

MANUAL OF EXAMINATION AUTOMATION SYSTEM

தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம் Tamil Nadu Open University
577, ANNASALAI, SAIDAPET, Chennai - 600 015

2021 - 2022



TAMIL NADU OPEN UNIVERSITY

MANUAL OF EXAMINATION AUTOMATION SYSTEM

Registrar
Tamil Nady Open University
No.577, Anna Salai,
Saidapet, Chennai-600 015.

MANUAL OF EXAMINATION AUTOMATION SYSTEM

CONTENTS

S.NO.		PARTICULARS	PAGE NOS.
I	OPERA"	TING MODULES OF END TO END INTEGRATION SYSTEM	2-6
	1.	Programme and Subject Master Set up	2
	2.	Examination set up along with Scheduling time -table	2
	3.	Examination Fee Configuration	2
51	4.	Eligibility	2
	5.	Online Fee Collection through Portal or Mobile App	2
	6.	Examination Centreallocation as per the student choice	3
	7.	Download Hall Ticket through Portal	3
	8.	Examination Question Paper Setting and Printing	3
	9.	Examination Centre Student Strength QP Count	3
	10.	Seating Arrangement / Hall Plan	3
	11.	Attendance Sheet Preparation and Malpractice	4
	12.	Evaluation of Answer Scripts by following OMR Barcode system	4
	13.	Grace Marks Calculation	4
	14.	Revaluation Application	4
	15.	Retotalling	5
	16.	Online Results Publication	5
	17.	Salient Features of Results	5
	18.	Multiple Assessment Module	5
	19.	In-House/ Printing of Tabulated Mark Results (TMR) /	6
		Cumulative Tabulated Mark Results (CTMR) and Certificates	,
	20.	Online Verification	6
	21.	Management Information System (MIS) Reports	6
11.	SCREEN	ISHOTS OF THE SOFTWARE USED FOR EXAMINATION LES	7-27
	1.	Admin Perspective (Admin Module)	7-21
	2.	Student Login (Student Module)	22-27

தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம் Tamil Nadu Open University

MANUAL OF EXAMINATION AUTOMATION SYSTEM

Prelude

Examination Automation System is fashioned to allow the learners to access all necessary information in a speedy and accurate way for all Examinations such as Assessment, Aggregate formula, Marks, CGPA etc. Examination automation system involves various processes including Examination announcement, Time Table, Question Paper Setting, Examination Fee portal Configuration, Eligibility of Students to appear for Examinations, Online Fee Collection for Registration of Candidates for Examinations, Examination Centre Configuration according to the choice of the Candidates, Hall Ticket Generation, Uploading Hall Ticket in the Portal to download by the candidate, Centre wise Student Strength, QP Count, Attendance Sheet Preparation, OMR Process for Coding and Decoding of Answer Scripts, Evaluation Offline/Online, Marks Uploading, Grace Marks Calculation, Result Processing, Publication of Results through online, Registration for Revaluation, Revaluation Process, Printing of Certificates, Online Verification of Certificates, Award of Rank, Providing Management Information System (MIS) Reports for the stackholders like UGC, DEB, AIU, AISHE, GOVT. etc. In toto, Examination automation system covers entire process form examination announcement to publish result and produce certificates.

1. Salient Features

- a. The various activities are described in Examination module as Pre-Examination activity, during Examination Activity, Post Examination activity, Graduation and further follow up activities.
- b. Pre-Examination activities are the list of activities which are to be performed before starting the Examination.
- c. During examination activities are the list of activities that need to be performed at the time of conducting examination.
- d. Post Examination activities are the list of activities to be performed after Examination completion.
- e. Graduation activities are the list of activities performed for student graduation including Award of Ranks in the Convocation.
- f. Follow Up Activities like issuing Genuinity Certificate, Person Studied in Tamil Medium (PSTM) Certificate, Transcript etc.

I OPERATING MODULES OF END TO END INTEGRATION SYSTEM

1. Programme and Subject Master Set up

- a. Subject Master is prepared for each programme of study and course for each batch of Admission Cycle.
- b. Various details of subjects such as Subject Type, Subject Name, Subject Code, Minimum and Maximum Marks, Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) are captured.
- c. System will not allow modifying the subject details once the Examination setting has been done for the selected subjects.

