- 2.9.7 Due to their nature, certain forms of assessment, such as presentations cannot be reviewed.

2.10 IMPROVEMENT OF PERFORMANCE IN CIA

2.10.1 Provision for Improvement of CIA can be availed only by private candidates

(that is, for students who have completed their programme of study in the University)

2.10.2 Improvement of CIA can be availed by private candidates only in courses which are not passed by them as on date.

2.10.3 Improvement of performance in CIA shall be permitted only as a whole in all components of CIA simultaneously.

3 SEMESTER EXAMINATIONS

The Semester examinations shall ordinarily be held in November / December and April / May each year. Supplementary Examinations shall be held in May / June. The conditions under which candidates may be permitted to appear for Supplementary examinations are defined in the regulations.

Candidates shall be required to present themselves for the examinations in each course normally at the end of the semester in which they have completed the course.

Candidates shall be admitted to the examination for a course only provided that they have regularly attended the prescribed course of study for that course and thereby securing the minimum attendance and CIA passing minimum in that course as prescribed in the regulations.

Candidates shall be admitted to the examination for a course only if they have enrolled for that course in accordance with the procedures notified and by the deadline prescribed by the Controller of Examinations.

Candidates shall be permitted to appear for Semester Examination in a course only if they have registered themselves for semester examination in that course only on remittance of prescribed examination fees by the deadline notified by the Controller of Examinations

3.1 SEMESTER EXAMINATION GUIDELINES

3.1.1 Eligible students who have paid Examination fees in time shall alone be permitted to appear for the semester Examinations.

3.1.2 Students shall be permitted to write the semester examinations, the cycle test and the Pre-semester test only in English. However, this is not applicable for courses in Tamil.

3.1.3 Semester Examinations conducted in an academic year:

Month	Examination	Papers
October / November	Semester Exam.	All theory papers and practical papers
March / April		
May / June	Supplementary Exam.*	Not more than 2 arrear papers.

* Candidates who have completed their course programme in the University and having not more than 2 arrear papers shall alone be eligible to appear for Supplementary Examination.

3.1.4 Private candidates are advised to contact the Controller of Examinations to get the details regarding the syllabus and question paper pattern for the papers for which they are to register for examination.

3.1.5 Appeal for revaluation/retotalling is not entertained in papers where double valuation is adopted for evaluation. In other papers, the interested candidate has to file the necessary

appeal for revaluation/retotalling in the prescribed format with processing fees within 7 days from the date of publication of results. The appeal shall be scrutinized by the students' Evaluation Grievance Redressal Cell and their verdict is final.

3.1.6 Revaluation / retotalling will be carried out only in the cases, where the appeals are favourably scrutinized by the designated committee. For other cases the processing fees will be refunded to the respective students.

3.1.7 Students may make appeal for issue of photo copy of their answer books in the prescribed format within 7 days from the date of publication of result.

20.2 ENTRY TO SEMESTER EXAMINATIONS

3.2.1 No candidate will be admitted to a semester examination for a course unless she/he has attended and pursued the course to the satisfaction of the teaching department as certified by the concerned Head of the Department, by way of getting the minimum attendance requirements and of getting the passing minimum in the CIA pertaining to the Course concerned.

3.2.2 If a candidate, after due warning, continues to fail to meet the University requirements and/or the required standard in part or all of a programme (e.g. by inadequately explained absence from classes, failure to respond adequately to communications from the University, poor academic performance, failure to complete the requirements for a given course and similar conduct). The University may decide to terminate his/her programme on the grounds of academic insufficiency. Where a candidate's programme has been terminated on these grounds he/she may not be permitted to retake any failed examination.

3.2.3 A Candidate may withdraw his/her entry to an examination provided that he/she completes the University Form for the Notification of withdrawal from Examination and obtains the signed approval of both departmental and Faculty Tutors. Such approval may be given on academic grounds.

20.2.4 If a candidate is absent from an examination without permission under point above, or, although present at a examination, either does not attempt the paper or attempts so little that it cannot be assessed and provides no evidence of extenuating circumstances, the normal procedures should be that the candidate is awarded a mark of 0 for the missed/non-attempted examination and will be treated as an attempt.

20.3 Modified Arrangements for Examinations ('Accommodations')

Modified examination arrangements will be made to accommodate candidates with a disability: if necessary where practicable, modified arrangements will also be made for candidates suffering from sickness provided due notice is given by the candidate. Medical evidence must be supplied to the Registrar /Dean and the COE to the examination(s) if extra time is requested for a candidate experiencing an incapacity or disability.

20.4 Contact of Candidates

Candidates who have been admitted for examinations will be supplied with a Hall Ticket as an acknowledgement of their entry and information concerning the publication of the time table. It is the responsibility of the candidates to ascertain the time and place of each examination they are taking.

