Examination & Evaluation

Policy, Process & Guidelines @ NGA-SCE
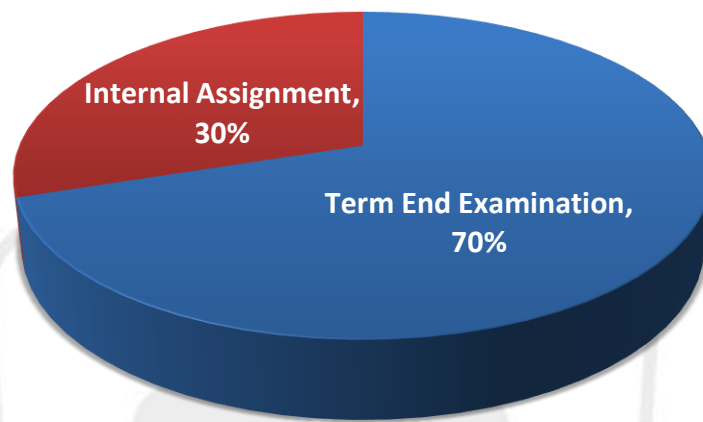
Ms. Jigna Patel - Asst. Registrar

Examination: Components & Weightage

Examination: Components & Weightage

Internal Assignment, 30%

Term End Examination, 70%

A. Internal Assignment (30 marks)

B. Term End Examination (70 marks)

For being declared as 'Pass' in each subject, appearance in both the above components is mandatory.

- **In each subject, student has to necessarily:**

    i. **Submit the internal assignment** on or before the last date of assignment submission announced by NGA-SCE for that particular exam cycle.

    ii. **Register for the term end examination** when the respective exam cycle's exam registration window opens. *(*Assignment submission is no longer a pre-requisite to register for term end examination however student will have to submit the assignment in the next exam cycle and within the completion of program validity)*

    iii. **Appear for the Term End Examination** of the registered subject/s.

Policies relating to Internal Assignment

- The **Internal Assignment submission is not a pre-requisite to register and appear for the Term End Examination**. Student can either register directly for the term end examination and can submit the assignment on or before the last date of submission for that respective exam cycle or even submit the assignment in the next exam cycle but within the completion of program validity. Internal Assignment/s submitted on or before the last date of assignment submission only will reflect in the respective exam cycle result declaration. **Pls. Note:** Student can directly register & appear for the term end examination but **result will be kept on hold due to non-submission of assignment/s.**

- **Pls. Note: Assignment questions change every exam cycle (June/Sept/Dec/April). A new set of Assignment Questions would be uploaded in the student portal for every exam cycle.** Student is expected to download, the **current exam** applicable subject assignment question paper & submit the assignment on or before the last date announced by NGA-SCE for that respective exam cycle.

- Internal Assignment is to be submitted online as per the assignment submission date declared through **Student Zone → Exams Menu → Assignment Tab**

- Assignment received in hardcopy or assignment sent via email by the student/ Authorized Enrolment Partners will not be accepted by NGA-SCE. **Pls. maintain confidentiality and do not share your login credentials/assignment softcopy with anyone*.

NMIMS GLOBAL ACCESS SCHOOL FOR CONTINUING EDUCATION

Passing Criteria

- **For PG/Diploma students (July 2014 batch onwards):** For being declared as **'Pass' in each subject, aggregate passing is the criteria.** The student must obtain _50 marks or more out of 100 marks in each subject_ i.e. the Internal Assignment marks plus Term End Examination marks together for passing a particular subject.

- **For Certificate / Advanced Certificate course students (July 2017 batch onwards):** For being declared as **'Pass' in each subject, aggregate passing is the criteria.** The student must obtain _40 marks or more out of 100 marks in each subject_ i.e. the Internal Assignment marks plus Term End Examination marks together for passing a particular subject.

  Pls. Note:

  i. In the above two components there is neither individual passing criteria nor there is individual component cut-off marks.

  ii. In case the student directly appears for the term end examination without submitting the assignment, it cannot be declared as pass. In such cases **that subject result will be kept on hold**** as aggregate passing is the criteria. To pass (clear) the subject, the student will have to submit the assignment of the respective subject/s in the next exam cycle and before the completion of program validity.

- **Gracing Rule:** A student failing in one or more subject in a semester, will be given up to **2 percent of the marks on the aggregate marks of that subject**, in which he/she has appeared in the said examination to enable the student to pass the subject. **(2% of 100 = 2marks & not more than '2marks')** **Pls. Note:** The gracing rule is already applied by the NMIMS University when the result is declared.

- **Kindly Note: No examination is conducted for improvement of marks of the subject/s already passed**.

Student Zone → Exams Menu Display
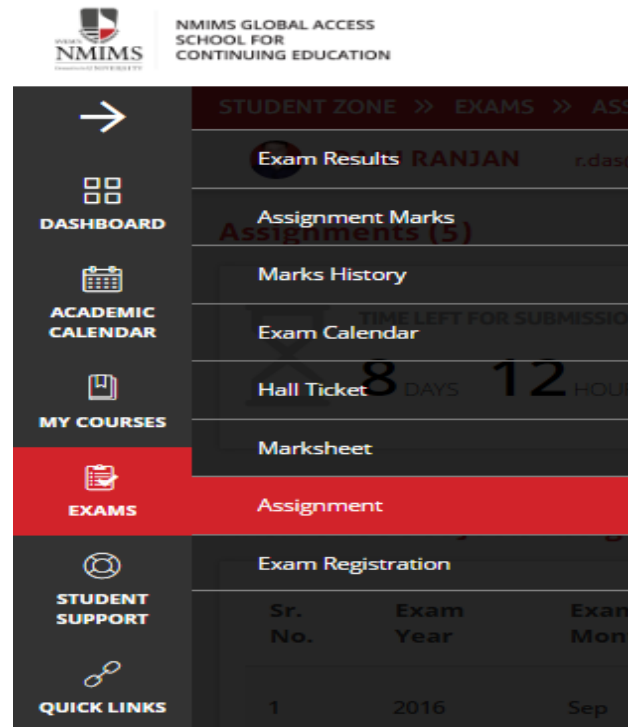
- **Exam Results** – To view current Examination Result
- **Assignment Marks** – To view current exam cycle assignment marks
- **Marks History** – To view previous Assignment/Term End Exam Marks
- **Exam Calendar** – To view Exam Schedule (Date/Time Slot)
- **Hall Ticket** – To view, download & print the Term End Exam Hall Ticket
- **Marksheet** – To view, download & print respective Exam Month/Year/Sem. (System generated Marksheet)
- **Assignment** – To view the latest applicable Assignment Question Paper & to submit the assignment
- **Exam Registration** – To register online for the forthcoming Term End Examination