2. Examination set up along with Scheduling time -table

- b. Defining Examination time-table by considering the programme of study and course details.
- c. Maximum and Minimum marks for Theory and Practical are specified.
- d. Defining the pattern whether Semester or Non-Semester.

3. Examination Fee Configuration

- e. Defining fee for each course subject for an Examination.
- f. Option for different fee to Theory and practical subject.
- g. Providing facility to capture different fee for regular and arrear subjects.
- h. Option to pay Application Fee, Statement of Marks Fee etc.
- i. Creating option to capture revaluation fee.

4. Eligibility

- j. Checking the eligibility of the candidates, according to the regulation to appear for Examination.
- k. After checking the eligibility, the Examination fee for the student is enabled.

5. Online Fee Collection through Portal or Mobile App

- 1. Student can pay the Examination fee online in Web portal / Mobile App.
- m. Student has to pay fees for regular subjects.
- n. If student has multiple Arrears, student can opt to pay arrears subject Examination fee for all arrear subjects or selected arrear subjects.
- o. Once the fee is paid for the Examination, receipt for fee payment is generated and

shown in Mobile app or Portal.

6. Examination Centre allocation as per the student choice

- a. By analyzing the student's enrollment for regular and arrear subjects, the Examination centres are assigned.
- b. Examination centers are assigned based on the number of students registered for the Examination, capacity of the examination centre, proximity and location.
- c. Provision is created for Examination centres at Learning Support Centers/Affiliated colleges.

7. Download Hall Ticket through Portal

- p. Once the Examination centre is allocated, hall ticket be generated for the student.
- q. Hall Ticket has the details of Enrolment number, Name, Photograph, Examination Centre name, Examination centre Code, enrolled regular subjects, arrear Subjects and its timetable.
- r. Candidates can download the Hall Tickets through the Portal/Mobile app.
- s. Hall tickets can be printed in bulk for the disbursal along with the address label, if require.
- t. Option is available to capture the courier tracking ID of the sent hall ticket.
- u. Student can be able to track the hall ticket delivery by using the courier tracking ID.

8. Examination Question Paper Setting and Printing

- v. Question papers for the enrolled subjects are prepared with the help of internal faculty and external subject experts.
- w. Necessary report is prepared to know the subject wise enrolled student count for regular and arrear subjects.
- x. Based on the count of enrolled students count for the respective subjects, the question papers are printed and kept ready for Printing.

9. Examination Centre Student Strength QP Count

- a. Necessary report is prepared regarding the centre wise subject registered student.
- y. Based on the centre wise report, the question paper bundles are dispatched to respective Examination centres.

10. Seating Arrangement / Hall Plan

a. Based on the count of registered students and room size, the seating arrangement are

planned.

b. Hall in charge for each room i.e., external Examiners/Invigilators be prepared for each examination centre.

11. Attendance Sheet Preparation and Malpractice

- a. Attendance sheet for marking the attendance is prepared.
- b. Facility is created to record Malpractice details.

12. Evaluation of Answer Scripts by following OMR Barcode system

- a. Once the Examination is over, OMRs of Answer sheets are scanned for dummy number against the register number through OMR Barcode system.
- b. Answer sheet with dummy number section is provided to Evaluators.
- c. Evaluators enter the marks against the dummy numbered Answer Scripts.
- d. OMR part is scanned to get marks for the Bar Code Dummy Number.
- e. Both parts of the scanned OMR are processed for Decoding.
- f. Internal marks are uploaded and integrated to process the results of the candidates.

13. Grace Marks Calculation

- a. Necessary reports are prepared to arrive the students pass percentage based on marks.
- b. System is created to auto calculate the percentage by providing grace mark.
- c. Once the grace marks are finalized by the Competent Authorities it is updated to process the result.
- d. After the process of result, results are declared/published through Portal / Mobile App.