3.5 Identification

All candidates are required to bring their Student Identity Cards to the examination room and to place them on their desks during each examination so that they can be seen by the invigilator. Any candidate unable to produce his/her identity card in the examination room must comply with the identity verification procedures undertaken by or on behalf of the Examination Committee which has the responsibility for establishing the identity of the students taking examinations. Any student who repeatedly fails to produce his/her Student Identity Card during an examination period will be barred

from taking any remaining Semester examinations during that examination period/session.

Candidates should start the examination or look at the question paper only when all the candidates are seated and the invigilator has announced that the examination has started.

3.6 RULES FOR THE CONDUCT OF EXAMINATIONS

3.6.1 GENERAL

- i) The University defines an examination as an assessment undertaken within a constrained period of time in a set location following a specified rubric of instruction. The candidate will undertake examination by writing except where the assessment is conducted using a computer aided assessment software. This definition is intended to include practice variously known, inter alia, as “examinations”, “Open book examinations”, ‘Mid-term exams’, and ‘in-class testing’. It is not intended to include practices variously known as ‘presentations’, ‘laboratory reports’ and ‘oral examinations’. Examinations in centrally allocated accommodation will be conducted entirely in accordance with these rules.
- ii) Candidates must observe all instructions given by the invigilator.
- iii) A candidate who wishes to attract the attention of an invigilator shall remain seated and raise a hand.
- iv) Candidates are required to bring their Hall Ticket and Student Identity Card with them to every examination.
- v) At the discretion of the Senior Invigilator, a student who is in breach of regulation and who is unable to identify himself/herself as a student registered for the course, may be excluded from the examination.
- vi) Any person alleged to have committed an offence under these regulations should be subject to the University disciplinary procedures.

3.6.2 ENTERING AND LEAVING EXAMINATION ROOMS

- i) Candidates may be admitted to the examination room not more than ten minutes before the start of the examination.
- ii) Candidates may not normally enter the examination room later than half an hour after the start of the examination.
- iii) No candidate may enter the examination room after the start of the examination if, for any reason, another candidate has already left the examination room.

- iv) No candidate may leave the examination room other than for illness or other reason acceptable to the invigilator, before half an hour after the start of the examination. Candidates who leave the examination room without the permission of an invigilator will be deemed to have withdrawn from the examination, and will not be permitted to re-enter the examination room.
- v) No candidate may leave the examination room within the last half an hour of the examination, other than in computer aided assessment or in exceptional circumstances and with the permission of the invigilator. In computer aided assessment, the candidate may leave within the last half an hour of the assessment, provided they have permission from the invigilator and leave the examination room with minimal disturbance.
- vi) A candidate who wishes to leave the examination room early, i.e. before the final half hour has commenced, shall attract the attention of an invigilator as described in 3.6.1 (iii) and, when given permission to do so, shall leave the examination room with the minimum disturbance.
- vii) All answer books (used and unused) and/or records of assessment are to be collected from candidates before they are permitted to leave the examination room.
- viii) All candidates, whether they leave early or when the examination has ended, must take their belongings with them.

3.6.3 STARTING AND ENDING of EXAMINATIONS

- i) All appropriate stationery except the examination question paper is to be placed on the examination desks before the candidates enter the hall.
- ii) Candidates should be admitted not more than 10 minutes before the examination is due to commence. Invigilators should direct the candidates to the seating area for their subject.
- iii) The Invigilator should issue an instruction for candidates to complete the details in the front page of the examination script and any attendance slips. Five minutes before the commencement time the invigilator should call for silence and remind the candidates about the Rules for the conduct of Examinations. Candidates should also be reminded that they must keep all sorts of study materials and any mobile telephones or other means of electronic communication outside the examination hall.
- iv) Once silence has been called for, the examination question papers should be distributed as expeditiously as possible. The Invigilator should check that all candidates have the correct examination paper. The examination will then commence.
- v) Commencement and ending times should be announced. The Invigilator should ensure that the examination starts promptly at the scheduled time.
- vi) No candidate shall commence writing or typing until directed to do so by the invigilator.
- vii) Candidates are required to stop working immediately they are instructed to do so by the invigilator at the end of the examination.
- viii) At the end of examination, invigilators shall collect all examination scripts or records of assessment, checking that the answer scripts are correctly filled in, and, where necessary, scripts or additional stationery are adequately tagged together.
- ix) When all the answer scripts or records of assessment have been collected, the invigilator may instruct the candidates to leave the examination hall.
- x) In computer aided assessment the candidate will be timed out at the end of the assessment. Late arrival candidates will be required to finish at the stated end time, as instructed by the invigilator.

- xi) All candidates are to remain seated in silence until scripts and/or records of assessment have been collected and permission to leave is given.

