தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்
எல்லோருக்கும் எப்போதும் கல்வி

POLICY DOCUMENT ON TNOU EXAMINATION EVALUATION METHODOLOGY

STUDENT REGISTRATION AND EVALUATION DIVISION
TAMIL NADU OPEN UNIVERSITY
577, ANNA SALAI, SAIDAPET, CHENNAI - 600 015

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POLICY DOCUMENT ON

TNOU EXAMINATION EVALUATION METHODOLOGY

The Policy document on Evaluation methodology is prepared based on the Examination Manual-2020. The Examination Manual was approved by the Syndicate of the University.

The main objective of Evaluation is to assess the knowledge gained by the students and motivate them to improve up on it and building confidence among the students the assessment system. A strict and flawless examination system, maintaining uniformity and consistency is assessment are the backbone of any evaluation system. The examination wing is handled by the persons with appropriate qualification and qualities such as self-discipline, accuracy, confidentiality, time consciousness, high degree of integrity in fulfilling the objectives of the system and complete understanding of their duties and responsibilities to achieve the targets.

The Controller of Examinations shall monitor over all functioning of the examinations wing and evaluation process. The office of the Controller of Examinations is mainly responsible for the conduct of the Examination both theory and practical from time to time. Tamil Nadu Open University conducts VARIOUS Examinations from time to time as per the regulations of the various academic bodies.

In each session students will be appearing for the Examinations. The evaluation is done centrally at the University Headquarters. The answer scripts received from various Examination centers are processed only at the Headquarters. The whole Examination process in automated and will facilitate to ensure quick an accurate result. There is no manual intervention anywhere and complete confidentiality in maintained as the TNOU adopts the three -parts OMR technology with barcode.

Selection of Examiners

i. The Chairperson of the Board of Studies or the Head/Director of the Department/School shall for a list of all eligible examiners from various Colleges/ Institutions/ University departments, in addition to the faculty members of TNOU once in every three years.

ii. It shall be the duty of the Director off the School to prepare seniority -wise detailed

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panels of examiners and place the same before the respective Boards of Studies for approval. The BOS Chairperson shall extend all cooperation in preparing the list of examiners. Only names of such teachers from other institutions, who have a minimum of 5 years of full-time teaching experience shall be included in the panel.

iii. The Bord of Examiners shall be constituted from the panel of Examiners prepared and submitted by the Boards of Studies of the respective Schools/ Departments for each Programme offered in the School/ Department.

iv. The Member of the Board of Examiners shall be appointed by the Vice Chancellor from the panel suggested by the BOS for three years. Persons in-service should alone be appointed as examiners.

v. The approved Board of Examiners shall be used for Question Paper Scrutininzing and Evaluation of answer scripts.

vi. The Chairperson of BOE shall be nominated by the Vice chancellor based on seniority for the duration of three years.

vii. The Chairperson of BOE shall be nominated by the Vice Chancellor on rotation basis.

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Internal and External Examination Pattern from AY 2017-18 to AY 2019-20

The following evaluation pattern for awarding Continuous Internal Assessment (CIA) and Term -End Examination is followed for the evaluation from AY 2017-18 to AY 2019-20.

TABLE -I

Evaluation Pattern up to Academic Year 2019-2020

Programme	CIA		TEE		Overall Aggregate Min. Marks passing	Maximum Mark
	Min. Pass Mark	Max. Mark	Min. Pass Mark	Max. Mark		
PGProgrammes	16	25	34	75	50	100
B.Ed.(General)	16	25	34	75	50	100
B.Ed.(Spl.Ed.)	16	25	34	75	50	100
	8	12.5	17	37.5	25	50
UGProgrammes	14	25	26	75	40	100
PGDiploma	16	25	34	75	50	100
Adv.Dip/ Dip/ Voc Dip/ Certificate/ Short Term	16	25	26	75	40	100

As per the TNOU norms, assignment submission is taken into account for awarding marks for CIA component. So that, a learner has to mandatorily submit the prescribed assignments for all the courses in a programme. He/she has to secure minimum pass mark in both the CIA and TEE, out of 25 marks and 75 marks respectively in each course as indicated in the table. In case, a learner is not able to secure minimum pass marks in CIA, he/she has to obtain minimum aggregate pass marks in TEE, out 100 marks in each course.