14. Revaluation Application

- a. Student can apply for revaluation by paying the revaluation fee for the selected subjects.
- b. Provision is given for payment of fee for revaluation online and to get receipt for payment confirmation.
- c. Revaluation request is going to the COE section for processing.
- d. University will check and assign Evaluators for Revaluation.
- e. If there is a change in marks, Evaluators will update the results against the subjects.
- f. If there is any change in marks after Revaluation, the same will be notified to student in their result summary section.

15. Retotalling

- **z.** Student can apply for retotalling of answer scripts related to subjects written through portal.
- **aa.** Change / No Change in retotalling process is updated to the student and published in Web Portal / Mobile App.

16. Online Results Publication

- a. COE designates admin or staff to upload internal as well as University Term End Examination results in a bulk way as soon as they are ready to publish.
- b. Students can view the results in Web Portal and Mobile App.

17. Salient Features of Results

- a. Staff can enter the internal and external marks.
- b. External marks are entered against the dummy number.
- c. After the grace mark calculation, the results will be published.
- d. There are four types of colour clarification in result posting

Red	Marks are not entered
Purple	Marks are entered partially
Olive green	Marks are entered but not published
Green	Marks are published

- e. Once the results are published, students can view their result details in mobile app and web portal.
- f. Push notification alert will be sent to respective target programme users after the result publication.
- g. Option to export to excel format and print of result details is available for student in web portal.

18. Multiple Assessment Module

- 1. This module is helpful for multiple assessments for a subject.
- 2. Various assessments based on Weightage of the following components like Workbook, Assignment, Project, Attendance etc., are made.
- 3. Based on the calculation the final score and Grade is calculated for a Subject.

19. In-House/ Printing of Tabulated Mark Results (TMR) / Cumulative Tabulated Mark Results (CTMR) and Certificates

- a. Printing of Marks Sheets
- b. Printing of Tabulated Mark Results
- c. Printing of Cumulative Tabulated Mark Results
- d. Printing of Consolidated Mark Statements
- e. Printing of Course Completion Certificates
- f. Printing of Provisional Certificates
- g. Printing of Degree / Diploma Certificates
- h. Printing of Rank Certificates

20. Online Verification

- a. Verification of Statement of Marks and Other Certificates through online
- b. Verification of Genuity Certificates
- c. Transcripts Verification through online

21. Management Information System (MIS) Reports

- a. Providing MIS Reports to the stack holders such as UGC, DEB, AIU, AISHE, Govt. of Tamil Nadu, Govt. of India.
- b. MIS Reports for Result Analysis
- c. MIS Reports of Annual Reports and other requirement of the University.

II. Screenshots of the Software used for Examination Modules

ADMIN PERSPECTIVE (ADMIN MODULE)

- 1.Log in through the portal link: https://tnouportal.in/
- 2.Use log in crediantials (user id and password)

3.click "ACADEMIC " - Then click "EXAM SECTION". The flowing screen and menu will be listed related examnation process.

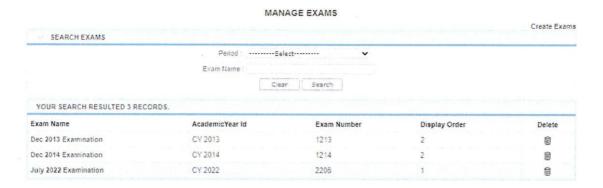
1: MANAGE COURSE MASTER

Course Master Page – To Create new course details (or) edit the existing course details.



2. MANAGE EXAMS

Manage Exam Page to Create the Exam name and its respective academic or calendar year details for the exam to be conducted.



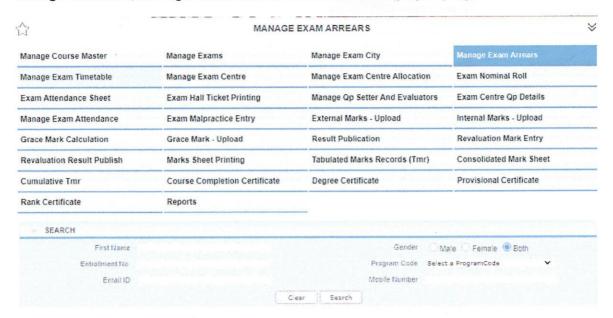
3. MANAGE EXAM CITY

Manage Exam City Page – To create the city details where the exam will be conducted.



