



Examination Management Module

IS201.3-Business Processes and ERP

Group Number: 12

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Module Description: Examination Management

1.1 Primary Purpose

The Examination Management module is created to handle the whole life cycle of examinations in a university and automates it. It aims to offer a centralized planning, conducting and evaluation of exams as well as maintain fairness, transparency and adherence to academic regulations. It assists in offline and online examination and it aids in overload of administration.

1.2 Key Functions

- Preparation and issue of the educational examination schedule.
- Publication of exam notifications, guidelines and instructions.
- Registration of students in exams.
- Integration and reconciliation of exam fees.
- Resource distribution, exam centers and seatings.
- Delegation of invigilators and personnel of examinations.
- Secure question paper development, authorization, printing and distribution.
- Onsite and online examination supervision and monitoring.
- Taking attendance and implementing incident reports.
- Collection of answer sheets, evaluation and grading and moderation.
- Publishing of results and handling of re-evaluation requests.
- Manufacturing of certificates, transcripts and exam related reports.

1.3 Use Case in University

The Examination Management module at the university level is very important in that it makes the coordination of students, faculty, and administrative staff work smoothly. To students, it makes registration, access of hall tickets and

results easier. In the case of faculty, it simplifies grading, moderation and re-evaluation. In the case of administrators, it offers exam scheduling, invigilation, logistics and compliance tools. The system provides accuracy, transparency and efficiency in all the exam activities.

Key Users/Roles & Responsibilities.

Role	Responsibilities
Student	<ul style="list-style-type: none">▪ Register for exams▪ Download admit cards▪ Attend exams▪ View results
Examination Office Staff	<ul style="list-style-type: none">▪ Publish exam calendar▪ Verify eligibility▪ Manage registrations.
Finance Office	<ul style="list-style-type: none">▪ Collect exam fees▪ Manage payment tracking▪ Reconcile accounts.
Invigilators/Proctors	<ul style="list-style-type: none">▪ Supervise exam sessions▪ Record attendance▪ Handle incidents.
Faculty (Evaluators)	<ul style="list-style-type: none">▪ Mark answer sheets▪ Validate grades▪ Participate in re-evaluations.

High Level Business Process Context.

Examination Management starts with planning and release of notification, then student registration, fee management and generation of hall ticket. Seating, Exam centers and staff are to be assigned to facilitate smooth operations. Monitoring is implemented and attendance is followed during the exam. Then answer sheets are gathered, checked and processing of results. The process ends with publication of the results, re-assessment and granting formal certifications.

Detailed Process Breakdown.

Account Setup & Preparation (Steps 1-6)

- Academic Exam Calendar Creation
- Exam Notification & Circular Release
- Exam Fee Collection & Payment Tracking
- Student Exam Registration & Enrollment
- Eligibility & Prerequisite Verification
- Exam Timetable & Slot Allocation

Registration & Payment (Steps 7-13)

- Exam Resource Allocation & Center Preparation.
- Exam Room & Seating Arrangement
- Invigilator & Staff Assignment
- Question Paper Creation & Approval Workflow
- Secure Question Paper Printing & Distribution
- Exam Material & Logistics Management
- Candidate Identity Verification & Entry Control

Approval & Scheduling (Step14-17)

- Exam Attendance Recording & Incident Logging.
- Exam Monitoring & Proctoring (On-site & Online)
- Answer Sheet Collection, Sorting & Barcoding

- Evaluation (Marking) Allocation & Tracking

Finalization & Access (Step18-22)

- Marks Entry, Validation & Moderation.
- Result Compilation, Grading & Publication.
- Re-evaluation / Rechecking & Appeals Management.
- Certification, Degree Audit & Diploma Issuance
- Exam Reporting, Compliance, Analytics & Archive

BPMN Diagram.

Examination Management Module – Full Module Diagram

<https://drive.google.com/drive/folders/1S0UQ1ylv3oOxsfAOST0wwEe2dUTAU5h?usp=sharing>

Student Examination Registration

https://drive.google.com/drive/folders/1HzGtnkqlvBNxYWEnEDWUOSnyKlfYO08_?usp=sharing

Exam Paper Creation, Printing & Distribution

https://drive.google.com/drive/folders/1H80FGn7n_VEyo5YinKLTQxV-i2ZXoyem?usp=sharing

Conclusion

The Examination Management module is an important component of the university ERP system which incorporates academic, financial and administrative operations. It makes sure to plan, conduct exams, and assess them smoothly with access and secure workflows. The system automatically reduces manual work, eliminates mistakes and enhances transparency by automating duties such as scheduling, monitoring, evaluation, and publication of results. Finally, it provides a systematic and dependable way of dealing with examinations, keeping the academic policies in check and improving the overall student experience.