3.6.4 EXAMINATION STATIONERY AND MATERIALS:

- i) All work, including rough work, must be written in the answer books provided or on the relevant paper provided, where answer books are not used. Additional sheets of paper, such as graph paper and drawings, must be clearly marked with the candidate's Student Registration Number and fixed to the candidate's answer book or record of assessment.
- ii) Answer books are to be given to the invigilator on request.
- iii) Pages may not be removed from an answer book, nor may an answer book or record of assessment be removed from the examination room.
- iv) Mathematical tables, charts, etc. which may be provided for candidates' use are the property of the University, and may not be removed from the examination room.
- v) Candidates will be instructed via an invigilator or the rubric on the examination paper which aids such as calculators are permissible. A candidate who brings into the examination a calculator other than a type specified in the examination rubric commits an assessment offence.

3.6.5 Use of Calculators during Examination:

- i) The Examination Committee shall decide whether calculators are acceptable for use in the examinations for which he/she is responsible and, if they are, which calculators may be used. In the absence of an explicit decision for any particular course it shall be assumed that no calculators may be used.
- ii) All calculators authorized for use in examinations must be:
 - non-programmable.
 - not capable of storing text, nor of displaying text other than built-in error messages:

- battery operated
 - silent
 - not capable of transmitting or receiving data during the examination or test;
 - not capable of giving the candidate an unfair advantage of any kind.
- iii) Any candidate found using an unauthorized calculator shall be reported to the Examination Committee for taking necessary action.
- iv) invigilators may inspect any material or item in the examination room, or with any candidate at any time during the examination.

3.6.6 BEHAVIOUR DURING EXAMINATIONS

- i) Throughout the whole of the examination, silence must be maintained, except when request for additional answer books etc are made. A candidate whose behaviour persistently disturbs other candidates may be excluded from the examination.
- ii) Candidate may not bring food or drink into the examination room.
- iii) A candidate may not communicate in any way with any person other than the invigilator during the examination.
- iv) No candidate may retain during the examination any article, such as handbag or briefcase, which is not required for the purpose of the examination. Such articles should preferably not be taken into the examination room. If they are, they must be left in a place outside the room, as directed by the senior invigilator, but they remain the responsibility of the candidate.
- v) Possession of a mobile telephone or other means of transmitting or receiving information in any form inside the examination hall is strictly prohibited.

- vi) In computer aided assessment, the invigilator will inform the candidate of the software that will be used and any limitations that may apply. No other software must be used.
- vii) A student of the University who takes the identity of another candidate in an examination commits an assessment offence. A student of the University who permits any another person to take her/his identity in an examination also commits an offence.
- viii) Any form of cheating in examinations is malpractice, and is always treated as a serious assessment offence

3.6.7 ACTION BY INVIGILATORS ON DISCOVERY OF MALPRACTICE

- i. An invigilator who suspects that malpractice has been committed by a candidate during an examination, shall draw a line across the cover of the answer book, and on this line state the time at which the suspected malpractice was discovered, and sign his/her name at this point, and remove the answer book(s) from the candidates' desk. The candidate shall then be given a fresh answer book by the invigilator, and permitted to continue the examination, concluding at the normal time. The candidate is not expected to start again. In computer aided assessment, the invigilator should draw a line across the student's record of assessment, and on this line state the time when the suspected malpractice was discovered and sign his/her name at this point.
- ii. Immediately subsequent to the examination, the invigilator shall present a written report to the Examination Committee, with the answer book(s) or record of assessment removed from the Candidate and copy of the report to the Controller of Examinations through the Examination Committee.
- iii. Pending investigation of the case, the student shall be permitted to continue with remaining assessments in the normal ways.

3.6.8. ILLNESS

- i. In the case of illness, candidates are required to notify the invigilator who will then sign the answer book or record of assessment stating the time at which the illness was reported.
- ii. A candidate may temporarily leave the examination room for illness or other reason acceptable to the invigilator. During such absence, a member of the University staff will accompany the candidate.

3.6.9 INSTRUCTIONS TO INVIGILATORS:

GENERAL

- i. A Senior Invigilator must be appointed from the staff responsible for the largest group of students being examined in a hall to take overall responsibility for all groups of students being examined in the hall. Only experienced invigilators should be assigned to this role. The Senior Invigilator is expected to remain in the hall throughout the examination, to start and finish the examination and to be responsible for resolving any problems that arise.
- ii. Senior Invigilators should:
 - make their presence and identity known to other invigilators upon arrival in the examination hall.
 - be on duty throughout the examination;
 - co-ordinate and officiate over the start and finish of the examination in accordance with the agreed protocols;
 - take responsibility for resolving any problems which may arise during the examination.
- iii. The attention of invigilators is drawn to the Rules for the Conduct of Examinations as mentioned in these Regulations. Candidates are to be informed that the examination will be conducted in accordance with those Regulations.