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Internal and External Examination Pattern for 2020 onwards

The following pattern for awarding Continuous Internal Assessment (CIA) and Term End Examination (TEE) was followed for the evaluation during calendar year 2020 and onwards.

TABLE -II

Evaluation Pattern for Calendar Year 2020 and onwards

Programme	CIA		TEE		Overall Aggregate Min. Marks passing	Maximum Mark
	Min. Pass Mark	Max. Mark	Min. Pass Mark	Max. Mark		
PGProgrammes	13	30	32	70	50	100
UGProgrammes	13	30	25	70	40	100
PGDiploma	10	30	32	70	50	100
Advance Diploma / Diploma / VocationalDiploma/Certificate/ShortTerm	10	30	25	70	40	100

i. The above shall be minimum requirements for a learner to get a pass in the respective course(s).

ii. Submission of assignment is mandatory (one assignment for every two credits for UG and PG programmes) as per UGC-DEB ODL Regulations, 2017 & UGC-DEB ODL & OL Regulations, 2020.

iii. In case, a learner could not get the minimum passing marks in CIA, he/she may be permitted to resubmit the assignment(s) to obtain a minimum pass mark after paying prescribed fee.

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Evaluation of Assignments

i. Learners are advised to view the assignment submission seriously since assignments are important components of the Open and Distance Learning system. It is not only used as a teaching-learning tool by establishing a two-way communication between learner and counsellor, but it is also used for formative evaluation of a learner in ODL system.

ii. Assignments can be submitted in two ways:

a. Submission of written assignments in person or through portal.

    1. Acknowledgement is given / sent to the learners.

    2. It is evaluated by the academic counsellors who are duly oriented beforehand by TNOU.

    3. Evaluated assignments are returned to the learners with the evaluators' comments.

b. Online submission

    1. Online Acknowledgement is given for submission.

    2. Online Evaluation is done by trained academic counsellors

    3. Online feedback to learners is given

iii. Process of Monitoring Assignments encompasses the following:

Evaluation of assignments takes place at LSCs and there is constant and effective monitoring by the Coordinators of the RCs / LSCs.

a. Preparation stage (at the Head Quarters)

- Despatch of relevant course materials and assignments from Head Quarters (HQ)
- Preparation of assignment submission schedule
- Preparation of guidelines for the evaluators to evaluate assignments.

b. Management aspect (at the LSCs)

- Submission of assignments by the learners
- Despatch of the assignments to the evaluator
- Receipt of assignments from the evaluator
- Despatch of feedback on assignments to the learners
- Despatch of sample assignments to HQ for monitoring
- Despatch of monthly evaluation reports on assignment evaluation to the HQ in the prescribed format.

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iv. In both cases - online and off-line systems - marks shall be sent to the University HQ through secured online mode of transmission. The University through its Student Support Services Division (SSSD) fixes the dates in advance for the schedule of activities related to assignment submission, evaluation, feedback and transmission of assignment awards from LSCs to the University HQ.

v. For instance, if it is 5 or 6 Credit Course of a Programme, the following question pattern is prescribed.

Assignment Pattern up to AY 2019-20

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School of --

ASSIGNMENT-1

Programme Code No   :

Programme Name   :

Course Code & Name   :

Batch   :

No.of Assignment   : One Assignment for every 2 Credits

Maximum CIA Marks   : 25 (Average of all Assignments)

25 Marks

Answer any Two of the following questions not exceeding 1000 words.

