

مولانا آزاد نیشنل اردو یونیورسٹی  
मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

Gachibowli, Hyderabad – 500 032

(Accredited 'A' Grade by NAAC)

**EXAMINATION BRANCH**



## CLARIFICATIONS ON THE 'FEASIBILITY OF MAKING ANSWER SCRIPTS AVAILABLE TO THE STUDENTS AFTER EXAMINATIONS

The Examination Branch and IQAC, MANUU extend their gratitude to all the members of faculty for attending the Workshop on **Examination Reforms** held on 16<sup>th</sup> April 2019 in the DDE Auditorium. The Examination Branch, MANUU is also thankful to the members of faculty who participated in the Workshop online.

The attempt to introduce the rules for showing answer scripts to the students after examinations is basically to improve the quality of evaluation, in respect of transparency, and flexibility in the assessment system so that meaningful teaching-learning process continue till the declaration of results.

The Examination Branch deemed it fit to issue some clarification pertaining to the issues raised during the discussions in the Workshop. Therefore, the Committee constituted to look into reformations met on 24<sup>th</sup> April 2019 and 6<sup>th</sup> May 2019 in the Examination Branch and after discussion, clarified the issues enlisted below in query and reply form.

Query 1) What should be the method adopted to clarify the doubts of the students?

Reply 1) The idea is to empower the teacher and provide him/her flexibility in terms of discussion. To discuss the answer script, the teacher can either invite students individually to his/her chamber or can have common discussion in the classroom. However, it is always suggested that if the answer scripts are shown in the classroom, the common errors that the students committed must be discussed, even if the students do not particularly seek any clarification thereof.



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In the programmes where the class is large in terms of the student enrolment, the teacher can be available in his/her chamber during the days of the 'discussion session', and the students shall visit his/her chamber to discuss their doubts. If it gets crowded, the teacher can ask the students to go to the other teacher in the meantime, and later they can be shown their papers and the teachers can extend suggestions to them for their academic improvement.

Query 2) Is it necessary to take the attendance of the students?

Reply) Prior to showing the answer scripts the attendance of the students should be taken on a proforma which shall be provided to the teachers by the Examination Branch (Annexure-I). The Proforma should be returned to the Examination Branch (in a separate file) along with the Answer Scripts.

Query 3) Is it mandatory for all the students to attend the discussion session?

Reply 3) No, it is not mandatory for the students to attend the discussion session. If any student does not turn to see his/her answer script during the allotted period, he/she shall forgo his/her chance to see the answer script.

Query 4) Can we show the answer scripts to the students who indulged in unfair means/malpractice?

Reply 4) No.

Query 5) What if a Department wishes to have an extended schedule for discussion session?

Reply 5) In view of paucity of time, during this session, it has been decided to have discussion session up to 27<sup>th</sup> May 2019, and the HoDs are requested to issue internal schedule for holding discussion sessions as per feasibility. However, if any Department would like to have extended schedule, they can extend, as per their requirement.



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Query 6) What is the schedule of the Submission of Grievance?

Reply 6) It has been decided to give three days for any student who wants to lodge a grievance. The Head of the Department concerned, from the last day of the showing of answer scripts, can reckon this period and notify the same to the student. However, for the May-2019 semester examination session, it is decided to have grievance submission from 28<sup>th</sup> to 30<sup>th</sup> May 2019. Thereafter, no grievance shall be admitted.

Query 7) What shall be done after discussion session?

Reply 7) Consequent upon completion of the discussion session, addressing of grievances and entry of marks in the IUMS, the Heads of the Departments shall submit a report to the Controller of the Examinations along with Answer Scripts. Report should also accompany Attendance of Discussion for all courses in a separate envelope. Subsequently, the CoE shall proceed for processing of result, declaration of results and issue of mark sheets to the students.

Query 8) Is there any Coordination Committee?

Reply 8) Yes. The Examination Branch shall have a Coordination Committee, which shall be chaired by CoE, and the members of which can be contacted for clarification and doubts. The Examination Branch shall provide the contacts of the members to all the concerned.

Query 9) Will the Examination Branch intimate all the students about the examination reformation?