- iv. For assessments conducted using computer aided assessment software, appropriate instructions will be issued to the invigilator including any information that must be given to the candidates before the commencement of the assessment.
- v. Such rules cannot be exhaustive and cover every eventuality. If a situation arises which is not covered by the rules or if for any reasons the rules cannot be wholly applied, invigilators must use their discretion, and submit a brief written report to the Controller of Examination and the Registrar.
- vi. Invigilators must be in the examination room at least twenty minutes before the start of each examination period, to ensure that all requisite administrative functions have been undertaken; for example, that all necessary stationery, etc. is available and distributed to candidates' desks before candidates are admitted to the examination room.
- vii. Invigilators shall not bring food or drink into the examination room.
- viii. A Close check will be made on the issue and return of answer books, continuation sheets, graph paper etc. These should be identified in some manner before being issued to the candidates.
- ix. Invigilators must exercise constant vigilance; they should from time to time move around the examination room at random, bearing in mind the importance of causing minimum disturbance to students, and should occasionally inspect matter on candidates/ desks.
- x. If a student reports that he or she has inadvertently brought an unauthorized item to his or her desk, the invigilator should:
 - a) remove the items;
 - b) report the matter to the Examination Committee for taking necessary action.
- xi. Invigilators must not become absorbed with matters not associated with the examination in progress, and should not engage in unnecessary conversation either with among themselves or with others.
- xii. Invigilators must ensure that all examination scripts and/or records of assessment and unused books are collected at the end of the examination. Completed scripts

and/or records of assessment must not be left unattended in the examination room after the examination has ended.

- xiii. Each invigilator shall be responsible for no more than forty five candidates
- xiv. The examination room must not be left unattended after the examination papers have been distributed and during an examination.

3.7 PRESERVATION OF ANSWER SCRIPTS

All examination scripts are the property of the University and cannot be returned to the examinee. Answer Scripts of the examinees will be archived in the University for a minimum of 6 months after or until such time as any appeal has been determined.

3.8 ANONYMITY:

- 3.8.1 The University supports a policy of anonymous marking of all assessments (i.e. the name of the student is masked from the marker).
- 3.8.2 All assessments taken under examination conditions will be marked anonymously.
- 3.8.3 Any attempt by a student to invalidate this anonymity, whether in an examination or any other assessment that has been declared as an assessment marked anonymously, is an assessment offence.

4. EXTENUATING CIRCUMSTANCES:

4.1 Definition

- i. Extenuating Circumstances are circumstances that must relate to the health and/or personal matters of the student and which are of a sufficiently serious nature to have either:
 - prevented the student from completing or submitting on time specific assessment artefacts; or

- significantly and adversely affected the student's performance in specific assessment artefacts.
- ii. Procedures for Extenuating Circumstances are intended to apply only to individual.
- iii. The following cases will alone be permitted to come under Extenuating Circumstances:
 - Personal illness or injury
 - Bereavement – Death of immediate member of family

- iv. Students may not claim extenuating circumstances on the grounds that:
 - she/he considers the marks given to be too low:
 - she/he did not understand or was unaware of the programme regulations;
 - she/he misread or missed the published examination time table.
 - Work was lost because of a technical or other failure (e.g. computer failure).

4.2. SUBMISSION OF EXTENUATING CIRCUMSTANCES FORM

- In order to be considered by an Extenuating Circumstances Panel, a student must complete an Extenuating Circumstances Form, the current version of which shall be approved by the authority of Academic Council and be available from the Dean's Office.
- The student must submit, to the Dean's office of the University within 3 working days from the date of the occurrence of the incident that comes under the purview of the extenuating circumstances.

- Extenuating Circumstances Forms submitted after the due date(s) may not be accepted for consideration.
- Extenuating Circumstances Forms shall be kept in a secured place for five years, at which time they shall be disposed of in a secured fashion.

4.3 INTERVENTION ON A STUDENT’S BEHALF

- Written statements on a student’s behalf, when not accompanied by an Extenuating Circumstances Form, may be considered at the discretion of the Registrar /Dean as a preliminary intimation of incident. Any such written statement can only be made with the consent of the student, and the content of the submission must make it clear how that consent has been given. Further the student concerned has to submit the filled up Extenuating Circumstances Form within 7 working days from the date of incident.
- No other intervention on behalf of a student shall be considered and will therefore be invalid.