Internal Assignment – Submission Key Points

- In each subject, **three assignment submission attempts** are provided to the student incase the first/second submission attempt fails for reasons whatsoever. Of the three submission assignment attempts **the latest assignment file submitted will be graded**. In each subject, students will not get more than three attempts to submit the assignment. These assignment submission attempts will be available only till the last assignment submission date announced by NGA-SCE for that particular exam cycle.

- Please exercise utmost caution while you submit the assignment in respective subject tab.

- **Auto-generated submission email is only the acknowledgement of file submitted by the student in the portal (right/wrong/blank/corrupt) as the case may be and not confirmation from NGA-SCE certifying it is the right assignment file submitted. NMIMS University expects students to thoroughly check their assignment submitted preview.**

- **Assignment Fees:** For the first two assignment submission exam cycle attempts, no assignment submission fee is charged. From 3rd Exam cycle attempt onwards for the same subject, **Assignment Fees of Rs.500/- will be applicable**.

Internal Assignment → Submission Steps

Internal Assignment → Home page display

ACADEMIC CALENDAR

MY COURSES

EXAMS

STUDENT SUPPORT

QUICK LINKS

Assignments (6)

(Assignment Preparation Video Streaming Link | Download Link)

TIME LEFT FOR SUBMISSION

25 DAYS **13** HOURS **16** MINUTES **41** SECONDS

PDF	PDF	PDF	
Download Model Answers	**Download Assignment Guidelines**	**Download Submission & Fee Payment Steps**	**View Previous Session Submissions**

ANS/Failed Subjects Assignments : (6 Assignments Submission Pending)

Sr. No.	Exam Year	Exam Month	Subject	Sem	Assignment Question File	Action	Status	Submission Attempts left	Student Assignment Submitted Date & Time
1	2017	Dec	Business Communication and Etiquette	1	Dec-2017 Question File	Submit Assignment	Not Submitted	3	
2	2017	Dec	Business Economics	1	Dec-2017 Question File	Submit Assignment	Not Submitted	3	
3	2017	Dec	Corporate Social Responsibility	1	Dec-2017 Question File	Submit Assignment	Not Submitted	3	
4	2017	Dec	Information Systems for Managers	1	Dec-2017 Question File	Submit Assignment	Not Submitted	3	
5	2017	Dec	Management Theory and Practice	1	Dec-2017 Question File	Submit Assignment	Not Submitted	3	
6	2017	Dec	Organisational Behaviour	1	Dec-2017 Question File	Submit Assignment	Not Submitted	3	

NMIMS GLOBAL ACCESS SCHOOL FOR CONTINUING EDUCATION

Internal Assignment – submission steps

MY COMMUNICATIONS   MY PROFILE   LOGOUT

CALENDAR

MY COURSES

EXAMS

STUDENT SUPPORT

QUICK LINKS

STUDENT ZONE » EXAM » ASSIGNMENT

Please do not refresh screen after submitting assignment, as it will consume additional attempt. This is your attempt number 1. Are you sure you want to submit assignment?

OK   Cancel

Status: Not Submitted

Max Attempts Permitted
3

Attempts Used
0

Submission Start Date & Time
06-Jun-2017 11:30

Submission End Date & Time
29-Aug-2017 23:59

Assignment Question File
Download

Note: The file size should not exceed 5MB. Please use Chrome to avoid any Browser compatibility issue.

Please attach your answer file in .pdf format

How to convert word file into pdf file?

Choose File   Research Methodology_revised.pdf

Please confirm below check points before you submit assignment:

☑ Selected subject assignment file is attached
☑ Attached file contains only the selected subject assignment
☑ Attached file size is below 5MB
☑ Attached file is virus free
☑ I have read the Internal Assignment Guidelines
☑ I have prepared Assignment & not copied
☑ I want to proceed to submit the attached file
☑ Attached File is NOT Hand Written

SUBMIT ASSIGNMENT   **BACK TO LIST**

NMIMS GLOBAL ACCESS SCHOOL FOR CONTINUING EDUCATION

Internal Assignment – submission steps

Business Law

Files Uploaded successfully. Please cross verify the Preview of the uploaded assignment file. Take Printscreen for your records. Attempt 1 Exhausted.
Incase of incorrect/incomplete file: you can use the remaining attempts and be cautious while resubmitting the assignment file.

Time left to submit Assignment

DAYS	HOURS	MINUTES	SECONDS
1	5	7	28

Status: Submitted

Max Attempts Permitted
3

Attempts Used
1

Submission Start Date & Time
11-Mar-2015 11:00

Submission End Date & Time
15-Mar-2015 16:15

Assignment Question File
Download

Note: The file size should not exceed 5MB.

