

# EXAMINATION

## Introduction

Any training programme should follow a scientifically designed scheme of evaluation. Moreover, one of the objectives of the Community Colleges is to certify the skills of the students. In view of above, conduct of examination becomes the most crucial activity of a Community College. A Community College has to take every possible step to sanctify the examination process which is supposed to be a package of continuous and term-end examination with due weightages of practical and skill-based components.

## Categories of Programmes and their Evaluation

The academic programmes on offer by the Community Colleges can be broadly divided into three categories:

1. IGNOU Programmes directly taken up by the Community Colleges
2. IGNOU Programmes being handled differently by the Community Colleges
3. Programmes conceived by the Community Colleges

**For Category (1)** the students concerned will have to take IGNOU Term End Examinations following the usual norms and procedures. In such case a Community College can be identified as an examination centre provided there are 50 or more candidates or if the place is located more than 50 km away from the nearest IGNOU examination centre. The sending of Question Papers and management of other logistics will be handled by SED, IGNOU.

**For Category (2) & (3)** the examination will be conducted by the respective Community Colleges. The courses under **Category (2)** will have to be given codes different from the ones existing in IGNOU. The credits attached with such programmes will have to be repackaged. Every aspect related to holding of examinations for **Category (2) & (3)** like setting of Question Papers, moderation, evaluation of answer scripts, etc. and the repackaging of credits (Category (2)) will have to be done under validation by the Community College Examination Board.

The Community Colleges are institutions registered with IGNOU and will be handling examinations as per the guidelines of IGNOU. The Certificates and Diplomas will be awarded by IGNOU.

# **Norms for holding Examinations for Category (2) and (3)**

## **Weightage**

Continuous Assessment – 40%

Term - end Assessment – 60%

**For a pass, a student will have to secure 40% in each category and 50% in aggregate.**

## **Schedule**

- Continuous Assessment will be done on-the-spot by the Community Colleges as per guidelines framed by the respective Examination Committees
- Term - end Examination will be organised by the Community Colleges during April-June/Oct-Dec; their results will be declared respectively along with that of June TEE and Dec TEE of IGNOU.
- The schedules (continuous evaluation and term-end assessment) must be compulsorily sent by the Community Colleges by e-mail to the Community College Unit of IGNOU so as to reach at least one month before the commencement of the examination.

## **Examination Centre**

The Community Colleges or places identified by them will be the Examination Centres.

## **Logistics**

a) The students will have to fill in examination forms with fee (amount to be decided by the Community Colleges) for which the last dates will be decided by the respective Community Colleges as per their schedule of holding the examinations. The [format for sending Examination Fee](#) is provided here. b) Each Community College will have to pay to IGNOU Rs 50 /- per student irrespective of the number of Courses he is appearing for at the examination c) Centre Superintendent, Invigilators and the other personnel required for holding the examinations will be engaged by the Community Colleges. d) The Community Colleges will place the credentials of the paper setters and evaluators (both for theory and practical) before the respective Examination Committees and their list will be finalised by the said committees. e) All expenditure pertaining to the examinations will have to be borne by the respective Community Colleges.

1. A prototype of the [Examination Form](#) and [Receipt](#) to be used by the Community Colleges.
2. A prototype of the first two pages of the [Examination Answer Script](#) is given. Examination answer Scripts are to be prepared as per the said guidelines.
3. Efforts are to be made for setting short answer type and application-oriented based questions. Subjective questions are to be avoided as far as practicable. At some stage preparation of Question Banks will be considered.

### **Practical Examinations**

The centre for holding the practical examinations will be identified by the Community Colleges. They will also make all arrangements (equipments, consumable items, etc.) for holding the practical classes as well as the examination.

### **Evaluation:**

1. The evaluation should be aimed at the testing of the skills rather than the absorption of information.
2. The evaluation is jointly done by the life skill instructor, work skills instructor, industrial supervisor supplemented by the self-assessment of the students of the Community College, thus making the evaluation comprehensive and purposeful, determining the level of the attainment skills.
3. The Knowledge and skills component should be given equal weightage.
4. This evaluation is to be continuous, transparent and should contain checks and balances within the system to ensure credibility.

## **Certification**

After completion of the examination and evaluation each Community College will send to IGNOU the course wise marks obtained by the students in the [Course wise Result Sheet format](#).

After receiving the course wise results, the programme wise results will be compiled and consolidated in respect of every student. The result will be announced on the basis of guidelines framed towards determination of Pass or Failure. Thereafter the final marksheet and the Provisional certificate will be prepared as per the format given at appendices. The FMS (Final Mark Sheet) and the PC (Provisional Certificate) will be sent to the Community Colleges for their students after receipt of the certificate fee (@ Rs 350/-) per student. The Certification Fee in respect of all the successful students has to be sent to IGNOU along with the format given at Appendix ---. Finally the main

certificates in respect of the successful student of a Community College will also be sent which are to be awarded to the student at a convocation organised by the Community College.

The formats of marksheet and certificate are provided here.

- [Marksheet](#)
- [Provisional Certificate](#)
- [Final Certificate](#)