4.4 CRITERIA FOR JUDGING VALIDITY OF CLAIMS OF EXTENUATING CIRCUMSTANCES

EXTENUATING CIRCUMSTANCES AND APPROPRIATE EVIDENCE		
CRITERIA		APPROPRIATE EVIDENCE
1.	I. Acute illness or injury(less than five working days)	

	<p>have incapacitated the student during the period the student might reasonably have been expected to give time to the production of the assessment artifact</p>	<p>Medical Certificate signed while the illness or incident was affecting the student along with other medical evidence such as copies of prescriptions, certificates of attendance at surgery or hospital, Medical Bills and the hospital discharge documents as the case may be.</p>
3.	<p>Bereavement</p> <p>Death of immediate member of family on the date the assessment artifact was due to be undertaken or submitted or during the period the student might reasonably have been expected to give time to the production of the assessment artifact</p>	<p>The student's statement of case.</p> <p>Death Certificate.</p> <p>Corroboration by parent of the student in person.</p>

5. SUBMISSION OF COURSE WORK/PROJECT WORK :

- 5.1 The Co-ordinator of Department must make provision for systems to ensure that course work/project work submission is secure and documented
- 5.2 Extensions to submission dates for course work/project work for individual students are not permitted under any circumstances. A student who is unable to meet a submission date for course work/project work because of Extenuating Circumstances may submit the course work after he reports to the University, but any how 15 days before the end of the semester.

- 5.3 Exceptionally, the submission date for course /project work may be revised for all students undertaking the assessment by the co-ordinator after obtaining due permission from the COE. In such cases the Co-ordinator shall notify all the students of the revised submission date.
- 5.4 Coursework/assignment submitted on or before the published submission date will be marked promptly and returned to the students, with feedback within the prescribed time.
- 5.5 Coursework submitted after the published submission date, but within ten working days of that date or the end of the semester whichever is the sooner, will be marked. The mark awarded will be capped to the unit pass mark (40%), but the uncapped mark must also be shown on the coursework.
- 5.6 Coursework submitted more than ten working days after the published submission date but before the end of the semester will be marked, but a mark of zero will be recorded on the student's record.
- 5.7 The requirements of regulation relating to feedback and prompt return of work will not apply to work that is submitted late.
- 5.8 The Co-ordinator of the Department must make provision for systems to ensure that the return of coursework/assignment to students is timely and secure.

6. REPEAT ASSESSMENT:

- 6.1 Repeat assessment has the following purposes for students who have failed in courses including failure after referral:
- firstly, to give an opportunity to achieve the credit required to progress to the next stage of the award.
 - secondly, at the final stage, to give an opportunity to achieve the credit required to become eligible for recommendation for the conferment of the final award.
- 6.2 The timing of repeat assessment shall coincide with the normal assessment of the Course or Courses concerned but the Examination Committee may vary the timing.
- 6.3 A student with repeat assessment may choose either:
- repeat assessment only in unit(s) failed at the first attempt: or

- repeat assessment of all units at that stage of the programme.

6.4 Where a student chooses repeat assessment in accordance with regulation, the following shall apply:

- firstly, the student shall normally do so with attendance but may choose only to submit for assessment.
- Secondly, the Examination Committee shall award the student only the pass mark if she or he passes a component of CIA after repeat assessment. However, in the case of repeat assessment with regard to semester examination this shall not apply.

7. MAXIMUM REGISTRATION PERIOD:

All students, after being admitted in this University in any of the programmes of study of his choice, shall be required to get themselves registered for their respective programme of study in the respective university department.

- 7.1 For students who have registered for five year integrated degree Programme the maximum period of registration shall be 8 years from the date of commencement of the programme, the same for four year degree programmes shall be 7 years from the date of commencement of the programme, for three year under-graduate/post-graduate/diploma programmes it shall be 6 years, for two year post-graduate programmes it shall be 5 years and for one year UG/PG level diploma programmes the same shall be 3 years.
- 7.2 There shall be one extension after the maximum registration period for a period of two years only for which the candidate concerned has to apply to the Registrar for the award of extension of registration. Such extension of registration may not be claimed as a matter of right on the part of the student. Request for such extension of registration may be turned down by the Registrar /Dean without mentioning any reason.
- 7.3 All requests for temporary withdrawal are subject to the maximum time limit allowed for the programme of study (full time or part-time) under the relevant Regulations. Any

student who unilaterally withdraws without the Registrar's permission shall be deemed to have withdrawn permanently and will not normally be re-admitted.

8. EXCLUSION ON ACADEMIC GROUNDS:

- 8.1 The Registrar /Dean shall exclude a student from the University if he/she has not secured any credit for a period of two consecutive academic years.
- 8.2 The Registrar /Dean shall have the discretion to exclude on academic grounds a student who in his academic judgment fails to make satisfactory progress. In such cases, the grounds for making the decision shall be stated and recorded in the Minutes of the meeting of the Academic council.
- 8.3 The Registrar /Dean shall exclude any student who has exceeded the maximum registration period.
- 8.4 However, the Registrar /Dean shall have the discretion to waive the exclusion of a student from the University under the above mentioned circumstances provided the student concerned comes under Extenuating Circumstances cases supported by acceptable evidence.
- 8.5 Students who have been excluded are not eligible to rejoin in their courses from which they have been excluded. However, they can join in some other programmes offered by the University, provided that they have the eligibility and merit to do so.

