

Examination User

Pre-requisite:-

- A. [Academic Admin](#)
 - a) Academic Master
 - b) Course Master
 - c) Course Structure
- B. [Admission Admin](#)
 - a) Authenticate Application Received
 - b) Selection Process

OVERVIEW

As examination is an essential part of session therefore, examination user can schedule and conduct examination through ERP effectively and efficiently. Examination user needs to perform some activities to conduct examination such as grade criteria, evaluation, scheduling, and result declaration.

How to create exam master?

Exam master is used to define grades, grade criteria and evaluation component. Examination user has to create exam master for further activities related to examination.

- **Grade Master-** Grade master used to define the grades as shown in figure-1. To create grades following are the steps:-
 1. Click on “Add” button
 2. Enter grade name for e.g. A
 3. Set rank order
 4. Set grade points.
 5. Check the checkboxes according to grade.
 6. Click on “Save” button.

Home / Examination / Exam Masters / Grade Master

* indicates mandatory fields

Save

*Grade Name *Rank Order
Grade Points Description

Should be counted? counted in cgpa
 Fail Grade? Grade Card Onhold?

If checked counted in SPI

If checked grade will be consider as fail grade

If checked counted in CGPA calculation

If checked grade card will get onhold of student

Figure-1

- **Grade Criteria-** It is used to set the criteria of grades. For e.g. “A” grade will be given when the percentage is in between 85 to 100 (shown in figure-2). For setting the grade criteria following are the steps:-
 1. Select admission year, program, term and course.
 2. Enter the “From Percentage” and “To percentage”. For e.g. 85 to 100(Shown in figure-2)
 3. Select the grade from drop down according to percentage.
 4. Click on “Add” button.

- Click on “Save” button.

Home / Examination / Exam Masters / Grade Criteria

*Admission Year : 2016-2017 *Program : 2016-2017/Integrated MSc-NISER *Term : 2016-2017/Integrated MSc-NISER/Semester 2

*Course : B102-BIOLOGY II: CELLULAR AND GENETIC BASIS OF LIFE-Theory

From Percentage	To Percentage	Grade
85	100	AA

If this checkbox is checked then the grade criteria will be set to all courses of the selected term.

Figure-2

- Evaluation Component-** It is set by the examination user (as shown in figure-3). It is used to define the [course outline](#) of the subjects. Parent component if required in the course outline can be selected by the user.
 - Click on “Add” button.
 - Select radio buttons. “Yes” if exam required or “No” if exam not required.
 - Click on “Save” button.

Home / Examination / Exam Masters / Evaluation Components

*Name: Final Term Exam

Description: Chars: 128

*Is exam required? Yes No

*Is exam component? Yes No

Parent Component: --Select--

Figure-3

How to schedule examination?

Examination scheduling is an important part done by examination admin. When exam is to be conduct, exam registration, start and end date all needs to be defined by user.

- Exam Setup-** It is used to define for which academic year and term, exams going to be conduct. Examination user can also define the exam start and end date, registration dates, exam type etc (as shown in figure-4).
 - Click on “Add” button.
 - Select “Academic year” and “term” from dropdown.
 - Enter name of the examination.
 - Select the authority that approved the exam from dropdown.
 - Select exam type.
 - Enter registration start and end date.
 - Enter exam start and end date.
 - Select the radio buttons according to the requirements(shown in figure-4)
 - Click on “Save” button.