Please attach your answer file in .pdf format

[Choose File] No file chosen

Preview of Submitted File

NMIMS GLOBAL ACCESS SCHOOL FOR CONTINUING EDUCATION

SVKM'S NMIMS
Deemed to be UNIVERSITY

Internal Assignment Preparation and Submission Guidelines
for June – 2015 Exams

- **Internal Assignment has 30% credence.** Internal Assignment submission is a pre-requisite and every student has to first submit the assignment on or before the last date of declared by NGA-SCE. Only subject/s wherein assignment is submitted, student will be allowed to register and appear for the scheduled term end examination.

- **Students need to submit Internal Assignments through Student Zone using the Assignment Submission Module.** (No assignment received by hardcopy or via email will be accepted).

- **Internal Assignment Questions are uploaded under each respective subject link applicable for the June 2015 Exam cycle.** Student need to download the assignment question file and accordingly prepare and submit the assignment answer file on or before the

Internal Assignment – submission status

Assignments (6)

TIME LEFT FOR SUBMISSION

18 DAYS **7** HOURS **51** MINUTES **10** SECONDS

[PDF] Download Assignment Guidelines

[PDF] Download Submission & Fee Payment Steps

View Previous Session Submissions

Current Sem Subjects Assignments: (0 Assignments Submission Pending)

Sr. No.	Exam Year	Exam Month	Subject	Sem	Assignment Question File	Click to Submit Assignment	Status	Submission Attempts left	Student Assignment Submitted Date & Time
1	2016	Dec	Business Communication and Etiquette	1	Download	Review Submitted Assignment	Submitted	2	22-Oct-2016 18:15
2	2016	Dec	Corporate Social Responsibility	1	Download	Review Submitted Assignment	Submitted	2	25-Oct-2016 12:32
3	2016	Dec	Financial Accounting	1	Download	Review Submitted Assignment	Submitted	2	03-Nov-2016 20:23
4	2016	Dec	Management Theory and Practice	1	Download	Review Submitted Assignment	Submitted	2	29-Oct-2016 16:21
5	2016	Dec	Marketing Management	1	Download	Review Submitted Assignment	Submitted	2	19-Oct-2016 13:28
6	2016	Dec	Organisational Behaviour	1	Download	Review Submitted Assignment	Submitted	2	06-Oct-2016 11:56

TIME LEFT FOR SUBMISSION

0 HOURS **0** MINUTES **0** SECONDS

[PDF] Download Assignment Guidelines

[PDF] Download Submission & Fee Payment Steps

View Previous Session Submissions

Current Sem Subjects Assignments: (0 Assignments Submission Pending)

Sr. No.	Exam Year	Exam Month	Subject	Sem	Click to Submit Assignment	Status	Submission Attempts left	Student Assignment Submitted Date & Time
1	2016	Jun	B2B Marketing	4	Review Submitted Assignment	Submitted	2	25-Apr-2016 23:16
2	2016	Jun	Business: Ethics, Governance & Risk	4	Review Submitted Assignment	Submitted	2	25-Apr-2016 23:34
3	2016	Jun	Integrated Marketing Communications	4	Review Submitted Assignment	Submitted	2	24-Apr-2016 23:27
4	2016	Jun	Marketing Research	4	Review Submitted Assignment	Submitted	2	29-Apr-2016 16:58
5	2016	Jun	Services Marketing	4	Review Submitted Assignment	Submitted	2	01-May-2016 22:24

Term End Examination (TEE)
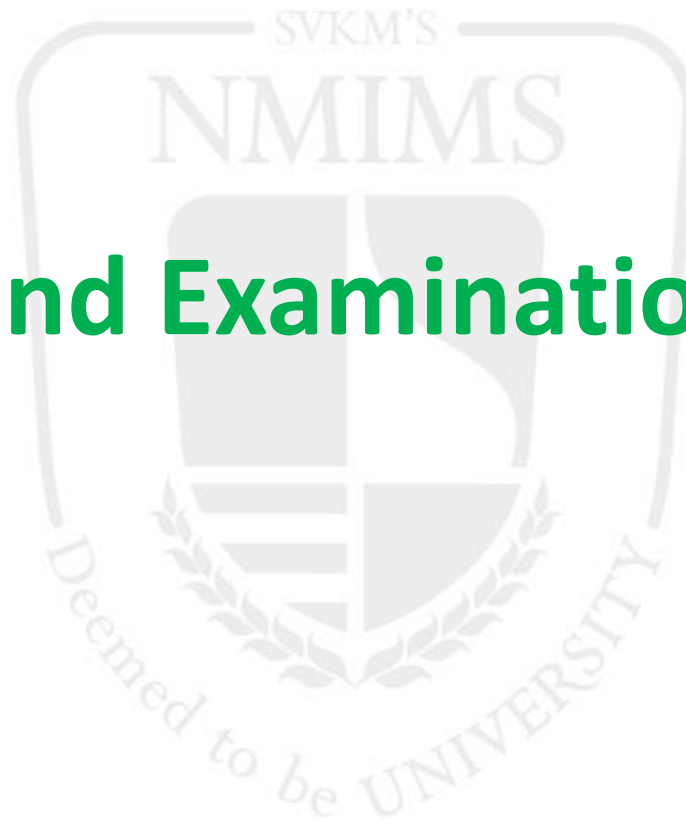
Weightage & Structure of Term End Examination

- **Weightage of Term End Examination**

    - **Term End Examination has 70% credence**. <u>**Proctored Computer based Term End Examination is applicable.**</u>

    - For each subject (all semesters), student has to register by paying the applicable exam fees & appear for Term End Examination before the completion of program validity from the date of admission.