4. MANAGE EXAM ARREARS

Manage Exam Arrears Page-student arrear details will be displayed program wise.



5. MANAGE EXAM TIME -TABLE

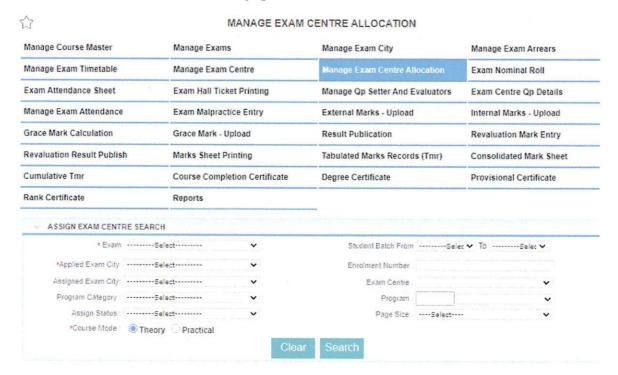
Manage Time Table – Exam Time Table creation page.





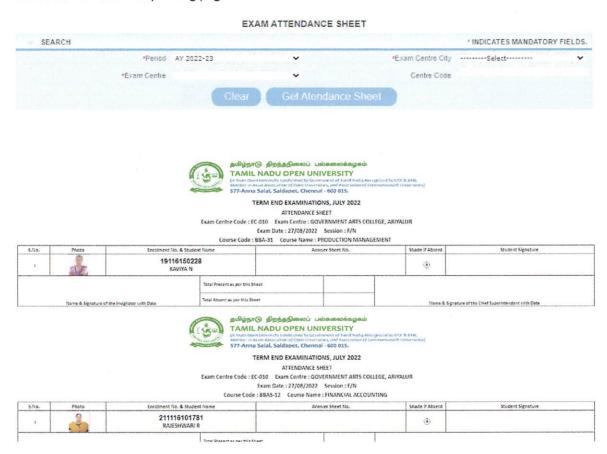
6. MANAGE EXAM CENTRE ALLOCATION

Exam centre allocation for student's page.



7. EXAM ATTENDANCE SHEET

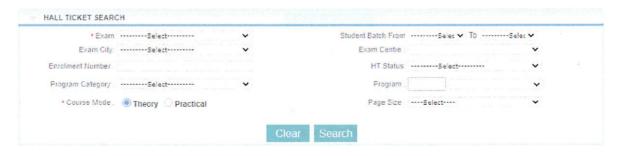
Exam attendance sheet printing page



8. HALL TICKET PRINTING

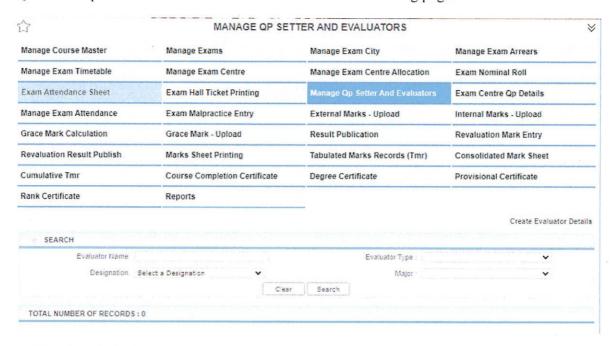
Students hall ticket printing page from admin log in.

HALL TICKET PRINTING

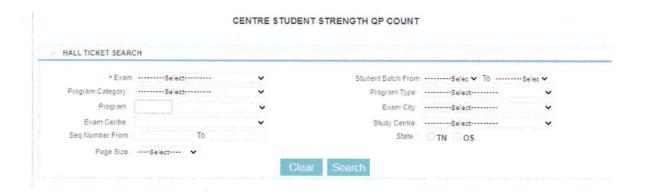


9. MANAGE QP SETTER AND EVALUATORS

Question Paper setter and evaluator's details creation and setting page.