1.   Question

2.   Question

3.   Question

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School of ---

ASSIGNMENT-1

Programme Code No	:
Programme Name	:
Course Code & Name	:
Batch	:
No.of Assignment	: One Assignment for every 2 Credits
Maximum CIA Marks	: 30 (Average of all Assignments)

Max: 30 Marks

Answer any one of the questions not exceeding 1000 words

1. Question
2. Question
3. Question

Note: If the course has six credits, students have to write three assignments or if the course has eight credits students have to write four assignments accordingly.

The following instructions are given by the SSSD,

1. Date of Publication of Assignment
2. Last date of submission of assignment by the learner to the LSC
3. Last date of submission of marks by the evaluator to the LSC
4. Date of evaluated marks distribution by the LSCs to the students.
5. Last date of submission of assignment marks by the LSCs to the office of Controller of Examinations.

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6. If indispensable, the University would call assignments to be sent to the University and make arrangements for evaluation.

Term End Examinations (Theory)

i. Each examiner will be issued with two bundles of 70 answer scripts at 35 in each bundle for a day.

ii. The evaluation of the answer scripts of the Term End Examinations shall be conducted at the Headquarters of the University.

iii. The evaluators will be chosen from the Board of Examiners.

iv. The Examiners are issued with the relevant Question Paper along with the answer key. Examiners will evaluate the answer scripts and enter the marks in the 'C' part of OMR.

v. Then the Part 'C' is detached and scanned for capturing the marks.

vi. The data of Part 'A' and Part 'C' are merged and the course wise statistics is arrived.

vii. Passing Board is arranged for approving results with or without moderation if any. The Board comprises of a Chairperson and two members.

viii. Moderation of marks may be carried out in special/unique circumstances such as out of syllabus question, wrong question and difficulty level of questions so as to benefit all the candidates in a paper.

ix. With the approval of the Authority of the University the grace marks will be incorporated to the result data.

x. The total result data is verified and the result of the following cases will be withheld: Course code invalid for enrolment number, invalid enrolment number, student already passed, duplicate enrolment number and course code, malpractice and completed of maximum duration of study.

xi. Finally the result data will be arrived. With the approval of Authorities, the result will be declared and hosted in the TNOU website. SMS will also be sent to all the students.

Evaluators

i. The University shall engage the evaluators for evaluating the Answer scripts of the Term End Examinations. The list of evaluators will be chosen from the approved Board of the Examiners.

ii. Panel of Examiners shall be enrolled for each subject of study with the approval of Board

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of Studies of each Department. All faculty members of TNOU will automatically become the examiners in the respective department board.

Instructions to the Evaluators

i. The total marks given in the first page of Answer Booklet should be written in the OMR sheet also by the examiner. Use Black or Blue ball point or ink pen to shade the circles.

ii. Write the marks in the Boxes using Ballpoint Pen (Black or blue) before shading the circles.

iii. Do not use red pen.

iv. To change a marking, erase completely the already darkened circles and make fresh marking.

v. Please check the total and adding once again before returning the valued bundle of answer scripts to avoid incorrect publication of results.

vi. If abnormal Evaluation is noticed the concern evaluator is liable for disciplinary action.

vii. Evaluator's Feedback form must be submitted after completion of evaluation

Passing Board

i. A Passing Board shall be constituted with One Chairperson and 2 members. The Chairperson shall be the Director of School / Chairperson of Faculty of School. Out of two Members, one is the Programme co-ordinator of the specific course / Programme and another one is from the external evaluators of the answer scripts of the Term End Examinations. If the external evaluator is not involved in evaluation of scripts, the chairperson and the internal programme co-ordinator may alone sit for passing board. The VC shall approve the constitution of Passing Board.

ii. The Passing Board shall consider any moderation issues arising out of wrong/ out-of-syllabus questions/ difficulty level of questions / unsolvable problems, etc. and the amount of marks to be awarded to the candidates affected by such issues.

iii. The Board shall review the shortfall in marks of failed candidates for each subject and arrive at the criteria for awarding grace marks in such a manner that marginally failed candidates may clear the course/subject. The award of grace marks shall be subject to the conditions of the justification.

