

Q4.1 Explain briefly the methodology of evaluation at IGNOU.

Ans. IGNOU has a three-fold package for evaluation –

a) Self assessment, b) Continuous evaluation through assignments (c) Term-end examination.

In respect of (a) the weightage is nil. For (b) & (c), it is 25 to 30% and 70 to 75% respectively. The assignments are again generally two-fold: Tutor Marked Assignments (TMA) and Computer Marked Assignments (CMA). A learner has to send the CMA responses to the IGNOU Hqs, while TMAs are evaluated at the study centres. Term-End Examinations are held twice a year during June and December for all the courses.

Q4.2 What methodology is adopted for practicals?

Ans. Practical are handled in a two-fold manner, depending on the nature of the courses. For computer based programmes practicals are held regularly at the designated study centres and examinations are held as per schedules drawn by the Headquarters. This schedule is sent to the Regional Centres who in turn send them to all the study centres. Normally these practical examinations are held during January and July. The study centres organise the examination and the marks are sent to the Student Evaluation Division (SED).

For other practical based programmes like BSc, Post Basic BSc (Nursing), PGDMCH, PGDGM, PGDHHM, the programmes offered by the School of Engineering and Technology, the practicals are held in spells of one/two week duration based on the convenience of the host institutions of the study centres. The learners are evaluated continually during the holding of the practicals and at the end of each such spell an end-of-the-term practical examination is conducted. The final grade is an aggregate of the marks obtained at the continuous and term-end evaluations and the viva-voce conducted during such spells. The practical marks are forwarded by the study centre to the regional centre concerned.

Learners have to attend practicals also in B.Ed and DECE. These are called school based practicals and the evaluation is done on the basis of the report prepared by the learners.

Q4.3 When are the term-end examinations held?

Ans. The term-end exams are held in June and December.

Q4.4 What is the examination fee?

Ans. Examination fee is Rs 60/- per course.

Q4.5 When and where shall I deposit the examination fee and submit the examination application form?

Ans. Examination application forms (with fees) may be deposited at any of the following offices of IGNOU:

i) Any Regional Centre ii) SED, IGNOU Hqs. iii) SSC, IGNOU Headquarters. You must keep the receipt of deposit of examination fee and a photocopy of the filled-in form. In case of postal deposit, please remember to keep a photocopy.

The dates of submission are as under:

For June TEE	Late Fee	For Dec TEE	Late Fee
1 March to 31 March	NIL	1 Sep to 30 Sep	NIL
1 April to 20 April	Rs. 100/-	1 Oct to 20 Oct	Rs. 100/-
21 April to 15 May*	Rs. 500/-	21 Oct to 15 Nov	Rs. 500/-
16 May to 28 May*	Rs. 1000/-	16 Nov to 28 Nov	Rs. 1000/-

* During these dates submit the examination form with late fee to concerned Regional Centre (For outside Delhi): For Delhi, submit to the Registrar (SED). Examination for these students will be conducted at the Regional Centre city only.

Q4.6 Can I submit the examination application form more than once?

Ans. No.

Q4.7 I have submitted my examination application form with the requisite fees about a week back. Now, I feel that I shall be able to prepare myself for two more courses. Can I fill in a second form?

Ans. No. Please make up your mind in accordance with the time frame mentioned as answer to Q 4.5.

Q4.8 I appeared for the examination of a few courses at the June Term-End examination. The results have not yet got declared while the last date for submission of the examination application form is hardly a week away. Should I apply for appearing at the examination of the same courses at the December Term-end examination? Do I have to pay the examination fees for such courses?

Ans. It is advisable that students fill up the examination form without waiting for the result of the previous examination. No examination fee is required to be paid for the courses for which the student appeared in the preceding TEE and the result has not been declared on the date of submission of the examination form.

Q4.9 When and how shall I get to know my term-end examination result?

Ans. From the IGNOU website. Visit the same sixty days after the examination.

Q4.10 Do you have provision for regional centre or study centre-wise declaration of result?

Ans. No.

Q4.11 My examination is scheduled for tomorrow and I have not yet received my Hall Ticket. What shall I do?

Ans. If you have filled in your examination application form correctly with valid courses for which you are duly registered then it seems that it is a case of postal failure. You may visit IGNOU website and download the Hall Ticket and report to your examination centre with your identity card. If possible you may also contact your Regional Centre.

Q4.12 I am attached to a study centre in Jodhpur under RC Jaipur. But during next December for professional reasons I shall be staying in Kohlapur. Can I appear for the December Term-end Exams from the IGNOU Study Centre there?

OR

Can I appear for Term-end examination from anywhere in the country ?

OR

Do I need to change my Regional Centre if I intend to appear for term-end examination from a study centre not under the jurisdiction of my present Regional Centre?

Ans. While filling in the examination application form mention the code of the centre from where you intend to appear for the examination. Before mentioning the said code please make sure that the centre you are opting for is activated for the programme of study for which you are appearing at the examination. You do not need to change your Regional Centre for appearing for examination from a different region.

Q4.13 Can I change my centre option which I have mentioned in the TEE application form?

Ans. The change will be incorporated if the centre opted for is in existence and provided allotment has not been made. Once allotted, change of centre is not permissible.

Q4.14 I had applied for appearing at the TEE for five courses, but in the Hall Ticket only four course codes have been mentioned. What shall I do?

Ans. First check whether or not your registration for the fifth course (the one that is not mentioned in the Hall Ticket) is valid. Mostly this discrepancy takes place due to invalid registration. However, if this has happened despite your registration being valid then please contact your Regional Centre or the Centre Superintendent with relevant documents and seek provisional permission for appearing at the examination for the fifth course.