9. EXTERNAL EXAMINERS REGULATIONS AND PROCEDURES

9.1 THE ROLE OF EXTERNAL EXAMINERS:

Primarily the role of External Examiners in PRISTUniversity is one of quality assurance, ensuring procedures and processes are in place that will assure appropriate outcomes. The role is achieved by sampling and commenting upon the evidence of the operation of those procedures and processes in the expectation that such comment will be acted upon.

Specifically the University requires its External Examiners, in their expert judgment, to report on:

- whether the standards set are appropriate for its awards, or award elements, by reference to published national subject benchmarks, the national qualifications frameworks, University programme specifications and other relevant information.
- the standards of student performance in those programmes or parts of programmes which they have been appointed to examine, and on the comparability of the standards with those of similar programmes or parts of programmes in other higher education institutions:
- the extent to which the processes for assessment, examination and the determination of awards in PRIST University are sound and have been fairly conducted.

9.2 CRITERIA FOR APPOINTMENT

Appointment of Subject External Examiners

- An External Examiner's academic or professional qualifications and expertise shall be appropriate to the courses to be assessed, both in level and in relevance to the subject area.
- The appointment of External Examiners shall be made subject to the fulfillment of the following minimum qualification criteria.

Programme	Minimum qualification	Minimum years of teaching
------------------	------------------------------	----------------------------------

experience		
UG	M.E/M.Tech/M.Phil.	5 years at UG level
PG	M.E/M.Tech/M.Phil.	5 years at PG level
M.Phil.	Ph.D.	10 years at PG level
Diploma	M.E/M.Tech/M.Phil.	5 years at UG/PG level
PG Diploma	M.E/M.Tech/M.Phil.	5 years at PG level

- External Examiners shall have the ability to command the respect of colleagues. This ability shall be evidenced by:
 - the present post and place of work.
 - the range and scope of experience in Higher Education or in a professional capacity
 - current or recent research or other scholarly activity in the field of study.
 - a leading role in the development of a new academic field.
- External Examiners shall be independent, impartial in judgment, able to devote necessary time to their duties on behalf of the University and, as far as possible, free of any conflict of interest. To secure this, the University shall not
 - i) appoint an examiner who already holds 2 or more substantial examiner-ships.
 - ii) reappoint an examiner for not more than 5 consecutive semester Examination.
 - iii) appoint an examiner who has, within the preceding 5 years, been a member of staff, a student of the University, or a near relative of a member of staff or a student of the University.
 - iv) replace an Examiner by appointing an examiner from the same institution

- v) appoint an examiner who is associated with the sponsorship of students, or who would be required to assess colleagues recruited as students or in a position to influence the future employment of students to be assessed, or likely to be involved with student placements or training in the examiner's company or organization.

9.3 TERMINATION OF AN EXTERNAL EXAMINER'S DUTIES:

- An external examiner who wishes, for any reason, to terminate his or her duties as an examiner with the University, shall write to the Controller of Examinations, shall write to the COE, stating the effective date of termination and the reasons for it.
- If an external examiner is not meeting the responsibilities specified herein, or in the written agreement with the examiner, or in the written requirements of an accrediting professional body, the University may take action to terminate the examiner's duties. In such cases, the Registrar, at the written request of the COE, shall write to the examiner, stating the effective date of termination and the reasons for it.
- Reasons for termination could include:
 - a) failure to provide reports on the assessment process required by the University.
 - b) a change in the external examiner's circumstances which brings about potential conflicts of interest which might jeopardise objectively(similar to those outlined in regulation above)
 - c) persistent refusal to work within the University's academic regulations;
 - d) Academic Council vests the responsibility for exercising powers relating to exclusion on academic grounds in the Board of Examiners.

9.4 MINUTES:

- a). The Chair of the Board of Examinations shall draft the Minutes of all Meetings of the Board of Examiners.
- b). The Minutes must include all the information with regard to the valuation.
- c). The Chair of the Board of Examiners shall ensure that approved draft Minutes of meetings are issued to members.

10.5 EXTERNAL EXAMINERS' REPORTS:

Rules Regarding Reporting by External Examiners.

- External Examiners' reports are an important component of the Quality Assurance processes of the University. The aspects that the University requires its examiners to comment upon are specified in the appropriate Report Form.
- External Examiners are required to report promptly to the Examination Committee. The report, using the appropriate Report Form issued by the University, is to be returned to the COE through the Examination Committee. If a professional accrediting body also requires a report from an Examiner appointed by the University, it will be responsibility of the Examiner to provide it in the form and with the coverage specified by the institution.
- Because their reports will be considered at meetings of Boards of Studies, membership of which includes student representation, Examiners are requested to maintain the confidentiality of Board of Examiners in their reports.