- **Structure of Term End Examination**

    - **For PG & Diploma students (Jul.2014 batch onwards)**:

    - **Exam QP pattern:** Multiple Choice Questions & Descriptive Type Questions.

        ***Pls. Note: There is no negative marking in MCQ**.

    - MCQ = 50 marks weightage & Descriptive = 20 marks weightage

    - **Weightage wise number of Multiple Choice Questions (50 marks) is further bifurcated:**

        34 questions : 0.5 (Half mark)

        25 questions :   1 mark

         4 questions :   2 marks

        Under **Descriptive Type** :   2 questions of 10 marks each

        Exam Paper Duration: 2.5 hrs.

    - **For Certificate & Advanced Certificate Program students (Jul.2017 batch onwards):** TEE comprises <u>**only of MCQ's**</u>, no descriptive type questions. **Weightage wise number of Multiple Choice Questions (70 marks) is further bifurcated:**

        42 questions : 0.5 (Half mark)

        35 questions :   1 mark

         7 questions :   2 marks

        Exam paper duration: 2hrs.

Pls. Note: *Exam fee is not a part of program fee and is charged separately per subject per exam attempt. Exam fees once paid is neither refunded nor carry forwarded to next exam cycle incase the student cannot appear for the registered examination for reason whatsoever*.

Project Submission (PG: Sem-IV)

- Project is one of the mandatory subjects in Semester-IV and applicable only to students enrolled in Post Graduate Diploma program.

- Project has 100 Marks Weightage. (No Internal Assignment & No Term End Examination). To be **declared as Pass** in Project student must obtain **50 marks or more out of 100.**

- **Latest detailed Project Preparation Guidelines and last date of Project submission will be displayed in Student portal – announcement section.**

- **Only after completing exam registration for Project, student will be able to submit the softcopy of Project through Student Zone → Exams → Project Submission Module** on or before the deadline announced by NGA-SCE.

- Students who register for the Project & do not timely submit their Project: **'AB'** will be marked in the marksheet.

- **Project not submitted** within completion of program validity will lead to **non completion** of program. **No Certificate will be awarded** in case of non-submission/failure in Project.

NMIMS GLOBAL ACCESS SCHOOL FOR CONTINUING EDUCATION

Term End Examination (Weekends/On Demand/Flexi Exam schedule)

- A student enrolling in each semester has to necessarily complete a *study period of at least six months in the enrolled semester* to be eligible for the Term End Examination of the subjects of that semester. **All four exam cycles (June/ September/ December/ April) have flexi exam schedule**.

- Flexi exam schedule helps the students to pick & choose the applicable subject/s for which they wish to appear for the examination over **3 weekends x 3 days x 3 exam time slot:**

  - Choice of weekends (1st week / 2nd week /3rd week: Fri /Sat /Sun) **(*subject to availability)**

  - Choice of exam date & exam time slot as per students convenience (Morning / Afternoon / Evening) **(*subject to availability)**

  - Choice of subjects as per students subject preparation / preference.

  - **Choice to select exam centre from list of available NMIMS Exam Centre's / location** from the displayed exam date/timeslot/exam centre's announced by NGA-SCE for that respective exam cycle **(*subject to availability).**

  - Choice to appear for one/two/three subject exams in a day **(*subject to availability)**

Term End Examination (Exam Registration – Key Points)

- Students who are **overseas** need to follow **Indian Standard Time** for exam registration as exam registration is on first come first serve basis.

- On successful completion of Exam Registration process, **an auto-generated email is sent to the students registered email id** from the database. Student needs **to check thoroughly** the exam booking confirmation email.

- **Wrongly selected Exam Centre/exam time slot Change Request** will be accepted only till the Exam Registration Window is open. No request to change the selected Exam Centre/Exam time slot will be considered after the closure of the Exam Registration Window.

- **For requesting Exam Centre/timeslot change Processing Fee Payment:** Processing fee payment does not indicate that the student will be allotted that respective Exam Centre/exam date/timeslot. It is based on availability of Exam Centre/exam time slot & approval process.

NMIMS GLOBAL ACCESS SCHOOL FOR CONTINUING EDUCATION

Term End Examination (TEE) Exam Registration Window & Process

NMIMS GLOBAL ACCESS SCHOOL FOR CONTINUING EDUCATION

STUDENT ZONE >> DA

- Exam Results
- Assignment Marks
- Marks History
- Exam Calendar
- Hall Ticket
- Marksheet
- Assignment
- **Exam Registration**

DASHBOARD
ACADEMIC CALENDAR
MY COURSES
EXAMS
STUDENT SUPPORT
QUICK LINKS

Select Subjects For Dec-2016 Exam : Applicable Subjects (10)

Sr. No.	Program	Sem	Subject	Assignment Submitted	Exam Fees	Booking Status	Select	Actions Permitted	Exam Center Booked
1	PGDFM	2	Business Law	Yes	600	Not Booked	☑	Select Payment Mode	
2	PGDFM	2	Business Statistics	Yes	600	Not Booked	☑	Select Payment Mode	
3	PGDFM	2	Essentials of HRM	Yes	600	Not Booked	☑	Select Payment Mode	
4	PGDFM	2	Financial Accounting & Analysis	Yes	600	Not Booked	☑	Select Payment Mode	
5	PGDFM	3	Capital Market and Portfolio Management	No		Not Booked	☑	Select Payment Mode	
6	PGDFM	3	Corporate Finance	No		Not Booked	☑	Select Payment Mode	
7	PGDFM	3	Cost & Management Accounting	No		Not Booked	☑	Select Payment Mode	
8	PGDFM	3	Marketing of Financial Services	No		Not Booked	☑	Select Payment Mode	
9	PGDFM	3	Strategic Cost Management	No		Not Booked	☑	Select Payment Mode	
10	PGDFM	3	Taxation- Direct and Indirect	No		Not Booked	☑	Select Payment Mode	

