

EXAMINATION RE-EVALUATION GUIDELINES

(The examination re-evaluation guidelines will be effective from 16/09/2013 and shall supersede the previously issued re-evaluation guidelines)

Objective: After every Mid Term test (MTT)/End term examination (ETE), every student is entitled to physically scrutinize his/her evaluated answer booklet. In case any student feels dissatisfied with the evaluation, he/she can apply for re-evaluation of the answer booklet. This process is aimed at strengthening the belief of all stakeholders regarding the University's commitment to ensure fair, transparent and accountable evaluation process.

Process: Immediately after the declaration of marks scored by the student in different courses, Division of Examination shall publish an online notification through University Management System (UMS) informing students about procedure and deadlines to apply for re-evaluation of answer booklet(s). University allows time window of 15 days after declaration of results during which the students must apply and pay the requisite fee for re-evaluation of course (s) in which he/she feels dissatisfied with the evaluation.

1. Re-evaluation of answer booklet is permissible in all theory courses.
2. A student who wishes to apply for re-evaluation must do it in online mode only through the link provided in student UMS accounts.
3. The timelines will be strictly according to the academic calendar and re-evaluation requests received post deadline shall not be entertained. No refund of fee shall be admissible after the deposit of the fee for re-evaluation.
4. Based on student re-evaluation requests which have been received correctly within deadlines, the Division of Examination shall begin the process of retrieving answer sheets of requested course code(s) from the strong room.
5. Meanwhile, Division of Examination shall request the concerned School to provide names of two senior faculty/course experts who will be responsible for re-evaluating the answer sheets. It must be noted here that under no circumstances the evaluators empanelled for re-evaluation can be same as the ones who had earlier evaluated the same answer sheet.
6. Division of Examination through its support staff will ensure that marks and remarks awarded by previous evaluators are completely hidden in all respects. This may be

accomplished by pasting opaque slips on answer sheets. This process will ensure that at no point of time the re-evaluators are influenced by previous evaluations. However, it must be ensured that no harm is done to the answer sheet.

7. Before handing over the answer sheets to re-evaluators, the registration number and any other student detail that may compromise the integrity of re-evaluation may also be concealed. Details like registration number and e-code should be replaced by secret code or any other similar means.
8. Re-evaluation process should be done in a completely confidential manner i.e. out of a team of two re-evaluators; Division of Examination should invite-only one evaluator at a time to re-evaluate answer sheets. Thus, re-evaluator 1 and re-evaluator 2 must remain anonymous to each other.
9. The re-evaluators should not mark anything except for awarding marks on the grid provided on the answer sheet. There shall be separate grid sheet format on which each re-evaluator shall award the marks question wise.
10. Once inside the venue for re-evaluation, the re-evaluator cannot leave the venue unless all the marks have been awarded on the format provided for all answer sheets presented for re-evaluation.
11. Decorum must be observed inside the venue and discussions of any sort are strictly prohibited. However, re-evaluators may seek the help of on-duty support staff only in case they have procedural ambiguities.
12. The nearest average marks awarded originally and after re-evaluation shall be considered as final marks scored by the student. For example, the student had originally scored 30 marks but is later awarded 35 and 44 marks by re-evaluator 1 and 2 respectively. In this case nearest two marks of three evaluations i.e. 30 and 35 are considered while marks awarded by re-evaluator 2 are rejected. Further, the average of two nearest marks determines the provisional outcome of re-evaluation, which in this example shall be 32.5
13. The score determined after re-evaluation (as stated above in point 12) is compared with the original score and in case of change, the following procedure shall be followed
 - (a) If the difference between marks scored after re-evaluation and original marks is more than 10% of original marks, then the marks obtained after re-evaluation are considered as final.
 - (b) However, in case if the difference between marks scored after re-evaluation and original marks is less than 10% of original marks, then the original marks obtained by

the student shall be considered as final unless a change of marks leads to change in grade.

- (c) Additionally, if the marks obtained by the student during re-evaluation are less than the original marks, then in all such cases, the original marks awarded shall be treated as final.

14. The score of re-evaluation shall supersede the original score and student cannot challenge the same and no further evaluation of the answer booklet is allowed. In case the marks after re-evaluation have changed, the grades may also change accordingly. The determination of new grades is calculated on the basis of comparison between course mean and standard deviation and domain mean and standard deviation. Following are the categories developed on the basis of comparison of course's mean and standard deviation with domain mean and standard deviation:

- Category 1- When mean is greater than domain mean and the standard deviation is less than domain standard deviation
- Category 2- When mean is greater and equal to domain mean and the standard deviation is greater than and equal to domain standard deviation
- Category 3- When mean is less than domain mean and the standard deviation is greater than domain standard deviation.
- Category 4- When the mean is less than and equal to domain mean and the standard deviation is less than and equal to domain standard deviation.

Based on above-mentioned categories the students are awarded following letter grades based on pre-determined cut-offs:

Letter	Grade Performance	Grade Point
O	Outstanding	10
A+	Very Good	9
A	Good	8
B+	Above Average	7
B	Average	6
C	Below Average	5
D	Marginal	4
E	Reappear	0
F	Fail	0

15. If in case change of marks after the re-evaluation is equal to or more than 15, or if in case change in marks is more than 50% of the maximum marks of the question, then the same

shall be treated as non-compliance of evaluation standards and the case will be referred to Examination Conduct and Review Committee (ECRC) for subsequent action.

- 16.** Additionally, if in case the change of marks after the re-evaluation is equal to or more than 15, then the fee paid by the student for re-evaluation shall be refunded. Also, such cases shall be treated as cases of non-conformation of evaluation guidelines laid down by Division of Examination.
- 17.** In such cases, before updating the student about any change in his/her marks, Division of Examination through ECRC shall contact concerned School Heads in the presence of concerned officials from Division of Academic Affairs (DAA) to verify if the change of marks is justified. Based on the outcome of this meeting, the change of marks is either sanctioned or rejected. Additionally, the original evaluator(s) or the re-evaluator(s) may be asked by the committee to explain its/their position in writing.
- 18.** The University reserves the right to change the guidelines in a part or whole from time to time after prior approval(s) from competent authorities/committees.
- 19.** All re-evaluation requests received properly through the established process and the subsequent outcome of re-evaluation must be presented in the Examination Grievances Committee (EGC).
- 20.** The EGC will meet twice a year, i.e. after completion of each semester, and shall be headed by a senior faculty member as the Chairperson, supported by three faculty members from different schools as Members, while, the nominee of Controller of Examination will act as Member Secretary.