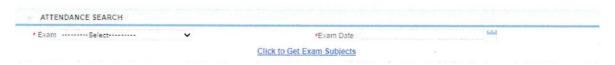


10.EXAM CENTER QP DETAILS



11. MANAGE EXAM ATTENDANCE

ATTENDANCE



12. STUDENT MALPRACTICE ENTRY

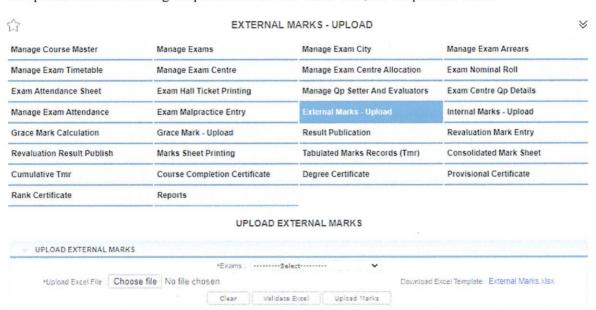
To feed Student Malpractice details through this Page.

STUDENT MALPRACTICE ENTRY



13. EXTERNAL MARKS - UPLOAD

To upload OMR Scanning output Excel file for Bulk data, for respective exam.



14. INTERNAL MARKS - UPLOAD

Internal Mark will be uploaded in Bulk as Excel format. Also bulk upload excel template can be downloaded.



15. GRACE MARK CALCULATION REPORT

Report for Grace Mark Calculation.

GRACE MARK CALCULATION REPORT



16. GRACE MARK UPLOAD

Grace Mark Uploading in Excel.

GRACE MARK UPLOAD



17. RESULT PUBLSH

For publishing results in Bulk.

RESULT PUBLISH



18. REVALUATION MARKS ENTRY

Revaluation Marks entry page.

REVALUATION MARKS ENTRY



19. REVALUVATION RESULT PUBLISH

Revaluation Result Publishing Page.

REVALUATION RESULT PUBLISH



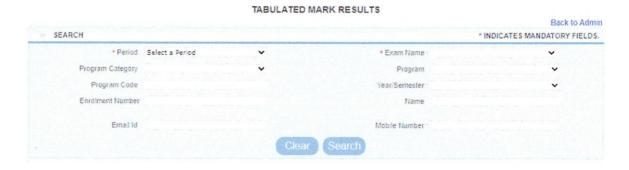
20. MARK STATEMENT

Mark Sheet Printing Page

Back to Admin SEARCH Period Select a Period Program Category Program Code Program Code Program Code Period Select a Period Program Code Program Program

21. TABULATED MARK RESULTS

Tabulated Mark Result printing page



3. CONSOLIDATED MARK STATEMENT

Consolidated Mark Statement printing page

• Period Program

Name

Mobile Number

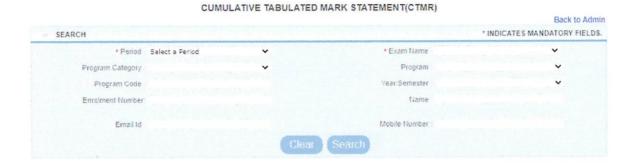
Mark Statement Issued

SEARCH

CONSOLIDATED MARK STATEMENT Back to Admin *INDICATES MANDATORY FIELDS. Select a Period Program Category Program Code Enrolment Number Email Id Mark Statement Fee Paid Yes No ® Both

4. CUMULATIVE TABULATED MARK STATEMENT(C TMR)

Cumulative Mark statement printing page



Clear Search

5. COURSE COMPLETION CERTIFICATE

Course Completion certificate printing page.



6. DEGREE CERTIFICATE

Degree Certificate printing page.



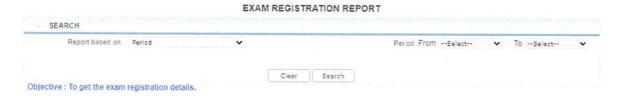
7. PROVISIONAL CERTIFICATE

Provisional Certificate printing page



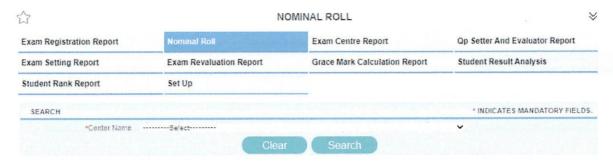
8. EXAM REGISTRATION REPORT

Report for viewing the exam registration based on Period, Program, Program Category, Subject Name, Exam City