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Award of Grace Mark / Moderation of Marks

i. Moderation of marks may be carried out in special/ unique circumstances such as, out-of-syllabus question, wrong question etc., in order to give benefit to all the candidates in a paper/ subject of the examination irrespective of the marks secured by candidates individually.

ii. The moderation of marks may be done on the basis of the representation by the examinees concerned or on the basis of the unanimous decision of the Board of Examiners (BoEs) concerned for valid reasons that have to be substantiated in the minutes of the BoE meeting.

iii. No grace marks shall be awarded in the case of failure in Practical examination(s).

iv. Grace marks shall be awarded only to the required extent to help the candidate pass the course / paper/subject and not more even if the candidate has a higher limit of eligible grace marks in that examination.

v. In case of professional degree/ diploma programmes, the grace marks awarded shall be in concurrence with the rules and guidelines, if any, of professional statutory bodies at the All India level.

Declaration of Results

i. The total result data is verified and the result of the following cases will be withheld i.e. due to course code invalid enrolment number, student already passed, duplicate enrolment number and course code, malpractice, completion of maximum duration.

ii. Once the result data is arrived, with the approval of Authorities, the result will be declared and hosted in the TNOU website. SMS also will be sent to all the examinees.

Permission for Re-evaluation/ Photocopy/Retotalling

Examinees who want to apply for Re-evaluation / Retotaling / Photocopy should submit their applications to the Controller of Examinations, TNOU within 15 days from the date of publications of the results through online. The prescribed form given in the Prospectus shall be used by the learners. The request of the learners regarding any clarification on photocopy

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will be entertained within 15 days from the date of receipt of photocopy.

Re-Evaluation

a. Re-evaluation is applicable only for theory papers and shall not be entertained for other components such as practical, Thesis and Dissertation

b. Every application for revaluation should be submitted by the candidate in the prescribed form along with the prescribed fee so as to be received by the Controller of Examinations within TWO WEEKS of obtaining the photocopy of the answer-script.

c. The COE shall arrange for re-evaluation of such answer-scripts by an examiner from the approved panel of examiners. In case the difference between the 1st & 2nd valuation is 15 marks and above, this paper will be sent for 3rd valuation. The mark awarded in the 3rd valuation is final.

d. The marks awarded by the original examiner if marked on the answer scripts shall be concealed from the answer script and sent for revaluation.

e. A learner has to pay the following Fee through online in the TNOU website (www.tnou.ac.in) (FEE approved in FC item No. 33.15, dt: 28.03.2018 & Syndicate Item No.42.04, dated:17.04.2018)

Revaluation fee: Rs. 500 per Course

Retotalling fee: Rs. 150 per Course

Photocopy fee: Rs. 500 per Course

The fee prescribed may be subject to change time to time.

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Grading of Marks

Equivalence of percentage of marks, letter grade and class bachelor degree/ diploma/ vocational diploma/ advanced diploma/ certificate / short term programmes

Percentage of marks	Letter grade	Class
Below 40% (0-39)	RA	Reappearance
40-49	C	Third class
50-59	B	Second class
60-74	A	First class
75-89	D	First class with Distinction
90 & above	E	First class with Exemplary

B.Ed./B.Ed. Spl.Ed./ Master Degree/ P.G. Diploma Programmes

Percentage of marks	Letter grade	Class
Below 50% (0-49)	RA	Reappearance
50-59	B	Second class
60-74	A	First class
75-89	D	First class with Distinction
90 & above	E	First class with Exemplary

Certificates

After successful completion of each Term End Examinations, the Examinees receive their statement of marks after declaration of results. The final year/Semester learners who completed successfully their programmes will receive the following certificates:

1. The statement of marks
2. Programme Completion Certificate
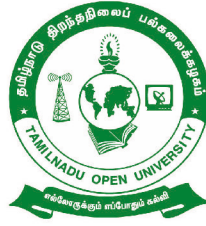3. Provisional Certificate
4. Consolidated Statement of Marks

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