SELECT PAYMENT MODE

NMIMS GLOBAL ACCESS SCHOOL FOR CONTINUING EDUCATION
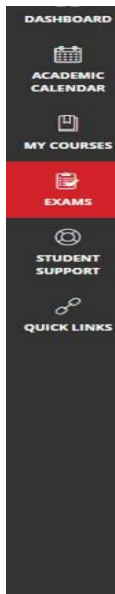
Term End Examination Registration Screen

Select Payment Mode

○ Online Payment (Debit Card / Credit Card / Netbanking)

PROCEED   **BACK**

Select Exam Center : Online Exam

Sr. No.	Subject	Select Exam Center City	Select Date/Time (Available/Capacity)
1	Business Law	Ahmedabad , Ahmedabac ▼	Select Date and Time Slot ▼
2	Cost & Management Accounting	Please Select Exam Cente ▼	
3	Capital Market and Portfolio Management	Please Select Exam Cente ▼	
4	Corporate Finance	Please Select Exam Cente ▼	
5	Business Statistics	Please Select Exam Cente ▼	
6	Financial Accounting & Analysis	Please Select Exam Cente ▼	
7	Strategic Cost Management	Please Select Exam Cente ▼	
8	Essentials of HRM	Please Select Exam Cente ▼	
9	Marketing of Financial Services	Please Select Exam Cente ▼	
10	Taxation- Direct and Indirect	Please Select Exam Cente ▼	Select Date and Time Slo ▼

Date/Time dropdown options:
- Select Date and Time Slot
- Friday, 02-Dec-2016, 09:00:00 (62/75)
- Friday, 02-Dec-2016, 12:30:00 (71/75)
- Friday, 02-Dec-2016, 16:00:00 (74/75)
- Saturday, 03-Dec-2016, 09:00:00 (74/75)
- Saturday, 03-Dec-2016, 12:30:00 (74/75)
- Saturday, 03-Dec-2016, 16:00:00 (74/75)
- Sunday, 04-Dec-2016, 09:00:00 (75/75)
- Sunday, 04-Dec-2016, 12:30:00 (75/75)
- Sunday, 04-Dec-2016, 16:00:00 (75/75)
- Friday, 09-Dec-2016, 09:00:00 (75/75)
- Friday, 09-Dec-2016, 12:30:00 (75/75)
- Friday, 09-Dec-2016, 16:00:00 (75/75)
- Saturday, 10-Dec-2016, 09:00:00 (75/75)
- Saturday, 10-Dec-2016, 12:30:00 (75/75)
- Saturday, 10-Dec-2016, 16:00:00 (75/75)
- Sunday, 11-Dec-2016, 09:00:00 (75/75)
- Sunday, 11-Dec-2016, 12:30:00 (75/75)
- Sunday, 11-Dec-2016, 16:00:00 (75/75)
- Friday, 16-Dec-2016, 09:00:00 (75/75)
- Friday, 16-Dec-2016, 12:30:00 (75/75)
- Friday, 16-Dec-2016, 16:00:00 (75/75)

TOTAL EXAM FEES:
Rs. 5400/-

PROCEED TO PAYMENT GATEWAY   **BACK**

Note:
1. A student enrolling in each semester, has to necessarily complete a study period of at least six months in the enrolled semester, to be eligible for the Term End Examination of the subjects of that semester. Students can register and appear for the examination without submitting the internal assignment.
2. For Result Declaration: Aggregate passing is the criteria i.e. Internal Assignment plus Term End Examination marks together must be 50 marks or more out of 100. For being declared as 'Pass' in each subject, appearance in both the components (Internal Assignment and Term End Examination) is mandatory. Without submitting the assignment and only appearing for term end examination cannot be declared as pass. In such cases, the result will be kept on hold.
3. Internal Assignment/s submitted on or before the last date of assignment submission only will reflect in the respective exam cycle result declaration. No assignment submission request will be considered for reason whatsoever after the closure of assignment submission window for that respective exam cycle. Please verify your assignment submitted status in the exam registration table.
4. Exam fee is not a part of program fee and is charged separately. Exam fees once paid is neither refunded nor carry forwarded to next exam cycle in case the student cannot appear for the examination for reasons whatsoever.

Term End Examination (TEE) Exam Registration Process

On successful payment transaction

Term End Examination (TEE) Exam Registration Process

Term End Examination (TEE) Exam Booking Receipt

Exam Receipt Generation Date : 05-Nov-2016

Sr. No	Subjects	Sem	Date	Start Time	End Time	Payment Mode	Exam Center Booked
1	Business Law	2	Friday, 02-Dec-2016	09:00:00	11:30:00	Online	NMIMS University - Mumbai Campus, Vile Parle (West), Mumbai
2	Cost & Management Accounting	3	Friday, 02-Dec-2016	16:00:00	18:30:00	Online	NMIMS University - Mumbai Campus, Vile Parle (West), Mumbai
3	Capital Market and Portfolio Management	3	Saturday, 03-Dec-2016	09:00:00	11:30:00	Online	NMIMS University - Mumbai Campus, Vile Parle (West), Mumbai
4	Corporate Finance	3	Saturday, 03-Dec-2016	16:00:00	18:30:00	Online	NMIMS University - Mumbai Campus, Vile Parle (West), Mumbai
5	Business Statistics	2	Sunday, 04-Dec-2016	09:00:00	11:30:00	Online	NMIMS University - Mumbai Campus, Vile Parle (West), Mumbai
6	Financial Accounting & Analysis	2	Sunday, 04-Dec-2016	16:00:00	18:30:00	Online	NMIMS University - Mumbai Campus, Vile Parle (West), Mumbai
7	Strategic Cost Management	3	Saturday, 10-Dec-2016	09:00:00	11:30:00	Online	NMIMS University - Mumbai Campus, Vile Parle (West), Mumbai
8	Essentials of HRM	2	Saturday, 10-Dec-2016	16:00:00	18:30:00	Online	NMIMS University - Mumbai Campus, Vile Parle (West), Mumbai
9	Marketing of Financial Services	3	Friday, 16-Dec-2016	09:00:00	11:30:00	Online	NMIMS University - Mumbai Campus, Vile Parle (West), Mumbai
10	Taxation- Direct and Indirect	3	Friday, 16-Dec-2016	16:00:00	18:30:00	Online	NMIMS University - Mumbai Campus, Vile Parle (West), Mumbai