10.1 THE RESPONSIBILITIES OF EXTERNAL EXAMINERS:

- External Examiners shall contribute to discussion with the University Registrar /Dean of the overall curriculum and assessment strategy for the programme(s) within the limit of the Board of Examiners.
- External Examiners act as consultants and advisers to Board of Examiners.
- External Examiners should satisfy themselves that;

- i) students are assessed fairly.
- ii) learning outcomes of the units are appropriately demonstrated
- iii) standards are maintained at a unit level which is comparable with such assessments undertaken elsewhere in India.

External Examiners shall scrutinize samples of work in the entire range of the programme.

Where major anomalies or other causes for concern have been identified, the External Examiner shall be alerted and, in consultation with the COE, shall recommend a solution to the Board of Examiners. In such cases no marks may be confirmed or credit assigned or recommendations made for conferment of awards without the written agreement of the External Examiner.

External Examiners shall make recommendations on progression and award, having taken due account of the overall performance.

External Examiners, as members of the Board of Examiners, shall ensure that the standard of the award is maintained at a level comparable with that of similar awards elsewhere in India.

External Examiners shall submit a semester-wise report, within one week of the main meeting of the Board of Examiners, to the COE on the University's proforma report form.

External Examiners shall submit reports in the manner described in section 5 of these regulations and procedures using the External Examiners' report form. Procedures after receipt of the report will accord with the same section.

11. INVESTIGATION OF AN ALLEGED BREACH OF ACADEMIC INTEGRITY:

- All cases of possible breaches of academic integrity should be reported in writing, supported by evidence, to the COE.

The COE will, normally within 5 working days of receipt of the allegation of a breach of academic integrity, write to the student to inform him/her of the allegation. This letter will summarise the evidence which supports the allegation and invite the student to provide a response to be received within ten working days of the date of the letter. This letter will also ask the student to appear before the Academic Discipline Committee (ADC) for enquiry on the specific date and time mentioned in the letter. If the student concerned has not turned for the enquiry, the case will be discussed by the ADC in the candidate's absence and judgement will be delivered and it shall be considered as the final verdict and no more further appeal by the candidate concerned will be entertained in future.

- If the ADC report concludes that there is no case to answer, all documents linking the allegation to the particular student will be destroyed. The mark awarded to the work will be recorded. The COE will write to the student to inform him/her of the outcome of the investigation and to confirm that s/he has been wholly exonerated and that all relevant documents have been destroyed.
- If the ADC report concludes that the incident is a result of poor academic practice that the ADC will decide a suitable reduction in the mark awarded. If the ADC report concludes that the incident is a result of academic misconduct then the ADC will decide a permissible penalty. The COE will write to the student informing him/her of the reduction in mark or penalty as decided by the ADC and also inform the Co-ordinator of the need to advise the student about suitable academic practice and the avoidance of any further similar allegation.

12. PENALTIES FOR ACADEMIC MISCONDUCT:

The penalties to be imposed shall be chosen from:

- i. requiring the component of assessment involved to be redone for a capped mark;

- ii. failure in the course involved with the possibility of repeating the Course (or alternative) for a capped mark;
- iii. failure in all Courses in the current semester or year, with the possibility of repeating the Courses (or alternative) for a capped mark;
- iv. debarring from appearing for any type of examination/assessment for a specific period.
- v. referral of the case to the Registrar /Dean for consideration of termination of studies.

13. CERTIFICATION AND TRANSCRIPTS:

13.1 CERTIFICATES:

An award certificate is the formal confirmation from the University that a student has met the learning outcomes of a programme of study and has completed all the requirements for the award within the University's regulations. Certificates are produced in secure conditions and in a format intended to minimize risk of forgery.

13.2 TRANSCRIPT

Transcript is a chronological record of all the academic courses you have taken at PRIST University.

The following information are recorded on a Transcript

Student Name

Student Roll Number

Date of Birth [on official transcripts only]

Faculty

University in which studied

Parent Name

Degree awarded

Date of Completion

All courses and Grade Point obtained in all semesters

- Student alone may be permitted to make a request for Transcripts. The transcript card request may be attested by a Notary Public or any other Gazetted officer.
- The cost of each transcript is Rs.500.00 [Five hundred only] which must be paid by Demand Draft in favour of PRIST University. The request along with necessary documents may be sent 15 days after the publication of final semester results.
- Usually the transcript will be sent by Registered Post. If you want to get the transcript through a particular courier service, please indicate that you would like to have your transcript sent by that courier when making your request keeping in mind that transcripts sent by courier cannot be delivered to a post office box. A telephone number is helpful. The additional DD may be furnished for courier charges.
- Once your request is received in our office, transcripts are normally sent out in 3-10 working days. However, during peak periods, it can take up to 11-15 working days.