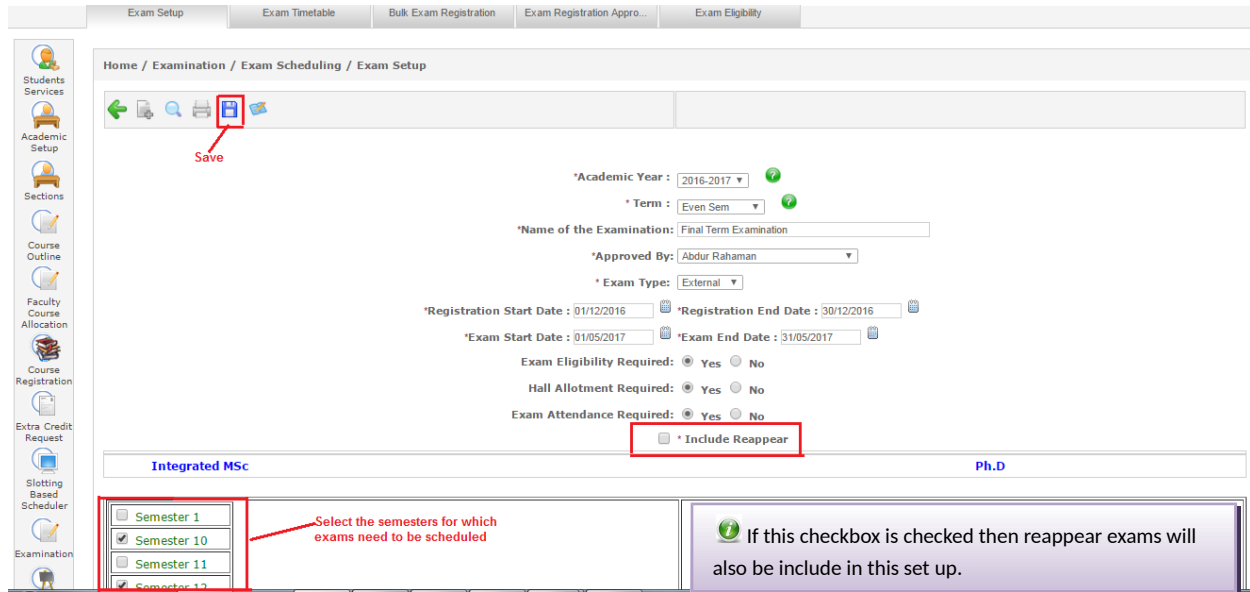


Figure-4

- Bulk Exam Registration-** It is used to register the students for regular or re-appear exams in bulk (as shown in figure-5). Following are the steps to follow for exam registration:-
 1. Click on “Add” button.
 2. Select academic year, term, exam and program.
 3. Select registration type as “regular” or “re-appear”.
 4. Select students for registration.
 5. Click on “Save” button.

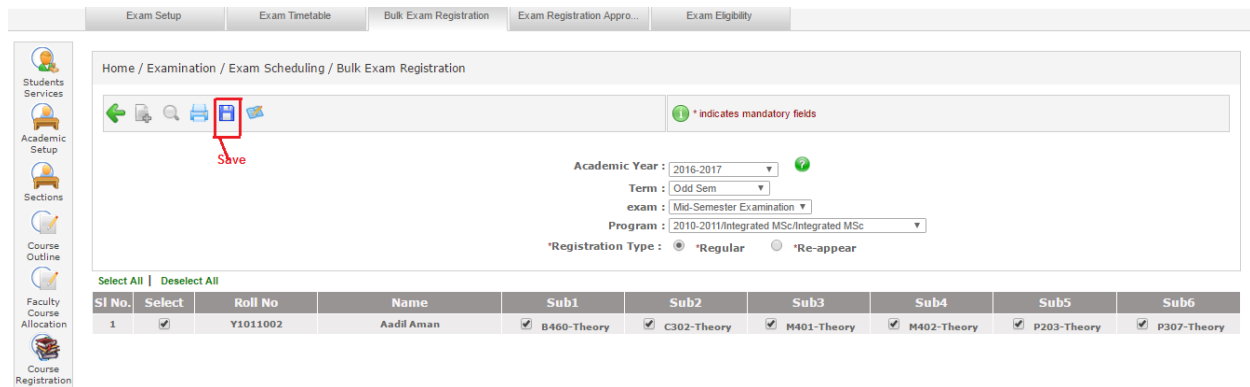


Figure-5

- Bulk Exam Registration Approval-** It is used to approve the registration in bulk after the fees of exam paid by students if required. Admin check the required criteria and approve the registration. Following are the steps for approval of exam registration (as shown in figure-6)
 1. Select academic year, term, program, examination and click on “Go” button.
 2. Select the students for approval.
 3. Click on “Save” button.

Home / Examination / Exam Scheduling / Exam Registration Approval

Extra Credit Request
Student Services
Academic Setup
Sections
Course Outline
Faculty Course Allocation
Course Registration
Course Feedback

*year academic: 2016-2017
*Term: Odd Term
*Program: 2016-2017/MSc/Biochemistry- OR *Student Status: --Select--
*Examination: Mid Semester

Note: If student has done the payment of Exam Fees Through online method, Then first verify there payment through Verify And Delete FTR and Online Payment Tab in Fees Collection, Then Authenticate the student from here.

