



N.V.K.S.D. COLLEGE OF EDUCATION

(AUTONOMOUS)

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Affiliated to Tamil Nadu Teachers Education
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PRACTICES IN THE OFFICE OF THE CONTROLLER OF EXAMINATION

High security marksheet : The Examination office uses high security marksheet for its students. Security features like invisible logo (visible under UV light), Gold foil logo, specialised borders, ghost marking, non-replicable fluorescent logo, Microline, Fixed barcode, Word Twist, etc. are placed on the marksheets printed on a non-tearable paper.

Individual secure log-in : Individual secure log-in (based on OTP sent to students' registered phones) for the students to check their marks

Question paper Screening (External): The CoE constitutes a Board of Examiners (BoE) for scrutinising each paper. The BoE's task is to review the question papers set by the question paper setters and to ensure that the QP follows the approved pattern and covers the entire syllabus.

Question paper Screening (Internal): The Examination Committee scrutinizes each paper of the internal examination. The Committee's task is to review the question papers set by the faculty members and to ensure that the QP follows the approved pattern and covers the prescribed syllabus.

Retest-Option for retest is provided for improvement of marks

Review and Retotaling: After the evaluation of the answer script by the evaluator, the paper is reviewed by the CoE for correctness and marks are retotalled to remove errors in totaling of marks.

Result Analysis: An analysis of the results is done after the publication of results. The Result Analysis is compiled by the CoE .

Display of Internal marks-To ensure transparency, display of students internal marks are uploaded in the students portal and it is also pasted in the examination alert board.

Hall ticket Generation-Hall tickets are generated online using customized velsoft software

Availability of different forms-For the convenience of the students ,various forms related to examination like examination application form,Condonation form ,retest form etc are uploaded in the website portal .

QR scanning-Students can download retest form by scanning the QR Code

Question Archives-The previous years' semester end examination question papers can be accessed through google drive provided or scanning the QR code.The hard copy is also available for reference.

Question Bank(semester end examination)-The question from various courses are compiled and kept

Question Bank(Practical Examination)-The expected questions for the practical examination is collected and set as a bank

External Hard disc-External hard disc are used for examination purposes

Pen Drive-Pen drives are used for processing examination related works

Examination manual-It is consolidation of all the activities of the examination committee

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