Reply 9) Yes. Examination Branch will issue a notification to intimate all the students of the University about the reformations in the examination system and the rights and responsibilities of students before, during and after examinations.

Query 10) What method must be employed to evaluate the answers scripts?



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Reply 10) Before the evaluation it is recommended that the teachers prepare marking scheme / outline of answers in accordance of which they evaluate the answers scripts. The system will become meaningfully just, and the students get enlightened about the maintenance of uniformity by the evaluators in awarding marks to them.

Query 11) What if a student asks for change in the marks awarded to him/her?

Reply 11) The marks awarded will change only when there is a calculation mistake. In any case, the students have all the right to approach the Evaluation Grievance Redressal Committee (EGRC) or can directly apply for re-evaluation.


Query 12) Who will evaluate the course, if it is taught by two teachers?

Reply 12) The Head of the Department shall exercise his/her discretion to assign the evaluation work.

Query 13) How to arrange evaluation of AET, GET and SET?

Reply 13) At Headquarters, the students of each department shall take examination in their respective department. After the examination, the HoD shall forward the answer scripts of AET/GET/SET (along with a copy of D-Form) to the department concerned (i.e. the department which offers AET/GET/SET) for evaluation. The department concerned shall evaluate the answer scripts of AET/GET/SET, **and the teacher who taught the course must hold the discussion on the answers and show the answer scripts to the students who visit the department concerned within the notified date of discussion session. After that the marks in IUMS must be entered.**

However at Satellite Campuses / CTEs the Incharge/ Principal shall arrange evaluation of AET/GET/SET with the faculty concerned.

  
Controller of Examinations



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**FLOW CHART OF THE PROCESS**

**Step 1: Conduct of Examinations:** All the Examinations shall be conducted as per the schedule/time table as declared by the Controller of Examinations

**Step 2: Evaluation:** Immediately after the conduct of each Examination, the HoD shall send the answer scripts to the teacher concerned for evaluation. The teacher concerned shall evaluate the scripts and submit them to the HoD/Principal for marks scrutiny.

**Step 3: Scrutiny:** The HoD shall appoint any two faculty member (other than those who have evaluated the scripts) for scrutiny of all the answer scripts. They shall (i) assess whether all the question & answers are evaluated and marks are awarded, and (ii) calculate the total marks awarded. They can change the totalling errors, however cannot increase/decrease the marks awarded by the evaluator.

**Step 4: Moderation:** All the HoDs/Principals shall form a Moderation Board consisting of three faculty members (HoD and any two senior faculty members) for each course/subject, which shall moderate all those scripts of the students who are failing or scoring distinction marks.

**Step 5: Discussion:** Consequent upon completion of the above steps, the students should be permitted to see their answer scripts as per the process attached herewith. The student may either approach the EGRC for grievance or directly apply for re-evaluation. If the student approaches the CoE, Exam Branch shall arrange for re-evaluation on payment of prescribed fee after declaration of routine results.

**Step 6: Entry of Marks in the IUMS:** Immediately after the discussion, all the marks should be entered in the IUMS by the teacher concerned.

**Step 7: Submission of the Report:** Consequent upon completion of the discussion session, addressing of grievances and entry of marks in the IUMS, the HoD/Principal shall submit a report to the Controller of the Examinations along with Answer Scripts. Report should also accompany Attendance of Discussion for all courses in a separate envelope. Subsequently, the CoE shall proceed for processing of result, declaration of results and issue of mark sheets to the students.

**Step 8: Declaration of the Results by the Examination Branch:** The CoE shall declare the results and forward the printed Mark sheets to the Departments concerned.

*[Signature]*

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**ANNEXURE-I**

**PROFORMA FOR TAKING ATTENDANCE OF THE STUDENTS DURING THE  
'MAKING OF ANSWER SCRIPTS AVAILABLE TO THE STUDENTS' AFTER  
EXAMINATIONS.**

**Programme:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

**Subject title/code:** \_\_\_\_\_

**Examination:** Semester Exam May 2019

I hereby acknowledge that I have seen my answer script of the Semester Exam detailed above,  
and that I have received clarifications to all my questions.

SN	Roll Number	Name of the Student	Signature of the Student

Signature of the Teacher: \_\_\_\_\_

Signature of the HoD: \_\_\_\_\_