

Annexure – I

PRIST UNIVERSITY

ASSESSMENT REGULATIONS

SECTION A: BEFORE THE STUDENT TAKES ASSESSMENT:

1.1 PURPOSE OF ASSESSMENT

- The purpose of assessment is to enable students to demonstrate achievement of the outcome(s) of the courses that they have undergone.
- 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.
- 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.
- It is the responsibility of any student who, for any reason, was not present when the information in **Regulation 18.1** was provided, to take whatever steps are necessary to acquire the information.

1.2. Responsibilities

- It is the responsibility of the University within its procedures:
 - to assess students fairly
 - 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
- 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;
- 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 18.1**
 - 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.
- 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 Coordinator 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:

- 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.
- 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.

1.4 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:

- 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, 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.
- Time allowances granted for timed assessments will apply to all types of timed assessments including examinations, class tests and computer oriented assessments.
- Separate rooms for candidates receiving additional time allowances must be provided for all formal examinations.
- 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.
- 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:

2. GENERAL ISSUES OF ASSESSMENT

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

- 2.1 Assessment will be valid in relation to its form, quantity, level, content and learning outcomes whilst avoiding assessment overload;
- 2.2 Assessment will facilitate, support and promote student learning by the provision of appropriate feedback on students performance;
- 2.3 Assessment processes will be explicit with all parts of the assessment process being made clear to all parties (students, staff, and external examiners);

- 2.4 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.
- 2.5 Assessment processes will be equitable to all students being assessed fairly on their own individual merit and ability:
- 2.6 The management of assessment will be just with clearly documented procedures to support this.
- 2.7 The policy and processes of assessment will be subject to regular monitoring and review.

3. 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.

3.1 TOOLS OF C.I.A.

Many tools are available for 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, (ix) innovative learning, etc. Depending upon the programme, the CIA is designed.

3.2 CIA COMPONENTS AND THEIR WEIGHTAGES

CIA COMPONENTS AND THEIR WEIGHTAGES (*For theory courses*)

Each theory course (paper) carries 40 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	20
Assignment	10
Attendance	10
Total	40

CIA COMPONENTS AND THEIR WEIGHTAGES *(For Practical Course)*

Each practical course carries 40 marks as its CIA marks. The break up in the CIA marks with respect to its components are as follows:

CIA COMPONENTS	MARKS
Model Test	20
Observation Note-Book	10
Record Note-Book	10
Total	40 Marks

CIA COMPONENTS AND THEIR WEIGHTAGES

(For UG/PG Project Work)

CIA COMPONENTS	MARKS
Review I	20 Marks
Review II	20 Marks
Total	40 Marks

CIA COMPONENTS AND THEIR WEIGHTAGES

(For M. Phil Theory Course)

CIA COMPONENT	Marks
Test	20
Assignment	10
Seminar	10
Total	40

CIA COMPONENTS AND THEIR WEIGHTAGES

(For M. Phil Dissertation)

CIA COMPONENTS	MARKS
Review I	20 Marks
Review II	20 Marks
Total	40 Marks

3.3 CIA PASSING MINIMUM

- The passing minimum for CIA is 50% (i.e. 20 marks out of the maximum of 40 marks.) The candidates who have satisfied the minimum attendance criteria but have failed to secure the passing minimum in CIA of course/courses shall be declared as CIA-Fail in that course/courses and shall be classified as **Not Permitted-CIA (NP-CIA)** in that course /courses.
- The CIA Marks will be released prior to the commencement of the respective Semester Examinations.
- 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.
- 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.

3.4 Remedy for Not Permitted - CIA Candidates

- Students who have been declared as NOT PERMITTED-CIA in a course may acquire the eligibility in that course only by undergoing the **Repeat Assessment** in the CIA for that course in which the candidate is failed to secure the passing minimum. Further, such students have to register for Repeat Assessment for that course in the immediate next semester itself on remittance of the prescribed fees for repeat assessment (Rs.500/- for Under Graduate Course / Rs.750/- for Post Graduate Course / Rs.1000/- for M.Phil Course).
- **Marks scored by a candidate in a CIA component through the repeat assessment process will be capped by the minimum pass marks for that CIA component.**
- 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.
- 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.**

3.5 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

3.6 NATURE OF FEEDBACK

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

3.7 RESPONSIBILITIES

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

3.8 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.

3.9 STUDENT REQUESTS FOR REVIEW (REMARKING) OF ASSESSMENT

- Students may not question the academic judgment of the examiners and any requests based on such grounds along with will be dismissed.
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- 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.
- 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.
- 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.
- 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.
- 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.
- Due to their nature, certain forms of assessment, such as presentations cannot be reviewed.

3.10 IMPROVEMENT OF PERFORMANCE IN CIA

- Students who have registered themselves to cover under "Extenuating Circumstances" as per academic regulations shall alone be permitted to register for **Improvement of Performance in CIA** on remittance of **Rs.300/-** towards fee for **Improvement of Performance in CIA**.
- Improvement of performance in CIA shall be permitted only as a whole in all components of CIA simultaneously.

4. 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.

4.1 SEMESTER EXAMINATION GUIDELINES

- Eligible students who have paid Examination fees in time shall alone be permitted to appear for the semester Examinations.
- 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.
- Semester Examinations conducted in an academic year:

Month	Examination	Papers
October / November / December	Semester Exam.	All theory papers and practical papers
March / April / May		
June / July	Supplementary Exam.*	Not more than 3 theory papers and 3 practical papers.