SI No.	Select	Registration No	Roll No	Name	Application Date	Status	Select to Delete	Actions
1	<input checked="" type="checkbox"/>	1619020	16MScBIOC0178	Ruby Laldinglani	16/12/2016	Active	<input type="checkbox"/>	
2	<input checked="" type="checkbox"/>	1619077	16MScBIOC0179	Alman Kshiar	16/12/2016	Active	<input type="checkbox"/>	
3	<input checked="" type="checkbox"/>	1619367	16MScBIOC0180	Juri Baruah	16/12/2016	Active	<input type="checkbox"/>	
4	<input checked="" type="checkbox"/>	1619522	16MScBIOC0181	Nancy Kaman	16/12/2016	Active	<input type="checkbox"/>	
5	<input checked="" type="checkbox"/>	1619649	16MScBIOC0182	Manisha Basumatary	16/12/2016	Active	<input type="checkbox"/>	

Figur-6

- Exam Time Table-** It is used to schedule the exam slot-wise. As system schedule the exams slot wise automatically. System checks the clashes and schedules the exams. If there is any clash found then that course remain unscheduled and ask admin to schedule manually (as shown in figure-7).
 - Select academic year, term, and examination.
 - Select examination dates.
 - Enter number of slots and student can be allocated to maximum slot in one day.
 - Select class type.
 - Select course to be scheduled and not to be scheduled.
 - Click on “Go” button.

Home / Examination / Exam Scheduling / Exam Timetable

*Academic Year: 2016-2017 *Term: --Select-- *Examination: End semester Examination

*Examination Dates: 10/12/2016, 11/12/2016, 17/12/2016, 18/12/2016

*No. of Slots: 2 *In one day a student can be allocated to max 1 slots:

*Class Type: Theory Practical Embedded

Courses not be considered in scheduling

Selected Courses : 1
M201-REAL ANALYSIS-Theory

All Unconfirmed Courses : 186
M101-MATHEMATICS I-Theory
B101-BIOLOGY I: SCIENCE OF LIFE-Theory
B141-BIOLOGY LABORATORY-I-Practical
C101-CHEMISTRY I-Theory
C141-CHEMISTRY LAB I-Practical
H109-TECHNICAL COMMUNICATION-I-Theor
H133-INTRODUCTION TO SOCIOLOGY-Thec
M141-COMPUTATIONAL LABORATORY I-Pra
P101-MECHANICS & THERMODYNAMICS-Th
P141-PHYSICS LABORATORY I-Practical
B102-BIOLOGY II: CELLULAR AND GENETIC
B12R-RESEARCH PROJECT-Theory

Figure-7

- Exam Schedule-** It is used to schedule the exam course wise. For e.g. “Phy 101” need to be scheduled on 19/12/2016 from 10.00 A.M to 12.00 P.M, then admin has to enter the details manually and add the course (as shown in figure-10)

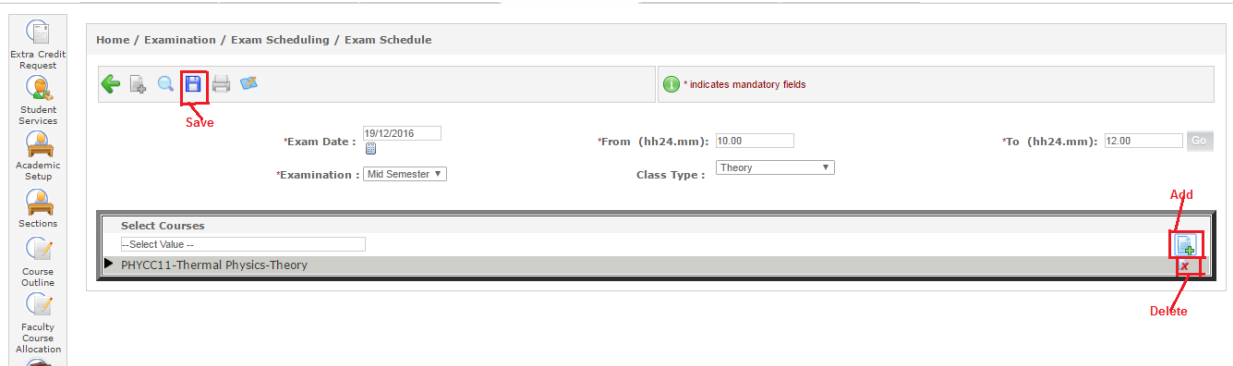


Figure-10

- **Exam Eligibility-** It is used to identify the students who are eligible for examination on the basis of attendance or fees. There are three types of eligibility admin can set.

a) By Cumulative Attendance-

1. Select admission year, course, semester and examination.
2. Select “by cumulative attendance”.
3. Enter attendance percentage and click on “Go” button.
4. Students list appear on screen that have the required percentage (as shown in figure-11).
5. Click on “Save” button.