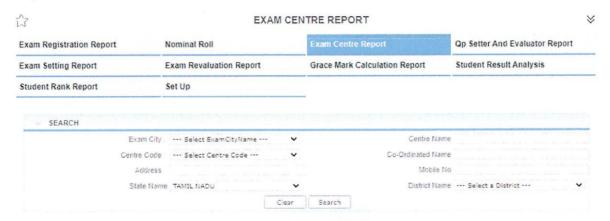
9. NOMINAL ROLL

Report to display the Nominal Roll



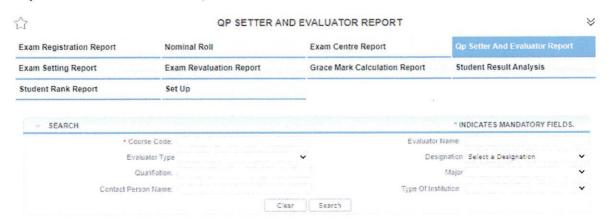
10. EXAM CENTER REPORT

Report to view the city where the exam is conducted.



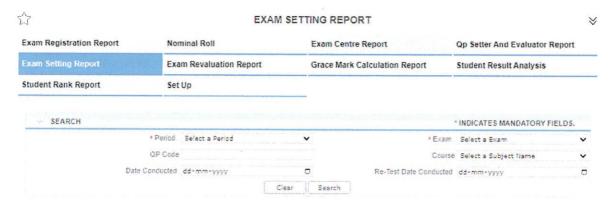
11. QP SETTER AND EVALUATOR REPORT

Report to view the details of QP Setter And Evaluator



12. EXAM SETTING REPORT

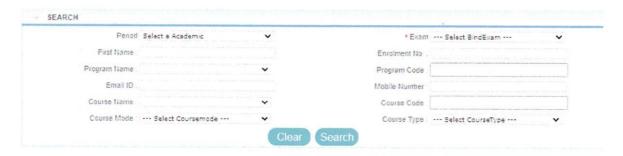
Report to view the exam setting arrangements.



13. EXAM REVALUVATION REPORT

Report to view the exam revaluation process

EXAM REVALUATION REPORT



14. GRACE MARK CALCULATION REPORT

Report to view the grace mark calculation process

GRACE MARK CALCULATION REPORT



15. STUDENT RESULT ANALYSIS

Report to analyse the student results.

Exam Registration Report	Nominal Roll	Exam Centre Report	Op Setter And Evaluator Report
Exam Setting Report	Exam Revaluation Report	Grace Mark Calculation Report	Student Result Analysis
Student Rank Report	Set Up		
SEARCH			"INDICATES MANDATORY FIELDS
*Program	.	•VeariSemester	e depoint for exact to be excited to the second
.*Student	v	"Subject Type : Scholastic	×
Exams		Result Type C Tabul	ar Graph ® Both
b		ear Search	

STUDENT LOG IN (STUDENT MODULE)

https://tnouportal.in/Exam.aspx

The above link will be used for individual student log in.

1: EXAM REGISTRATION:

Using their Enrolment No student log into the portal.

Login Page for Student exam registration.



Once they log in exam registration form will be shown, they can check the list of subject they are going to appear and select their electives if applicable. And all the fee details will be shown in the below box.

