Guidelines on Examination Matters

1. Examination is divided into two parts, internal assessment comprising of 30 marks and end term examination comprising of 70 marks.

2. *Internal assessment:* Major portion of internal assessments will comprise of quizzes. Two quizzes of 5 questions each will be given against each unit (a course comprises of 4 units). In addition to the quizzes, a learner will be required to prepare and submit assignments, group projects, earn online certifications from Linkedin Learning, Harvard Business Publishing, Earnest and Young etc.

3. *Attendance:* A learner should have attendance of at least 75% (calculated based on his/her involvement with the resources on LMS, live classes, master classes, e-tutorials, discussion forum etc.) to be able to sit for the end-semester examination.

4. *End-semester Examination:* End Semester examination will be scheduled online, at the end of each semester. The exam will be proctored through Artificial intelligence (AI) and also monitored remotely by the faculties. The identity of the examinees shall be authenticated through facial recognition or biometrics etc. For International learners, identity will be authenticated through passport or through a photo ID issued by a government agency of that country. The examination will be held tentatively on weekends in the month of June/July and November/December. Exact dates and timings will be notified through Academic Calendar.

5. *To Reappear in Examination:* A learner will be required to re-appear in the failed course(s) during the next semester.

6. *Grading and Credits system:* Grades will be assigned on the marks scored in the internal as well as end semester examination.

	Letter Grade	Grade Points
Outstanding	O	10
Excellent	A+	9
Very Good	A	8
Good	B+	7
Above Average	B	6
Average	C	5
Pass	P	4

Fail	F	0
Absent	AB	0

7. **Grade Point Average (GPA):** Grade Point Average (GPA) is used to describe the aggregate performance of a learner in all courses of a semester. GPA is calculated in the following manner:

   GPA = Total Credit Points / Total Credits. Total Credit Points means sum of credit points scored in all courses together and Credit Point means (Grade x credits).

8. **Cumulative Grade Point Average (CGPA):** Cumulative Grade Point Average or CGPA is used to describe the overall performance of a learner in all the courses and all semesters. CGPA will be calculated in the following manner:

   CGPA = Total Credit Points score in 1st to last semester / Total Credits of 1st to last semester. The meaning of Credit Points and Credits is same as is explained for GPA above.

9. **Requirement for completing the Program:** A learner should score a Grade Point Average (GPA) of ≥ 4.00 to pass a semester. For completing the degree program the learner should get a Cumulate Grade Point Average of (CGPA) of ≥ 5.

10. **Minimum Duration to complete the program:** A learner can finish PG program in a minimum period of 2 years but should not take more than 4 years to complete the same.

11. *Instructions on attending end-semester examination:*
   a) *Question Paper:* The format of the question paper will be of multiple choice questions. Exam duration is 3 hour to answer 80 questions which will be of three levels of difficulty. 50 questions will be from level-1 (Easy: 0.70 mark each question), 20 from level-2 (Mid-difficult: 1 mark each question) and 10 from level-3 (Difficult: 1.5 mark each question). Learners might as well be asked to write short or long descriptive answer, if required, for which they will be informed in advance.

   b) *Online examination*: End-semester examination will be held online and examinees shall attend same from their respective places by logging in with a user name and a password allotted by the CUCDOE. Learners should ensure before joining to ensure that video and audio is working perfectly. The mobile should be put on silent mode. Camera should be kept on and examinee should remain in the camera frame throughout the examination session.

c) *Secure browser and operating system*: Examinees should ensure that custom application/link is pre-installed on the machine for the examination. Examinees should have basic understanding of windows/Mac-OS, Microsoft Office, Zoom, Microsoft Teams, Google Meet, email, internet operation and understanding of hardware and equipments learner will be using for the examination purposes.

d) *Use of Technology & Power Backup:* Examinees should use a laptop for attending examination. A high speed 4G internet of around 100 MBPS should preferably used to avoid any interruptions. Examinee should ensure that the power backup facility is available against any power failure.

e) *Remote Proctoring*: Examinee should avoid using any unfair means during the examination. Image of the learner will be captured at regular intervals and video streaming / video recording will also be done. Remote proctoring technology is highly sensitive and will record side talks, different types of sounds and irregular moments during the examination. In such cases, an examinee might be warned or repeat of any such thing might result in a pro-active action by the faculty proctoring the exam.