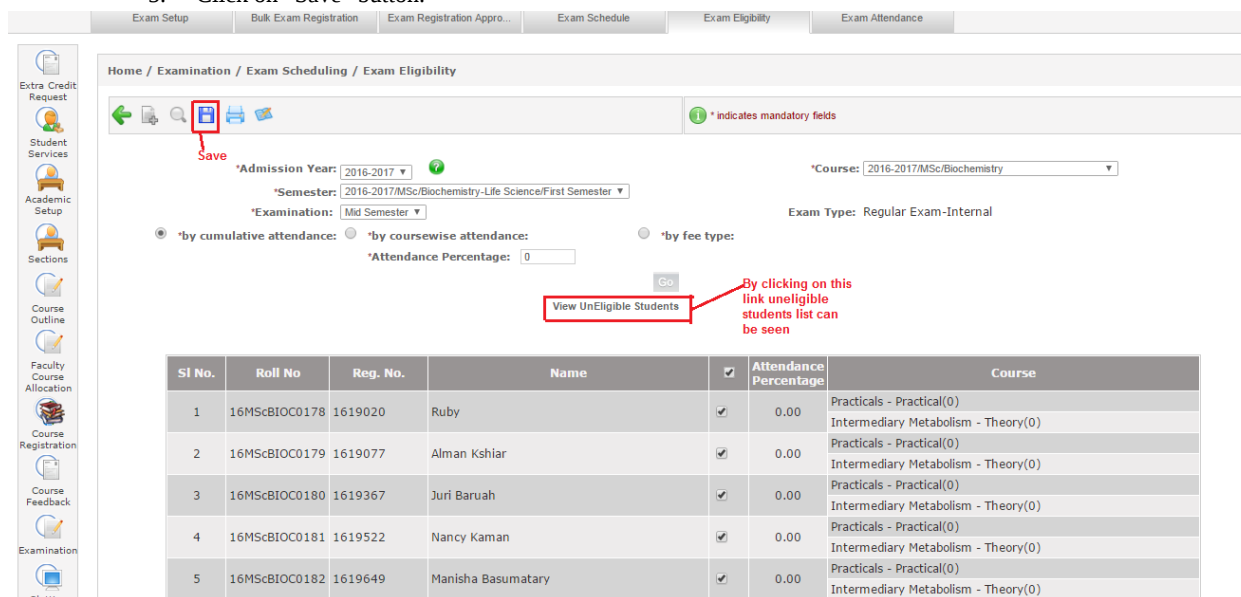


Figure-11

b) By coursewise attendance-

1. Select admission year, course, semester and examination.
2. Select “by coursewise attendance”
3. Select course from dropdown.
4. Enter attendance percentage and click on “Go” button.
5. Students list will appear according to the attendance criteria (as shown in figure-12).
6. Click on “Save” button.

Exam Setup | Bulk Exam Registration | Exam Registration Appro... | Exam Schedule | Exam Eligibility | Exam Attendance

Home / Examination / Exam Scheduling / Exam Eligibility

*Admission Year: 2016-2017 *Course: 2016-2017/MSc/Biochemistry

*Semester: 2016-2017/MSc/Biochemistry-Life Science/First Semester

*Examination: Mid Semester Exam Type: Regular Exam-Internal

*by cumulative attendance: *by coursewise attendance: *by fee type:

Course: BCH-C-103-Intermediary Metabolism-Theory Student: --All Students--

*Attendance Percentage: 0

Go

View UnEligible Students

Sl No.	Roll No	Reg. No.	Name	✓	Attendance Percentage	Course
1	16MScBIOC0178	1619020	Ruby	✓	0.00	Intermediary Metabolism - Theory
2	16MScBIOC0179	1619077	Alman Kshiar	✓	0.00	Intermediary Metabolism - Theory
3	16MScBIOC0180	1619367	Juri Baruah	✓	0.00	Intermediary Metabolism - Theory
4	16MScBIOC0181	1619522	Nancy Kaman	✓	0.00	Intermediary Metabolism - Theory
5	16MScBIOC0182	1619649	Manisha Basumatary	✓	0.00	Intermediary Metabolism - Theory

Figure-12

c) By Fee Type-

1. Select admission year, course, semester and examination.
2. Select “by fee type” radio button.
3. Select fee type from drop down and click on “Go” button (as shown in figure-13).
4. Student list will appear on screen. Select students and click on “Save” button.

Exam Setup | Bulk Exam Registration | Exam Registration Appro... | Exam Schedule | Exam Eligibility | Exam Attendance

Home / Examination / Exam Scheduling / Exam Eligibility

*Admission Year: 2016-2017 *Course: 2016-2017/MSc/Biochemistry

*Semester: 2016-2017/MSc/Biochemistry-Life Science/First Semester

*Examination: Mid Semester Exam Type: Regular Exam-Internal

*by cumulative attendance: *by coursewise attendance: *by fee type:

Fee Type: Admission Fee *Fee Percentage: >= 0

Course: BCH-C-103-Intermediary Metabolism-Theory Student: --All Students--

Go

View UnEligible Students

Figure-13

- **Exam Attendance-** Exam attendance is required when it is selected while setting up the exam under Exam Setup. Admin can take attendance by following below steps (as shown in figure-14)
 1. Select admission year, course, semester, examination, course and venue.
 2. Select status of student as present, absent or detain.
 3. Enter number of main sheet and supplements.
 4. Click on “Save” button.

SI No.	Roll No	Application No	Name	Status	Main Sheet	Supplements No.	Total Supple. used
1	16MScBIOC0178	1619020	Ruby	Absent			0
2	16MScBIOC0179	1619077	Alman Kshiar	Present	1	1,2,3	3
3	16MScBIOC0180	1619367	Juri Baruah	Detain	1	1,1,1	3
4	16MScBIOC0181	1619522	Nancy Kaman	Present	1	1,1	2
5	16MScBIOC0182	1619649	Manisha Basumatary	Present	1	1	1

Figure-14

How to evaluate examination?

Exam evaluation is used to define the course outline, exam marks entry, grade entry, mark sheets etc. which is a necessary part of examination.

- Course Outline-** Course outline is used to define the maximum marks and weightage of the course. Here it can also be defined whether exam is required for the course or not. Course outline has to be created for each and every subject individually which are running currently in the syllabus. To create course outline following are the steps (as shown in figure-15)
 1. Click on “Add” button.
 2. Select admission year, term, subject, and faculty.
 3. Check the checkbox of section.
 4. Enter start and end date for conducting the examination.
 5. Select evaluation component.
 6. Enter maximum marks and weightage and check the checkbox if exam required for the course.
 7. Click on “Save” button.

Select	Evaluation Component	Frequency	Maximum Mark	Weightage	Eq Mark	Exam Required
1. <input checked="" type="checkbox"/>	Internal	1	50	50	75	<input type="checkbox"/>
2. <input checked="" type="checkbox"/>	External Exams	1	100	50	75	<input checked="" type="checkbox"/>

Figure-15

- Component-wise Marks Entry-** It is used to enter the marks in the components defined in evaluation component. Marks to be entered will be according to the defined course outline of subjects. This is used to enter marks of internal

assessment or for those subjects for which examination is not required. Admin can enter the marks by follow these steps:-

1. Select academic year, term, course, class and faculty (as shown in figure-16).
2. Click on “Go” button.
3. Check the checkbox for selecting students.
4. Enter the marks and click on “Save” button.

Figure-16

- **Scheduled Exam Marks Entry-** Scheduled exam marks entry to be done by admin for the component which required examination. Marks entry will be according to the defined course outline. These marks also reflect in component wise marks entry. Following are the steps to enter marks:-
 1. Select academic year, term, examination and course (as shown in figure-17).
 2. Select regular or reappear.
 3. Enter marks and click on “Save” button.

Figure-17

- **Grades Entry from Faculty Portal-** Faculty needs to assign grades according to the performance of students in the examination. According to the defined course outline, marks are given to students and according to scored marks faculty needs to assign grades (as shown in figure-18).