TERM END EXAMINATIONS - JULY 2022

EXAM REGISTRATION FORM

S MANDATORY FIELD	- int			DENT PARTICULARS	2100
	: KAVIYARASAN S	Name	7	No. : 261206500	Enrolment I
	: AY 2020	Period	ADMINISTRATION	. M.A PUBLIC	Program
~	ARIYALUR	•Exam City	xamination	ie : July 2022 E	Exam Name
	KAVIYARASAN@GMAIL.COM	EmailiD	Mobile Number 7708746349		Mobile Nurr
			Provide a valid Mobile number, all the communicator to the examinations will be sent to this mobile num		
	Fill your name in Tamilias per SSLC / HSC transfer certificate			Name in Tamil; หลับสหสา	
Paste in the provided	the Tamil name from Google Transla	Link to get your name in TAMIL, Copy		Name (in Ta	
			below	T SUBJECT(S) r elective coursé give	
mount (in INR)	Course Type	Course Name		Course Code	Select
5763	Theory	MINISTRATION	PUBLIC PERSONNEL A	MPA-21X	2
1/57	Theory	NETRATION	PUBLIC PINANCIAL ADI	MPA-22X	
1753	Theory	TRATION	DEVELOPMENT ADMIN	MPA-23X	23
175.3	Theory		ADMINISTRATIVE LAW	167A-26X	
1751	Theory	STRATION	ENVIRONMENTAL ADM	MPA-25X	
875.	Sub Total I				
mount (is INR)		Fee Category			
70 (PPLICATION & PROCESSING FEE			
f00 (ACK STATEMENT FEE			
	THE REAL PROPERTY OF THE PARTY	XAM CENTRE FEE			
150 (ACREA CENTINE I SEE			
150 500	E	CNSOLIDATED MARK STATEMENT F			
	E				
5601	E	CNSOLIDATED MARK STATEMENT F			
500 t	Sup Total #	CNSCLIDATED MARK STATEMENT F ROVISIONAL CERTIFICATE FEE			

After clicking "save and preview" students will be taken to payment page.

TERM END EXAMINATIONS - JULY 2022

EXAM REGISTRATION FORM

Name

: KAVIYARASAN S

Program : M.A PUBLIC ADMINISTRATION

Period

. AY 2020

Exam Name

July 2022 Examination

Exam City Email ID

ARIYALUR : KAVIYARASAN@GMAIL.COM

Mobile Number . 7708746349

PREVIEW DETAILS

Sino	Particulars	Subject Code	Fee Amount (in INR)
1	PUBLIC PERSONNEL ADMINISTRATION	MPA-21X	175.60
2	PUBLIC FINANCIAL ADMINISTRATION	MPA-22X	175.00
3	DEVELOPMENT ADMINISTRATION	MPA-23X	175.00
4	ADMINISTRATIVE LAW	MPA-24X	175.00
5	ENVIRONMENTAL ADMINISTRATION	MPA-25X	175.00
ä	APPLICATION & PROCESSING FEE		70.00
7	MARK STATEMENT FEE		100.00
В	EXAM CENTRE FEE		150.00
9	CONSOLIDATED MARK STATEMENT FEE	 A top from an an analysis of the content of the conte	500.00
10	PROVISIONAL CERTIFICATE FEE		250 00
11	CONVOCATION FEE		750.00
		Grand Total	2695.00

Declaration

• ☑ I declare that the above details are correct and I agree to proceed for payment.

Proceed for Online Payment

After clicking declaration check box and proceed to payment and payment gate way will be opened, when they complete the successful fee payment, student can get their auto generated receipt copy immediately.

2: Hall ticket download:

With the same given link student can login and download the hall ticket.

Student use the given link to download their hall ticket after successful completion of fee payment and center selection.

Student Hall Ticket downloading Page



By clicking the "View" button student can see the preview of the hall ticket and print it online.

3. RESULT

Student can check their exam result using their log in link.

EXAMINATION RESULTS



July 2022 Examination - Results

STUDENT NAME	: ARAVIND K	ENROLM	ENT NUMBER	: 211111700007	
PROGRAME	: B.A. HUMAN RIGHTS (NON-SEMESTER)		BATCH	I : AY 2021	
Course Code	Course Name	Internal	External	Total Marks	Result
BHRN-12	HISTORICAL AND SOCIAL MOVEMENTS OF HUMAN RIGHTS IN INDIA	24.00	62.00	86.00	PASS
BFEGN-111	FOUNDATION COURSE IN ENGLISH-I	20.00	68.00	88.00	PASS
BFEGN-11	FOUNDATION COURSE IN ENGLISH-I	18.00	56.00	74.00	PASS
BHRNA-11	INDIAN CONSTITUTION AND HUMAN RIGHTS	21.00	22.00	43.00	RA
BHRN-11	INTRODUCTION TO HUMAN RIGHTS: CONCEPTS AND THEORIES	19.00	25.00	43.00	RA