Exam Fees Paid: INR. 5400/-

Note:

1) This document is NOT a Hall ticket.
2) Hall Ticket will be made available for download on Exam Portal 7 days prior to Exams.
3) NMIMS University reserves right to shift students to another available exam center in case of any unavoidable circumstances.
4) This is an auto-generated Exam Booking Receipt and requires no signature.

NMIMS GLOBAL ACCESS SCHOOL FOR CONTINUING EDUCATION

Documents required on Days of Examination

- **It is mandatory for the student to carry these documents daily on the days of examination:**
  - Student ID Card
  - **Print out of the Hall Ticket on A4 size plain white paper**
  - Alternate Photo ID proof: Pan Card / Passport / Aadhar Card / Driving License

  Pls. Note: Student ID Card & Hall Ticket will be verified daily at the Exam Centre on the days of examination. Without both the documents student will strictly not be allowed entry to the Examination Hall.

NMIMS GLOBAL ACCESS SCHOOL FOR CONTINUING EDUCATION

Result Declaration & Revaluation of TEE – (For Computer Based Exam)

- Result is declared approx. within three-four weeks after the last date of completion of term end exam of that respective exam cycle.

  To view the declared exam cycle Result, student needs to log in to:

  Student Zone → Exams → Exam Results tab

  Student Zone → Exams → Assignment Marks

- **Revaluation of Term End Examination:** After Result declaration, incase a student is not satisfied with the marks awarded in the term end examination and wish to apply for revaluation can do so. **Revaluation is applicable only for the descriptive type questions attempted and not for the MCQ.** The student can apply online via **Student Zone → Service Request by paying stipulated revaluation fees (Rs.1,000 – per subject) on or before the last date** announced by NGA-SCE from declaration of result.

- **Revaluation of Assignment Marks:** After Assignment Result declaration, incase a student is not satisfied with the marks awarded in assignment and wish to apply for revaluation can do so. The student can apply online via **Student Zone → Service Request by paying stipulated assignment revaluation fees (Rs.1,000 – per subject) on or before the last date** announced by NGA-SCE from declaration of result.

- **Pls. Note:** Applying for Revaluation **does not indicate that marks will increase than the original result score**. It can either increase/decrease or remain the same. Student needs to take a conscious decision whether he/she wants to apply for revaluation. **Marks awarded after revaluation shall be final** as no further redressal is permissible as per the rules. No further request for revaluation will be entertained.

Assignment Revaluation Policy

A. The assignment marks obtained after revaluation shall not be accepted by the school, if the difference between the marks originally obtained and marks obtained after revaluation increase or decrease by not more than ten percent (10%) of the maximum marks **(difference is not more than three marks i.e. 10% of 30)**. **The original marks obtained by the student shall be retained**. There will **be no change in the score** and the original marks shall be accepted and assignment result will be declared.

B. If the difference between the assignment marks originally obtained and marks obtained after revaluation increase or decrease by more than 10% of maximum marks (i.e. more than 3 marks) and increase or decrease by not more than 20% of the maximum marks **(i.e. not more than 20% of 30 i.e. difference in marks is between four marks to six marks)** in such cases, **the average marks of the first and second evaluation shall be accepted by the School as the final marks** for the said subject and will be updated in Exam Portal and assignment result will be declared. The marks originally obtained by the student in the said subject shall be treated as Null and Void.

C. If the difference between the marks originally obtained and marks obtained after first revaluation increase or decrease by more than twenty percent (20%) of the maximum marks **(i.e. more than 20% of 30 i.e. above 6 marks increase/decrease)** in such cases, second revaluation of the said assignment shall be done by a third examiner. Assignment scores will be masked before allotting to third evaluator. In such an event, the **average marks of the closest two examiner's marks shall be accepted by the School as the final marks** for the said subject (irrespective whether marks increase or decrease after averaging). Marks will be updated in Exam Portal and assignment result will be declared. The marks originally obtained by the student in the said subject shall be treated as Null and Void.

Revaluation Fee Refund Policy

- With reference to point (A) of assignment revaluation policy above: In case there is **(0%-10% difference: i.e. 0-3marks difference increase/decrease)** in the declared assignment marks after revaluation: It's considered as **No Change in marks** & original marks remain the same. (**No Assignment Revaluation Fee Refund is applicable** for the particular subject)

- With reference point (B) of assignment revaluation policy above: In case there is **(11%-20% difference: i.e. 4-6marks difference increase/decrease)** in the declared assignment marks after revaluation: It's considered as **Change in marks** & original marks are amended. (**No Assignment Revaluation Fee Refund is applicable** for the particular subject)

- With reference point (C) of assignment revaluation policy above: In case there is **(20% & above difference: i.e. more than 6marks difference increase/decrease)** in the declared assignment marks after revaluation: It's considered as **Change in marks** & original marks are amended. (**Assignment Revaluation Fee refund is applicable** for the particular subject)

- **Term End Exam Revaluation Fee refund** is applicable for the particular subject only where the **subject status changes from Fail to Pass**.

