Implementation of Examination Reforms

Des.Doc. - 29

AAA

COLLEGE OF ENGINEERING & TECHNOLOGY

(Accredited by NBA (CSE,EEE,ECE & MECH) and NAAC with 'A' Grade.
An ISO 21001: 2018 Certified Institution
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
Amathur, Sivakasi-626 005

IMPLEMENTATION OF EXAMINATION REFORMS

A. Process for Internal Semester Question Paper Setting and Evaluation and Effective Process Implementation

Exams are a way of testing a person's knowledge. It can bring out the best minds and the minds which are filled with extensive knowledge, research and commitment to work. The entire effort put in by the faculty members on teaching and the student on learning is centered on getting good level of success rate in both Internal assessments and in the University examinations. The main objective of the examination system at AAACET is to expose students to continuous evaluation and also focus on practice through different teaching learning methodologies. This system ensures that the students develop the ability to study regularly for the examinations both internal assessment test and University Examinations. It also emphasizes on students to perform consistently and not study in a sporadic manner.

Examination process

Internal Assessment Examinations and University end semester Examinations are conducted based on the Academic Schedule prescribed by the Anna University.

Internal examination process

➤ Internal Assessment Examinations are conducted based on the Academic Schedule prescribed by the Anna University and one model exam for theory subjects is conducted so that the students are confident to score well in end semester examination.

➤ Internal Examination Time table will be released 2 weeks before its commencement.

➤ Internal Examination is processed through the following stages:

1. Question bank collection
2. Question Paper setting
3. Question Paper Printing
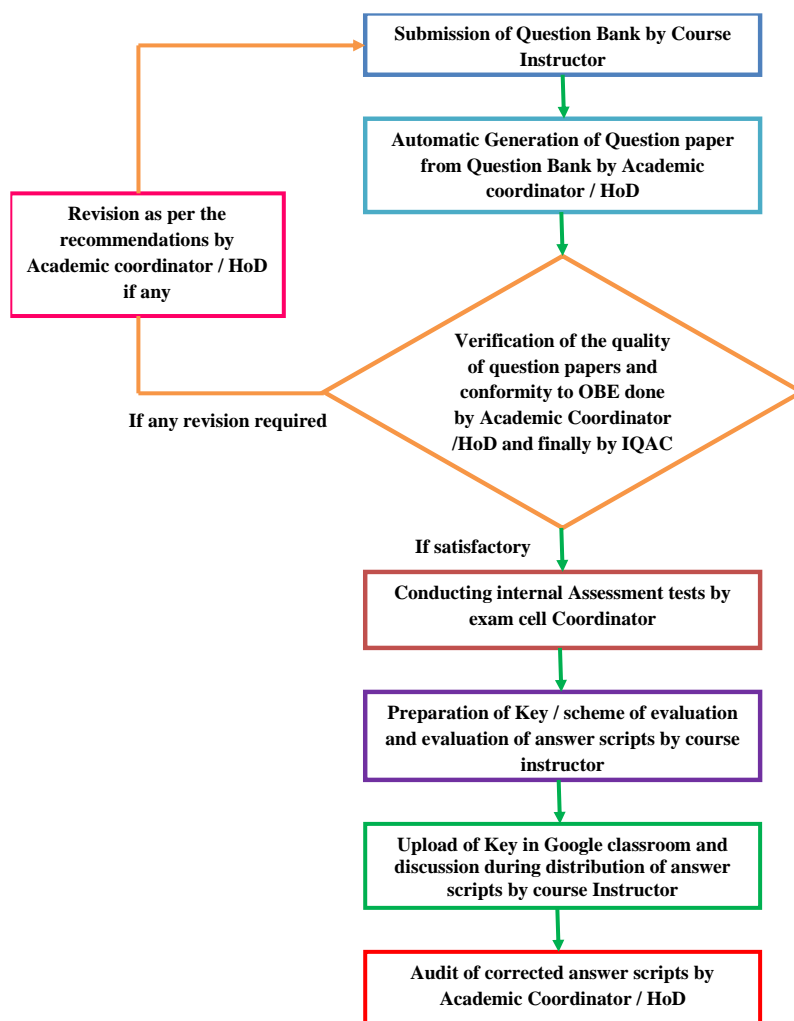4. Conducting Examination

Question bank collection

➢ Course instructors prepare the Question bank in the format prescribed by the examination cell and submit to the Head of the Department.

➢ Course instructors need to strictly adheres to the format and instructions prescribed by the examination cell while preparing the question bank (Diagrams or sketches will clearly indicate all the values, variables and any other parameters in the image) to avoid any ambiguity amongst the students.