STUDENT REVALUATION

EXAM RE VALUATION FORM

STU	DENT PARTICUL	RS				* INDICATES MANDATO	ORY FIELDS
Enrolment	No. : 2111	1700007	Name	: ARAV	IND K		
Program	; B.A.	; B.A. HUMAN RIGHTS (NON-SEMESTER)		Period : AY 2021			
Mobile Nur	nber : 7358	14358	Email ID	: ARAV	INDCENAARAVI	ND092@GMAIL.COM	
Exam Nar	ne July	022 Examination					
REVALU	ATION APPLIED S	UBJECTS DETAILS					
		UBJECTS DETAILS Course Name	Co	urse Type	Paid Date	Fee Amount (in INI	R)
Course C	ode				Paid Date 8/08/2022	Fee Amount (in IN	
Course C	ode	Course Name		ory 3		Fee Amount (in INI	250 00 250 00
Course C	INTRODU	Course Name		ory 3	30/08/2022	Fee Amount (in INI	250 00
Course C	INTRODU	Course Name TION TO HUMAN RIGHTS: CONCEPTS AND urse given below	THEORIES Theo	ory 3	30/08/2022	Fee Amount (in INI Fee Amount (in INI	250 00 250 00
Course C BHRN-11	NTRODU	Course Name TION TO HUMAN RIGHTS: CONCEPTS AND urse given below	THEORIES Theo	ory 3	30/08/2022 otal		250 00 250 00

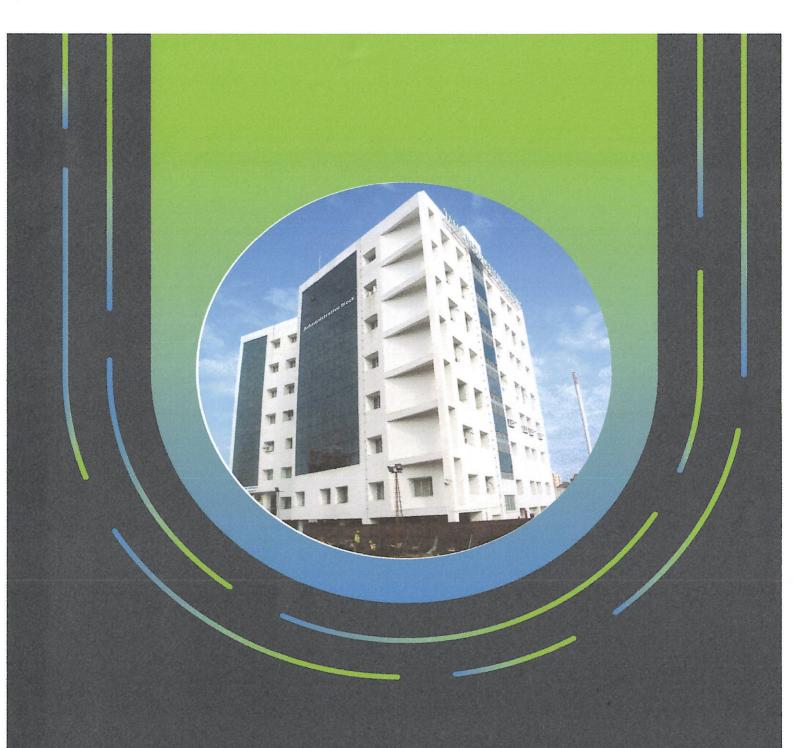
PRINT

By clicking check box of subject which student wants to apply for revaluation.

After confirm and clicking declaration check box. They can proceed for payment and apply for re-evaluation.

EXAM RE VALUATION FORM

	Declarati	•	
		Total	250.00
1 INDIAN C	ONSTITUTION AND HUMAN RIGHTS	SHRNA-11	250.00
SLno	Particulars	Subject Code	Fee Amount (in INR)
PREVIEW	DETAILS		
Mobile Number	: 7358214358		
Exam Name	July 2022 Examination	Email ID	: ARAVINDCENAARAVIND092@GMAIL.CO
Program	. B.A. HUMAN RIGHTS (NON-SEMESTER)	Penod	. AY 2021
Enrotlment No.	: 211111700007	Name	ARAVIND K





தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம் Tamil Nadu Open University

www.tnou.ac.in