Assessment 4 10

Assessment 5 10

Component Grading Final Grading

Enter grades for Assessment 1

filter..

s.no.	roll no	student name	grade (weightage: 10.00%)
1	SKP162E0039	Aakriti Rana	A Plus
2	SKP162E0040	Abhilekh Naithani	-select-
3	SKP162E0041	Archana Pawar	-select-

Download Excel Report

Export Component Wise Excel Rep

Print PDF Report

PDF can be downloaded

Upload Grades

download sample file

Upload Grades through excel file

Figure-18

Assessment 2 10

Assessment 3 10

Assessment 4 10

Assessment 5 10

Component Grading Final Grading

Grades

Copy pre-moderated grade to moderated grade

Finalize & Freeze Grades

filter..

s.no.	roll no	student name	final weightage	pre-moderated grade	moderated grade	final grade
1	SKP162E0039	Aakriti Rana	1	D Only	D Only	D Only
2	SKP162E0040	Abhilekh Naithani	0		-select-	

Export Component Wise Excel Rep

Print PDF Report

Upload Grades

download sample file

Figure-19

- Finalize Grades from Admin Portal-** Finalize grades is used to enter the grades according to the marks scored by the students. Admin enter the grades according to the scores/marks. Following are the steps of entering the grades from admin portal:-
 1. Select academic year, term and course (as shown in figure-20).
 2. Click on "Go" button.
 3. Enter the initial and final grades. Initial grades can be copied to final grades through "Copy Grades" button.
 4. For saving the grades click on "Save".
 5. For freezing the grades click on "Freeze Grades" button.

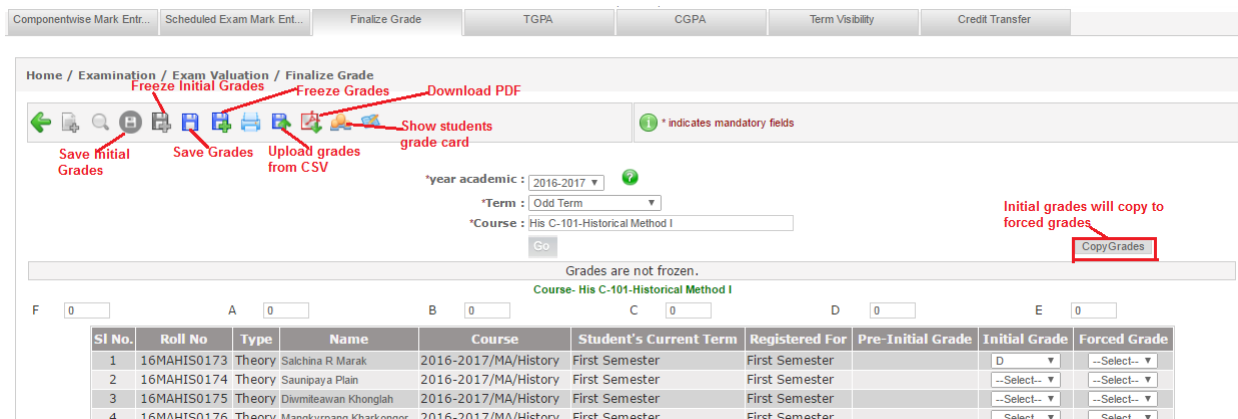


Figure-20

- Semester Point Index (SPI)** - SPI is calculated on the basis of grades allotted to the students. It is to be calculated when all the grades of the batch get frozen. Following are the steps to calculate SPI
 - Select admission year, program and term (as shown in figure-21).
 - Click on “Calculate” button for calculating the SPI.
 - Click on “Go” button for the list of students with calculated SPI.