➢ Question papers are set in line with the requirements of OBE with questions drawn from all levels of Bloom's Taxonomy pyramid. The course outcomes and knowledge levels are also included in the question papers of the internal assessment examination.

➢ Exam cell collects the requirements of charts, tables, IS codes, data books etc. from the course coordinators well in advance to the commencement of the examination.

➢ Question bank prepared by various course instructors for different subjects are verified & approved by the Head of the Department.

Question paper setting:

➢ Academic coordinator randomly selects the questions from the question bank submitted by the course instructors for a particular subject using a macro software designed by the exam cell for setting the question paper. The question paper is the submitted to the Examination cell prior to the commencement of the examination.

➢ Controller of Examination verifies the format and standards of the question paper in accordance to the prescribed one and approves it accordingly.

➢ Controller of Examination is empowered to return a specific question paper to the Head of the Department for revision when it does not meet the requirements of prescribed format.

➢ Quality of the question papers are also checked by the IQAC and if satisfactory it is approved else it will be returned to the concerned head of the department for improvement and implementing the recommendations of IQAC.
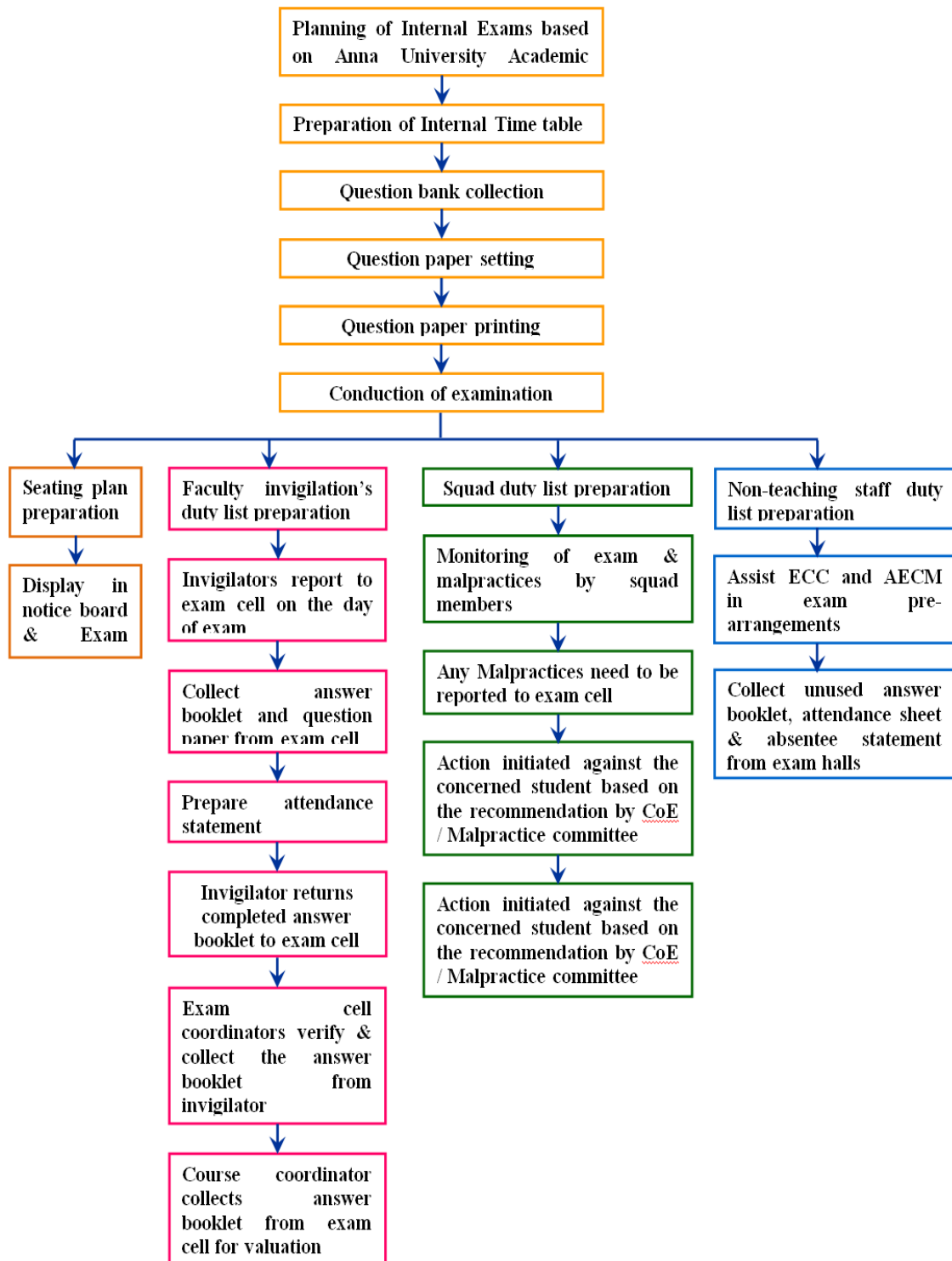
Process of Question Paper Setting and Answer Scripts Audit:

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                                    ┌──────────────────────────────────┐
                                    │  Submission of Question Bank by   │
                                    │         Course Instructor          │
                                    └──────────────────────────────────┘
                                                    │
                                                    ▼
                                    ┌──────────────────────────────────┐
                                    │  Automatic Generation of Question  │
                                    │   paper from Question Bank by      │
                                    │    Academic coordinator / HoD      │
                                    └──────────────────────────────────┘
                                                    │
  ┌────────────────────────┐                        ▼
  │   Revision as per the  │              ◇ Verification of the quality ◇
  │   recommendations by   │              ◇  of question papers and     ◇
  │ Academic coordinator / │              ◇  conformity to OBE done     ◇
  │        HoD             │              ◇ by Academic Coordinator     ◇
  │        if any          │              ◇ /HoD and finally by IQAC    ◇
  └────────────────────────┘
        If any revision required

                                         If satisfactory
                                    ┌──────────────────────────────────┐
                                    │  Conducting internal Assessment    │
                                    │  tests by exam cell Coordinator    │
                                    └──────────────────────────────────┘
                                                    │
                                                    ▼
                                    ┌──────────────────────────────────┐
                                    │  Preparation of Key / scheme of    │
                                    │  evaluation and evaluation of      │
                                    │  answer scripts by course          │
                                    │  instructor                        │
                                    └──────────────────────────────────┘
                                                    │
                                                    ▼
                                    ┌──────────────────────────────────┐
                                    │  Upload of Key in Google classroom │
                                    │  and discussion during distribution│
                                    │  of answer scripts by course       │
                                    │  Instructor                        │
                                    └──────────────────────────────────┘
                                                    │
                                                    ▼
                                    ┌──────────────────────────────────┐
                                    │  Audit of corrected answer scripts │
                                    │  by Academic Coordinator / HoD     │
                                    └──────────────────────────────────┘
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Question paper printing and Conducting the Examination

➢ Examination cell coordinators initiates printing of required number of question papers for all the subjects at least two days prior to the commencement of internal examination once all the questions are approved by the Controller of Examination. Finally, exams are conducted as per the exam timetable by the exam Cell.

Flow Chart for Internal examination process

Planning of Internal Exams based on Anna University Academic

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Preparation of Internal Time table

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Question bank collection

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Question paper setting

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Question paper printing

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Conduction of examination

Column 1:

Seating plan preparation

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Display in notice board & Exam

Column 2:

Faculty invigilation's duty list preparation

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Invigilators report to exam cell on the day of exam

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Collect answer booklet and question paper from exam cell

↓

Prepare attendance statement

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Invigilator returns completed answer booklet to exam cell

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Exam cell coordinators verify & collect the answer booklet from invigilator

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Course coordinator collects answer booklet from exam cell for valuation

Column 3:

Squad duty list preparation

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Monitoring of exam & malpractices by squad members

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Any Malpractices need to be reported to exam cell

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Action initiated against the concerned student based on the recommendation by CoE / Malpractice committee

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Action initiated against the concerned student based on the recommendation by CoE / Malpractice committee

Column 4:

Non-teaching staff duty list preparation

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Assist ECC and AECM in exam pre-arrangements

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Collect unused answer booklet, attendance sheet & absentee statement from exam halls

Evaluation and Effective Process Implementation:

➢ Continuous internal assessment system followed in our Institution covers the aspects of cognitive learning, demonstrative skills besides attendance criterion. Students are informed about the parameters of internal assessment system well in advance.

➢ Each internal examination will be conducted after 22 – 25 working days. The fixation of internal exam is aligned with the web portal entry schedule given by the Anna University to upload the internal marks.

➢ Time tables for internal assessment tests are planned and informed through circulars and also displayed in notice boards well in advance. The seating arrangements prepared by the examination cell will be displayed on the notice board.

➢ For checking the malpractices and possession of mobile phones during the conduct of internal assessment examinations, an internal squad comprising of senior faculty members is appointed.

➢ Course coordinator evaluates the answer scripts using the answer key after the completion of examinations. Students will be distributed the answer scripts along with the answer key. They are allowed to contact the course in-charge if there are any deviations in evaluation of answer script. Head of the department verifies that there is no discrepancy or partiality in the evaluation of answer scripts.