13.3 RESPONSIBILITIES IN ISSUING AND CHECKING CERTIFICATES:

- Certificates for academic awards and academic credit may be issued only by the Examinations and Conferments Office.
- Certificates may be issued only on the basis of a decision of an Awards Committee authorized to make decision on awards on behalf of the Academic Council.
- The following actions shall be taken to ensure prompt and accurate issue of certificates.
- The Examinations and Conferments Office shall enter the awards approved by the Awards Committee on the Student Record System.
- The Examinations and Conferments office shall send a print-out of the awards to be conferred to the COE;
- The COE or his/her nominee shall ensure that the accuracy of the conferment's list is checked against the record of Awards Committee.
- The COE shall ensure that the award to be conferred is correct, and that it accords with that approved at validation and subsequently release the Award Certificates for issuing to the students.
- Award certificates will not be issued to students who are in debt to the University.
- It is the Policy of the University that a student who has changed his/her name after receipt of an award certificate will not be issued with a second certificate for the same award in the new name.

14. PUBLICATION OF RESULTS

Results of examinations will be published as soon as possible after the meetings of the Awards Committee. Pass lists are a matter of public record and be available in a variety of printed, electronic and web-based formats.

- 14.1 The Controller of Examination shall publish provisional and final marks held on the Student Record System and decisions on awards and progression, whether by letter, notice board list, or electronically. No other member of staff is authorized to release results.

- 14.2 Results must not be disclosed before the formal date of publication. Results published must identify students by Identity Number and not by name.
- 14.3 The University shall withhold the marks of students who have failed to pay their tuition or other fees. Students who have failed to pay their tuition or other fees will not be permitted to progress to the next stage of the programme on receive an award of enroll on another programme at the University.
- 14.4 It is the responsibility of the students to find out their results.

15. IMPROVEMENT OF PERFORMANCE IN SEMESTER EXAMINATION

Improvement of Semester Examination performance in a passed course/courses can be availed by a student (regular/private) only in the Semester Examination immediately next to the Semester Examination in which the candidate has passed the course/courses or in the Semester Examination immediately next to the Semester Examination in which the candidate passed all the Courses of the programme of their study and fit himself for the award of the degree concerned.

16. INTELLECTUAL PROPERTY RIGHTS AND RELATED MATTERS

Except with the special permission of the Coordinators of the Departments concerned students shall not use any material belonging to the University other than for their own personal education. Such material includes the methods and results or any other matters given or acquired by any means as part of the teaching of and research undertaken in the University.

Students may only use the University's name, logo, registered trade marks or symbols of the University's corporate identity with the consent of the appropriate authority. In normal circumstances consent should be sought from the Registrar /Dean, but in cases where there is a potential for commercial exploitation of the University's

identity the prior approval from the Secretary and Correspondent for the proposed usage should be obtained.

Students may involve in research with capability of producing intellectual property. This can arise under an arrangement involving a commercial sponsor or other outside party or from purely spontaneous research within the University itself or from a student acting on his/her own or in collaboration with other members of the University. In any such case, a student's work should not be affected in several respects.

He/She may receive or develop confidential information which he/she will not be at liberty to disclose, except to those who have an immediate interest in it. If the student wishes to make use of such information, for example in thesis or dissertation, it may be possible for this to be done, but only subject to proper safeguards to ensure that confidentiality is maintained.

If commercial sponsors are involved in research projects, the contractual terms may be such that all intellectual property belongs to them, but in other cases the results belong to the University in common with results generated by University employees in the course of their work. For the avoidance of any doubt, the University states that no student shall be able to acquire personal rights in intellectual property derived from any research or other project in which he or she is engaged in the University but that if any income-generating intellectual property does result from such work the University will share financial benefits equitably with those who have engaged in producing it.

Students should note that intellectual property may be produced by a wide range of activities which include spontaneous research, production of inventions discoveries, processes, formulae, plant species, biotechnology, compilation of software packages, testing and analytical work, translations and interpreting.

17. CRIMINAL OFFENCES

The University has a duty of care to its students and staff. If at any time during his/her academic career at the University a student is arrested by the police for a criminal

offence the student is required to report this immediately to the Registrar /Dean through the Head of the department concerned.

If a student is sent for trial, the Registrar /Dean through the Head of the concerned department, must be kept informed at all stages either by the student concerned or his/her solicitor. If a student is convicted, this and the sentence imposed must be reported to the Registrar /Dean, through the Head of the concerned department.

18. VERIFICATION OF CERTIFICATES ISSUED BY THE UNIVERSITY

Any individual or corporate body who has approached the University for the verification/authentication of the copies of certificates issued by the University to any of the student shall remit Certificate Verification Fee at the rate of Rs.500/- per certificate. The Certificate Verification Fee shall be remitted by demand draft drawn in favour of “PRIST University, Thanjavur, Tamil Nadu”.