



O.P. JINDAL GLOBAL
INSTITUTION OF EMINENCE DEEMED TO BE
UNIVERSITY
A Private University Promoting Public Service

EXAMINATIONS/STAFF GRADED ASSIGNMENTS (SGAs) PROCESS MANUAL

The examinations are held in the 10th and 11th weeks of a course set. The following preparations needs to be made for the SGAs:

1. On the 1st of June/December, the program manager informs the faculty teaching the online programs that they have to submit 2 sets of question papers in the prescribed format by the 15th of June/December for the SGAs.
 - i. A reminder need not be sent to faculty members if there is an SGA in reserve.
2. The SGAs will be shared with the Teaching Associates by 15th of June/ December to ensure that the document conforms to the prescribed template and the same is to be submitted after verification to the program manager by 22nd of June/ December.
3. The program manager who will share the consolidated SGAs with the Examinations Office by 1st of July/January.
4. The Examinations Office is required to upload the question paper on the Coursera platform by 1st August/February.
5. The Examinations Office is required to add the online courses to the respective faculty member's UMS account for uploading the Internal and SGA Marks.
6. The Teaching Associate is required to ensure that SGA is correctly uploaded on the platform and there are no errors in the instructions and questions by 1st September/March.

7. The Teaching associates are to ensure that all discussion prompts and evaluated on a weekly basis and feedback is provided to students.
8. The faculty are to evaluate the SGAs within 2 weeks of the last SGA's submission and upload the marks on UMS.
 - i. Deadlines for course set 1-1st December/1st June
 - ii. Deadlines for course et 2- 1st March/15th August
 - iii. A reminder will be sent by Examinations Office for the same
9. The Examinations Office will compile the marks for each course and intimate the Program Director to convene the moderation committee. The deadlines for these are
 - i. Course set 1-3rd December/3rd June
 - ii. Course set 2- 3rd March/18th August
10. The Program Director will ensure that the moderation of marks is completed by:
 - i. Course set 1-7th December/7th June
 - ii. Course set 2- 7th March/22nd August
11. The Program Manager will send the moderated marks to the examinations office by:
 - i. Course set 1-7th December/7th June
 - ii. Course set 2- 7th March/22nd August
12. The examinations office will release marks by:
 - i. Course set 1-14th December/14th June
 - ii. Course set 2- 14th March/29nd August

Moderation Guidelines:

1. **Uniform Moderation Policy:** Marks should not increase by more than 10 percent of the passing marks after the moderation i.e. the moderation cannot be for more than 4 marks.
2. **Minimum marks required:** overall minimum passing mark is 40 out of 100.
3. **Consolidated marks or passing in both Internal and External components:** Internal and External marks should be at least 30% of the maximum marks of each component.

Resit Courses:

1. Inviting applications for resit

- i. On **1st September/ 15th March**, the Examinations Office will release a notification to the students inviting applications for re-evaluation of completed SGAs and resit of courses that will be live in the upcoming semester.
- ii. The students are to be given time to respond and pay the reevaluation/resit fees till **7th September/ 22nd March**.
- iii. By **9th September/ 24th March**, the examinations office will send a list of students who have signed up for the reevaluation/resit courses and paid fees, to the Program Manager and update the course for on the respective faculty's ums account for grade recording.

2. Creating the Resit Session of a Course

- i. The resit session of a course will be created on the Coursera Platform by the Program Manager based on the information received from the examination office by the **11th of September/ 26th March**.
- ii. The resit session will be a copy for the regular course having an updated staff graded assessment (SGA – end term) for the forthcoming run of the course.
- iii. The Regular session and the resit should have different starting dates with a gap of at least 2 weeks.

3. Settings for the resit session:

- i. The grading formula of the SGA is to be set at **100%**.
- ii. The course introduction reading is to be updated to inform students of the updated weightage of the SGA.
- iii. The dates of the resit SGA are to be set with two additional days over and above the time given to the regular students.

4. Enrolling students in the Resit Session of a Course

- i. The Program Manager will share the list of students to be enrolled in each resit course with the JGU IT team and Coursera Degree Specialist by the **11th of September/ 26th March**.
- ii. The same list is shared with Coursera.
- iii. The enrolments are followed up with Coursera to ensure that the courses are set for launch by **15th of September/ 1st April**.

5. Recording Grades

- i. Once the resit SGAs have been graded and the marks uploaded by faculty on UMS, the marks for the same are shared by the Examinations Office along with the marks of the regular courses for the moderation committee of the School.
- ii. The results for the Resits are declared along with the results of the regular courses.

Revaluation

- A. After releasing the grades for every course set, the Examinations Office will release an invite application for revaluation.
 - i. Course set 1-**15th December/15th June**
 - ii. Course set 2- **15th March/30nd August**

- B. The students are given 7 days to fill in the form and complete the payment. The deadlines to be set are
 - i. Course set 1-**22nd December/22nd June**
 - ii. Course set 2- **22nd March/7th August**

- C. The examinations office will send a list of students who have signed up for the revaluation of courses and paid fees, to the Program Manager by
 - i. Course set 1-**24th December/24th June**
 - ii. Course set 2- **24th March/9th August**

- D. The program manager in consultation with Assistant Dean Online Program will assign faculty to complete the revaluation. The same will be indicated to the examinations office by –
 - i. Course set 1- **25th December/25th June**
 - ii. Course set 2- **25th March/10th August**

- E. The examinations office will get in touch with the respective faculty to complete the revaluation by:
 - i. Course set 1- **5th January /5th July**
 - ii. Course set 2- **5th April/20th August**