➢ Internal auditing by the other department senior faculty member will be done at the end of every semester is done to ensure the quality of evaluation. Suggestions by the internal auditors will be implemented in the forthcoming internal examinations.

➢ The internal marks of the students are entered in the web portal of Anna University during the stipulated periods. The entries made in the web portal are cross verified by the faculty members. The students can view their marks in the portal using their login credentials. The internal marks of the students are also disseminated in the notice board to ensure transparency in the internal assessment.

➢ The marks of internal assessment and end semester university examination are sent to the parents through SMS and post. The department organizes a parent-teacher meet once in every semester, after the publication of university results. During the parent-teacher meet, the parents are appraised about the performance of their wards. Intimation is also given to them for the remedial coaching planned for the students who have failed in the examinations. The parents are also instructed to follow the Anna University web portal for monitoring the progress of their wards.

Grievance related to Internal Assessment exams:

➤ The grievance of the students relating to the internal assessment examination process is expressed during the conduct of class committee meetings conducted at regular intervals.

➤ The Heads of Department and the Principal take appropriate actions to solve the grievances of the students as early as possible.

➤ Internal assessment question paper feedback is given by the concerned course handling faculty member on the day of internal assessment examination. If any discrepancies are found, they are rectified as and when it is required.

External University Semester Examinations

➤ The end semester examinations are conducted and controlled by the Anna University. The University allots 80% marks for the end semester exams and 20% internal marks. The internal marks are based on the Internal Assessment test, model exams and attendance percentage.

Grievance related to Internal Assessment exams:

➤ If students have any grievances related to the end semester examinations, the Principal communicates to the Controller of Examinations of the Anna University about them.

➤ The grievances of the students related to the evaluation in the end semester examination are addressed by applying for revaluation. The revaluation is applied after obtaining photocopies of the evaluated answer scripts. The obtained answer scripts are evaluated by the concerned course handling faculty member. If the student scores pass mark in the answer script, he/she applies for revaluation after paying the revaluation fees prescribed by the Anna University.

➤ Revaluation results are published by Anna University. If the student is not satisfied with the revaluation results, he/she can apply for review/challenge evaluation by paying the fees prescribed by the Anna University.

➤ The faculty member handling a particular course checks the question paper after the completion of the end semester examination of his/her course. Feedback is also obtained from the students about the question paper. If any representation is required, it is communicated to the Anna University by the concerned faculty member through proper channel. The feedback may include out of syllabus questions and other discrepancies. Suitable moderation if found necessary would be given during Central Valuation of answer scripts by the Anna University.

AAA COLLEGE OF ENGINEERING AND TECHNOLOGY

Amathur, Sivakasi – 626 005.

INTERNAL TEST - I

Date & Session :   /   /2021   Branch/Year/Semester: /
Duration   : 1¹/₂ Hours   Max. Marks   : 50
Course Instructor Name & Department:

COURSE OUTCOMES: After the course, the student should be able to:

CO1	
CO2	
CO3	
CO4	
CO5	

COURSE ASSESSMENT MATRIX:

Course Outcomes	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PSO 1	PSO 2	PS O 3
CO															

Answer **ALL** questions
"Part - A" -   **5 x 2 = 10 Marks**

1	Random selection from **"Part - A" - first half** of Unit	BTL, CO
2	Random selection from **"Part - A" - first half** of Unit	BTL, CO
3	Random selection from **"Part - A" - first half** of Unit	BTL, CO
4	Random selection from **"Part - A" - Second half** of Unit	BTL, CO
5	Random selection from **"Part - A" - Second half** of Unit	BTL, CO

"Part - B" -   **2 x 13 =26 Marks**

6 a)	Random selection from **"Part - B" - first half** of Unit	BTL, CO
	(OR)	
6 b)	Random selection from **"Part - B" - first half** of Unit	BTL, CO
7 a)	Random selection from **"Part - B" - Second half** of Unit	BTL, CO
	(OR)	
7 b)	Random selection from **"Part - B" - Second half** of Unit	BTL, CO

"Part – C"   **1 x 14 = 14 Marks**

8 a)	Random selection from **"Part – C" – First or Second half** of Unit	BTL, CO
	(OR)	
8 a)	Random selection from **"Part – C" – First or Second half** of Unit	BTL, CO

Course Outcomes	RE	UN	AP	AN	EV	CR	Total
CO3	08	42	-	-	-	-	50

*** Bloom's Taxonomy Level (BTL): RE – Remember; UN – Understand; AP –Apply; AN – Analyze; EV – Evaluate; CR – Create
*** Course Outcome (CO)