To Pass (clear) the Failed Subject/s where the Total Aggregate Marks obtained is less than Passing Criteria

- As per the *revised examination policy effective April, 2016 examination onwards*, to pass (clear) the failed subject/s, **students enrolled in new program from July, 2014 batch onwards now have the following options to choose from:**

  (A)   **Submit only the failed subject/s assignment** & not appear again for the term end exam of the failed subject/s   **or**

  (B)   **Register & appear for the failed subject/s in Re-Sit or regular Term End Examination**. The previous exam cycle assignment marks will be carry forwarded incase there is no resubmission of assignment found in the respective exam cycle & latest term end exam marks will be considered   **or**

  (C)   **Both:** submit the assignment of the failed subject/s and also register & appear for the Term End Examination of the failed subject/s.

Pls. Note:

→ **For every exam cycle, a new set of Assignment Questions** will be uploaded in the student portal. Student is expected to download the **latest applicable exam subject assignment question paper** & submit the assignment on or before the last date announced by NGA-SCE for that respective exam cycle.

→ Student will have to pay the applicable exam fee while doing the Exam Registration.

→ For the **first two assignment submission exam attempts,** no assignment submission fee is charged. From 3rd Exam Attempt onwards for the same subject, Assignment Fees of Rs.500/- will be applicable.

→ **Best of assignment marks and Latest of Term End Exam marks is the criteria based on which the result will be declared.**

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Issuance of Marksheet / Certificate

- The Result is displayed in the student portal. *Post declaration of result, student can raise Service Request for issuance of Marksheet / Certificate*

- **For obtaining Original Marksheet / Certificate (Hardcopy) from the University**:

  Student needs to login to **NMIMS Student Portal to raise 'Service Request'**
  Student Zone → Service Request → Issuance of Marksheet

  Student Zone → Service Request → Issuance of Certificate

– The University will generate the required document/s of the student concerned and arrange to send the same to the **student's Learning Centre** within twelve working days from the date of application.

– In case the student wants the NMIMS University to directly deliver the marksheet at his/her residential address, the same will be delivered on payment of postal/courier charges of Rs.100/- Payment towards postal/courier charges is to be done by the student at the time of raising service request.

Examination Calendar*

Admission	Exam Cycle	Assignment window opens	Exam Registration Window Start Date	Exam Registration Window End Date	Hall Ticket Release (7 days before TEE)	Assignment / Project submission last date	Term End Examination	Result Declaration (Assignment + TEE)
Jan - Jun	(June 2017)	05-Mar-17	09-May-17	23-May-17	26-May-17	29-May-17	Computer Based Exam June (Fri / Sat / Sun)	4th week of Jul-17
	(Sept. 2017) - Re-Sit Exams	05-Jun-17	09-Aug-17	23-Aug-17	26-Aug-17	29-Aug-17	Computer Based Exam Sept. (Fri / Sat / Sun)	3rd week of Oct-17
Jul - Dec	(Dec. 2017)	09-Sep-17	09-Nov-17	23-Nov-17	26-Nov-17	29-Nov-17	Computer Based Exam Dec (Fri / Sat / Sun)	4th week of Jan-18
	(April 2018) - Re-Sit Exams	5-Dec-17	11-Feb-18	26-Feb-18	26-Mar-18	28-Feb-18	Computer Based Exam April (Fri / Sat / Sun)	3rd week of May-18

Pls. Note: The above scheduled exam calendar dates are *indicative and could undergo change.

*Students are notified to regularly visit the website / student portal to view all latest updates and avoid missing out on important notices/timelines

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From	Subject	Communication Date/Time
ngasce@nmims.edu	Model Assignments	24-Oct-2017, 11:34
ngasce.exams@nmims.edu	September, 2017 Computer Based Exam Result (Internal Assignment & Term End Examination) is declared!	11-Oct-2017, 11:21
ngasce@nmims.edu	Toppers list- June 2017	02-Oct-2017, 19:13
ngasce.exams@nmims.edu	Lecture Schedule- NMIMS	15-Sep-2017, 15:25
ngasce@nmims.edu	Re-scheduling lectures from 2nd and 3rd Sep'17	14-Sep-2017, 10:54
ngasce@nmims.edu	Lecture cancellation- 2nd and 3rd September 2017	02-Sep-2017, 16:09
ngasce@nmims.edu	September 2017 Re-Sit Term End Exams	31-Aug-2017, 17:12
ngasce@nmims.edu	September, 2017- Assignment Submission (Extension)	31-Aug-2017, 14:12
ngasce@nmims.edu	September, 2017 Term End Examination Hall Ticket is made live!	29-Aug-2017, 14:10
ngasce@nmims.edu	September, 2017- Assignment Submission (Reminder)	29-Aug-2017, 11:34
ngasce@nmims.edu	September 2017 Re-Sit Term End Exam Registration window is live!	24-Aug-2017, 16:35
ngasce@nmims.edu	September 2017 Re-Sit Term End Exam Registration window is live!	23-Aug-2017, 17:58
ngasce@nmims.edu	Student portal_Downtime	21-Aug-2017, 10:55

