

7.5 Re-examination

Re-examination will be conducted for all courses in which students have earned an 'F' grade. A new code 'RE' will be introduced in the grade report to indicate that the student has appeared for a re-examination. For the purpose of CPI calculation, re-examination will be treated similar to repeating a course.

a. Re-examination schedule Re-examination registration window will open for ten days starting from the first working day of June every year. Re-examination will be scheduled during the first week of July. Students will not be allowed to register for more than 6 courses during the re-examination. Such students will have to pay the prescribed examination fee. The student should pay the fee online and submit online fee receipt along with reexamination form to the Office of Academic Affairs.

b. Grading policy If a student registers and appears for reexamination within a period of one year of failing the course, the grades for such students will be assigned as per the grading policy for the original class. All quizzes, mid-semester, assignment and other component scores earned during the regular semester will be retained and only the end-semester score obtained in the re-examination will replace the original end-semester score to award the grade. For students appearing in re-examination after one year, only the re-examination scores will be used to award the final grade and such a grade will be capped at a maximum of 'C'.