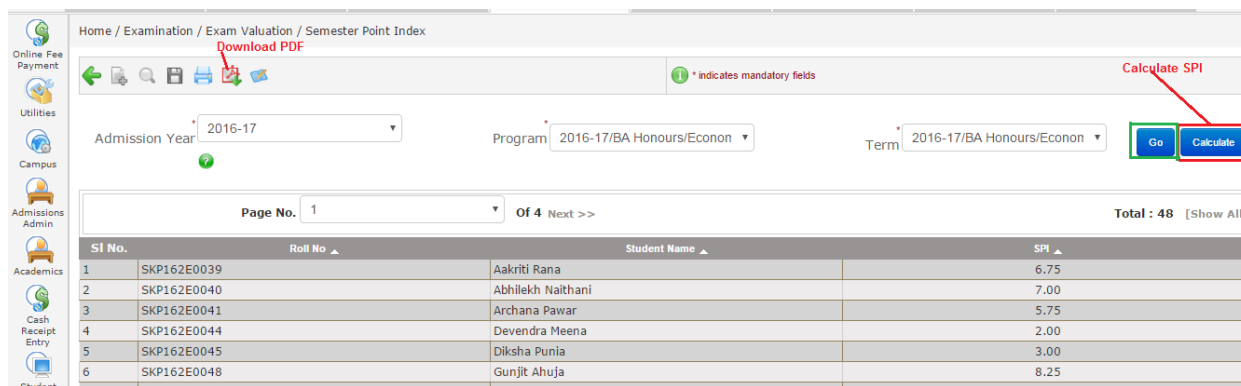


Figure-21

- Cumulative Point Index (CPI)** – CPI is calculated on the basis of grades allotted to the students. It is to be calculated after SPI calculation. Following are the steps of CPI calculation:-
 - Select admission year, program and term (as shown in figure -22).
 - Click on “Calculate” button to calculate the CPI.
 - Click on “Go” button for list of calculated CPI.
 - Click on “Result Declare” to publish the result.

After publishing the result, result will show to students at result portal. But result declaration date also be entered in academic batch term otherwise result will not show to students.

Campus Labs **Result Declare**

Please Note - The result is not yet ready to declare. Please click button to make it ready. !!!
* indicates mandatory fields

* Admission Year * Program * Term

Page No. Of 3 Next >> Total : 34 [Show All]

Sl No.	Roll No.	Student Name	CPI
1	SKG162E0001	Abhishek Choudhary	2.75
2	SKG162E0002	Aditi Rawat	7.75
3	SKG162E0004	Alankar Gupta	6.75
4	SKG162E0005	Amrisha Bhattacharjee	6.75
5	SKG162E0006	Anjali Thakur	7.25
6	SKG162E0007	Apoorva Batra	6.25

Figure-22

- Transfer Credits-** Transfer credits is used to transfer the credits or grades of student from one term to another if needed due to some reasons. Following are the steps to transfer the credits:-
 - Select admission year, program, term and student in credit transfer form (as shown in figure-23).
 - Select admission year, program and to term in credit transfer to (as shown in figure-23).
 - Click on “Go” button.
 - Check the checkbox of course whose credits to be transferred.
 - Select transferred course from drop down.
 - Click on “Transfer Credits” if only credits need to be transferred.
 - Click on “Transfer Credits and Grades” if credits and grades both needs to be transferred.

Transfer Credits and grades

* indicates mandatory fields

Credit Transfer From

*Admission Year *Program *Term *Student

Credit Transfer To

*Admission Year *Program *To Term

Sl No.	Select	Course Name	Grade	Transferred Course
1	<input checked="" type="checkbox"/>	SUS1HN333-Adhunik Sahityik Pravrittian aur Andolan	B Minus	SUS1EC108-International Economics-Elective-4.0
2	<input type="checkbox"/>	SUS1EN236-Shakespeare	C Minus	--Select--
3	<input type="checkbox"/>	SUS1EN237-The Romantic Age	C Plus	--Select--
4	<input type="checkbox"/>	SUS1EN244-Contemporary Indian Drama	C Plus	--Select--

Figure-23

- New Term Promotion:** - After successful completion of semester or year of academics, student get promotion to next term. From new term promotion screen, admin can promote or demote the students.
 - Select admission year, program and term (as shown in figure-24).
 - Select new term in which the student gets promotion or demotion.
 - Select students and click on “Save” button.

Save

*Admission Year *Program *Term *New Term

Students

Select All	Deselect All	Roll No	Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	S142E0036	Akshay Naram
<input checked="" type="checkbox"/>	<input type="checkbox"/>	S142E0121	Kabir Naqvi
<input checked="" type="checkbox"/>	<input type="checkbox"/>	S152E0035	Aanchal Sood
<input checked="" type="checkbox"/>	<input type="checkbox"/>	S152E0037	Amandeep Kaur
<input checked="" type="checkbox"/>	<input type="checkbox"/>	S152E0038	Ankit Gill

Figure-24