Exam Reports

Sr. No.	Student Zone Menu Bar	Reports	Path	Purpose
1	**Exam Reports**	**Confirmed Booking**	Exam Reports → Exam Reports → Confirmed Booking	To view list of students/subjectwise who have registered for that respective exam cycle
2	**Exam Reports**	**Pending Booking**	Exam Reports → Exam Reports → Pending Booking	To view list of eligible students/subjectwise who haven't registered for that respective exam cycle
3	**Exam Reports**	**Active Student Report**	Exam Reports → Exam Reports → Active Student Report	To view list of eligible active students within program validity
4	**Exam Timetable**	**Exam TimeTable**	Exam Reports → Exam TimeTable Select Exam Year: (drop down) Select Exam Month: (drop down) → View TimeTable	To view the Exam TimeTable (Dates / Time Slot) Made live during exam registration *Indicative Key Exam Dates is shared 3-4 months in advance on website
5	**Search**	**Search Marks**	Search → Search Student Marks Select Written Year: (drop down) Select Written Month: (drop down) Select Program: (drop down) Select Semester: (drop down) → Search	Individual Students: Exam Results Status (Subjectwise / Exam month / year wise: Assignment/Term End Exam Marks)

Exam Reports

Sr. No.	Student Zone Menu Bar	Reports	Path	Purpose
6	**Search**	**Search Pass Fail**	Search → Search Pass Fail Select Written Year: (drop down) Select Written Month: (drop down) Select Assignment Year: (drop down) Select Assignment Month: (drop down) Select Program: (drop down) Select Semester: (drop down) Select: Pass / Fail (drop down) → Search	To search Pass / Fail status once the exam result is declared (All students / Individual student details) Select SAP ID: Enter student SAP ID (Only if you are searching examination result details of individual student)
7	**Search**	**Search Students**	Search → Search Students Select Admission Year: (drop down) Select Admission Month: (drop down) Select Program Validity Year / Month: (drop down) Select Program: (drop down) Select Semester: (drop down) → Search	To view the list of students who are enrolled in that particular admission month / year / program / semester
8	**Search**	**Search Assignment Status**	Search → Search Assignment Status Select Exam Year: (drop down) Select Exam Month: (drop down) → Search → Download ANS Report	→ Search Assignment Status: To Search students who have submitted assignment for that respective exam cycle → ANS Report: To Search students who haven't submitted assignment for that respective exam cycle
9	**Service Request**	**Search Service Request**	Search → Search Service Request Select Service Request Type: (drop down list: Issuance of Marksheet / Certificate / Assignment Revaluation / Term End Exam Revaluation) Student ID: (enter if individual student details is required) → Select Request Status: (Submitted open, In progress, Closed) → Search	→ To check what is the status of Issuance of Marksheet / Certificate incase the student enquires → Submitted open: Case is opened → In progress: Marksheet/Certificate printing is in progress → Close: SR is closed (printed & dispatched or revaluation result is declared & SR is closed)

Key Points for Students …

- **Assignment QP changes** every exam cycle (June/Sept/Dec/April). Still few students submit previous exam cycle assignment & graded 'zero'.

- Assignment needs **to be typed using MS-Word using readable font size (12)**. **Scanned assignments** are not allowed & will be graded zero. Assignments which are **Handwritten (even partially)** will be graded zero. **Tables, Statistical formulae needs to be typed** using MS-Word (insert tables / symbols).

- **One single subject Assignment file with all answers need to be typed & uploaded** for each respective subject. Few students are confused with submission attempts & submit: Q1. in 1st attempt, Q2. in 2nd attempt, Q3. in 3rd attempt. (Latest assignment file will be graded)

- Students are supposed **to check the entire preview of the assignment submitted** as there are few cases where corrupt/blank/wrong file is uploaded or images/charts are not displayed.

- Students **need not wait till the last minute for assignment submission**. In case there is any doubt with assignment submission, students need to get them cleared much in advance. **Pls. Note:** For doubt clearance / Technical support, students need to contact NGASCE well in advance **(Mon-Sat: between 10.00a.m. to 6.00p.m.)**

- Students who **submit the assignment in the current exam cycle ideally need to wait till the declaration of the result** of that respective exam cycle. To cater this students issue, we will give only viewing assignment QP rights to students who have submitted assignment & display 'Result Awaited' in current exam cycle. 3rd Assignment fee payment/submission will be allowed only after declaration of results.

- **Copy Case in Assignments**: As per the examination policy, the **assignment shared with other students or groups will get zero**. Post declaration of result, in case any student wants to see both the copies of assignment: Student will have to **come in person to the learning centre**. **Pls. Note:** As per the examination policy **the other students identity is not revealed** only the content is shown to the student.

Key Points for Students …

- **Exam Registration: Once registered cannot be cancelled**. Students need to be careful with work commitment & exam date/time slot selection as exam fee refund or carry forward or exam cancellation is not permissible.

- During Exam Registration: For **Exam Centre change approval cases**: Student is responsible to register his/her Exam Centre after Exam Centre Change approval is sent by the University. **Few students do not respond and the required seat/timeslot is then not available.**

- **Hall Ticket:** Students need to take a **print out of Hall Ticket on A4 size plain white paper** & carry everyday on the days of examination. **E-Hall Ticket (i.e. few students show Hall Ticket on Cell phones is not allowed** as the printed hall ticket will be verified & stamped everyday & seat number will be allocated on it.)

- **PG students need to register & submit the Project**. Non clearance in Project leads to non-completion of program and no certificate will be issued. Few students are still unaware that project is one of the mandatory subject in Sem-IV.

- **Students registered for exams & remain Absent:** Students will get 'Absent' printed in the Marksheet as **Latest exam attempt is 'AB'**. Previous exam cycle Term end marks will not be considered nor carry forwarded.

- Result declaration & **Revaluation Window**: With Result declaration we have **five days window to apply to Revaluation of Assignment/TEE**. Students need to adhere to the deadlines as there are further processes involved. Once **applied for revaluation, it cannot be cancelled** nor there is refund or carry forward of revaluation fees paid by mistake.

- Service Request for **Marksheet / Certificate: (Collection from Learning Centre)**: Marksheet / Certificate is sent from the University which students do not collect even after several reminders.

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Queries / Suggestions...

Thank You

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