** Students who have just completed their academic programme in the University and students who are the pre final year having arrears in at most three theory papers and three practical papers shall alone be eligible to appear for Supplementary Examination.*

All fees for Supplementary Examinations will be twice the respective fees for Regular Semester Examinations.

- 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.

4.2 Entry to Semester Examinations

- 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.
- 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.
- 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.
- 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.

4.3 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.

4.4 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.

4.5 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.

4.6 RULES FOR THE CONDUCT OF EXAMINATIONS

➤ 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.

➤ 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 20.6.1 (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.

➤ **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.

➤ **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.

➤ **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.

➤ **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

➤ **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.

➤ **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.

4.7 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.

4.8 ANONYMITY:

- The University supports a policy of anonymous marking of all assessments (i.e. the name of the student is masked from the marker).
- All assessments taken under examination conditions will be marked anonymously.
- 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.

5. EXTENUATING CIRCUMSTANCES

5.1 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).

5.2. 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, after which time they shall be disposed off in a secured fashion.

5.3 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.

5.4 CRITERIA FOR JUDGING VALIDITY OF CLAIMS OF EXTENUATING CIRCUMSTANCES

EXTENUATING CIRCUMSTANCES AND APPROPRIATE EVIDENCE		
CRITERIA		APPROPRIATE EVIDENCE
1.	<p>I. Acute illness or injury (less than five working days)</p> <p>a. Personal illness to the student likely to have incapacitated the student on the date the assessment artifact was due to be undertaken or submitted</p> <p style="text-align: center;">OR</p> <p>b. Personal injury to the student likely to have incapacitated the student on the date the assessment artifact was due to be undertaken or submitted.</p>	<p>The student's statement of case</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 Bill and the hospital discharge documents, as the case may be.</p>
2.	<p>Extended illness or injury (more than 5 working days)</p> <p>a. Personal Illness likely to have incapacitated the student during the period she/he might reasonably have been expected to give time to the production of the assessment artifact</p> <p style="text-align: center;">OR</p>	<p>The student's statement of case</p>
CRITERIA		APPROPRIATE EVIDENCE

	b. A personal injury to the student likely to have incapacitated the student during the period the student might reasonably have been expected to give time to the production of the assessment artifact	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.
3.	Bereavement 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	The student's statement of case. Death Certificate. Corroboration by parent of the student in person.

6. SUBMISSION OF COURSE WORK/PROJECT WORK

- 6.1 The Head of the Department must make provision for systems to ensure that course work/project work submission is secure and documented.
- 6.2 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.
- 6.3 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.
- 6.4 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.
- 6.5 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 , but the uncapped mark must also be shown on the coursework.
- 6.6 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.
- 6.7 The requirements of regulation relating to feedback and prompt return of work will not apply to work that is submitted late.
- 6.8 The Head of the Department must make provision for systems to ensure that the return of coursework/assignment to students is timely and secure.

7. REPEAT ASSESSMENT

- 7.1 Repeat assessment has the following purposes for students who have failed in CIA for some courses:
- To give them an opportunity to secure the passing minimum in the courses for which they have failed in CIA and thereby provide them an opportunity to appear for semester examination in those courses.
- 7.2 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.
- 7.3 A student with repeat assessment may choose :
- Either Repeat assessment only in some components of CIA or Repeat Assessment in all components of CIA
- 7.4 **Marks scored by a candidate in a CIA component through the repeat assessment process will be capped by the minimum pass marks for that CIA component. However capping of marks secured in the repeat assessment is not applicable in the case of candidates covered under Extenuating Circumstances.**

8. 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.

- 8.1 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.
- 8.2 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.
- 8.3 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.

9. EXCLUSION ON ACADEMIC GROUNDS

- 9.1 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.
- 9.2 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.
- 9.3 The Registrar /Dean shall exclude any student who has exceeded the maximum registration period.
- 9.4 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.
- 9.5 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.

10. 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 Enquiry 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 judgment 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 then the ADC will decide a suitable reduction in the mark awarded. If the AMEC 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 AMEC 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.

11. 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.

12. CERTIFICATION AND TRANSCRIPTS

12.1 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 minimise risk of forgery.

12.2 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 the Controller of Examinations, 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.

12.3 RESPONSIBILITIES IN ISSUING AND CHECKING CERTIFICATES:

- Certificates for academic awards and academic credit may be issued only by the Examinations and Conferment 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 Conferment Office shall enter the awards approved by the Awards Committee on the Student Record System.
- The Examinations and Conferment 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.

13. 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.

- 13.1 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.
- 13.2 Results must not be disclosed before the formal date of publication. Results published must identify students by Identity Number and not by name.
- 13.3 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 or receive an award or enroll in another programme at the University.
- 13.4 It is the responsibility of the students to find out their results.

14. Appeal for Retotalling / Revaluation / Issue of Photocopy of Answer Scripts / Challenged Revaluation

- 14.1 Appeal for **revaluation / retotalling** has to be made in the prescribed format to the Controller of Examinations **within 10 days** from the date of publication of results.
- 14.2 Appeal for the **issue of photocopy of answer scripts** has to be made in the prescribed format to the Controller of Examinations **within 5 days** from the date of publication of results.
- 14.3 Students who have obtained the photocopy of their answer scripts may apply for revaluation **within 10 days** from the date of issue of photocopy of answer scripts.
- 14.4 Students who is not satisfied with the outcome of the revaluation may make appeal for **Challenged Revaluation** in the prescribed format to the Controller of Examinations, **within 7 days** from the date of publication of revaluation 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. 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 “The Registrar, PRIST University, Thanjavur , Tamil Nadu”.