Q4.15 I had appeared for examination in five courses. Even after a year of myself appearing at the examination I find that the result of one of the courses has not yet been declared while for the remaining four the declaration has been made. What shall I do ?

Ans. It may so happen that your registration in the said course is invalid due to reasons like error in data entry of registration or expiry of the maximum permissible period of registration. There is also a small but finite probability of your answer script still lying with the evaluator. Please get in touch immediately with SED at the IGNOU Hqs or the Regional Evaluation Centre (REC) concerned.

Q4.16 When shall I get my degree certificate after successful completion of the programme ?

Ans. The University keeps updating the result status of every student on the IGNOU Website from time to time. So you will get to know about the completion status first through the Website. After that the University will send you the complete grade card and the provisional certificate. The main certificate will be given at the Convocation.

Q4.17 When is the University Convocation held? Do you send any invitation to the awardees?

Ans. The University Convocation is normally held during February/March every year. All the students who have successfully completed any programme of IGNOU on or before the June Term-end Examination of the previous year are invited to attend the Convocation. Since it is not possible for students residing across the country to attend the Convocation, the University holds the function in a unique manner. It uses technology to hold the Convocation simultaneously throughout the country. The main function is held at the IGNOU Hqs. at Maidan Garhi and the programme is telecast live through the Edusat and the Gyan Darshan Network and received at all the Regional Centres of the country. The programme is also webcast. An awardee is given the option of attending the programme at the Hqs. or at any Regional Centre of the country where the televised convocation is organised. Based on his option, his certificate is sent to the desired station from where he can collect the same. The VC is present physically at the Hqs. to confer the degrees and he is present on the TV screen via satellite at the Regional Centres.

Q4.18 What happens if I do not get the letter of invitation for attending the Convocation?

Ans. The status of the enrolment numbers of the awardees is given on the IGNOU website. If your Enrolment Number figures there you are eligible and you may contact SED at IGNOU Hqs or your Regional Centre.

Q4.19 I am not satisfied with the marks I have obtained in CS-60. What should I do?

Ans. There is a provision for re-evaluation. You may exercise the same.

Q4.20 Does re-evaluation mean only checking the correctness of the total?

Ans. No. As the name suggests it is rechecking of the answer scripts.

Q4.21 When will the re-evaluation result be declared?

Ans. Within a month of your applying for re-evaluation.

Q4.22 If after re-checking I get a lower score than the original, what will happen?

Ans. The original score is retained.

Q4.23 The University takes about 3 months to declare the result but I require my result urgently. Can you help me?

OR

I have appeared at the June-09 Term End Examination and I need my result by July-09 as I have to apply for a job.

OR

I have appeared for the last paper in B.A. and I need to produce my marksheet for applying within a month for admission in M.A. in Jodhpur University. What shall I do?

Ans. You can exercise the provision of 'Early declaration of result'.

Q4.24 When we should apply for early declaration?

Ans. Such applications are not accepted on and from 15 days prior to the beginning of the examination. You have to apply keeping this time frame in mind.

Q4.25 From where can I get suggestive questions for the Term End Examination?

OR

Do you publish any 'Suggestions'?

Ans. The assignment question can be considered as a good set of suggestion. IGNOU does not publish any 'Suggestions' separately.

Q4.26 IGNOU provides the model question for entrance test but the answers are not provided. While practicing how can I make a self assessment?

Ans. The objective of giving the model questions is to make you aware of the kind of preparation to be undertaken. However, if you are keen about self assessment you may try similar other books like the guide book for GMAT for management aspirants.

Q4.27 What is the cut off marks for qualifying at the entrance test of B.Ed and Management?

Ans. Cut off marks is not spelt out. It is decided on the basis of the overall performance.

Q4.28 I have been told that my marks have been withheld for unfair means but I can swear that I have not adopted any unfair means during examination. What should I do now?

Ans. You will be asked to appear before the Unfair Means Committee where you can express your views.

Q4.29 How do I know the examination dates?

Ans. The December examination schedule is released by 31st July and the June exams schedule is released by 31st January. These are made available at the notice boards of the Regional and Study Centres as well as on the IGNOU website.

Q4.30 I find that the schedule and the dates of the examination of two courses for which I have to appear are clashing. What can I do under such situations?

Ans. Normally such clash of schedule would not happen in case you are appearing for the first time for the courses. However, you have to remember that IGNOU conducts examination for more than 5000 courses twice every year that also by making use of infrastructure not owned by IGNOU. In order to fit in the overall schedule of the examination always within one month (June and December) there may be such unavoidable clashes. In such a case you have to appear for only one examination and wait for the next occasion to clear the other paper. There is provision for On-demand examination in some courses. You may take benefit of that if feasible.

Q4.31 Is there any provision of Amanuensis for the differently abled students?

Ans. Yes, Amanuensis can be provided on a request made by the student to the Superintendent of Examination Centre.

Q4.32 In which cases the amanuensis will be provided.

Ans. In the following three situations:

- In case of visually impaired candidates.
- In case of illness rendering the candidates unable to write and duly certified by a Medical Officer not below the rank of an Assistant Surgeon of a Govt. Municipal Hospital or Dispensary.
- In the case of an accident involving injury rendering the candidate unable to write which is duly certified by a Medical Officer not below the rank of an Assistant Surgeon of a Govt. Municipal Hospital or Dispensary.

Q4.33 What arrangements are to be made by the Superintendent of Examination Centre with reference to amanuensis?

Ans. The Superintendent of Examination Centre should arrange a suitable/separate room for differently abled candidates and also appoint one special invigilator to supervise his/her examination.

Q4.34 Will any fees be charged from the student for providing the facility of amanuensis?

Ans. No fees shall be charged from the student for providing the facility of amanuensis. The Superintendent of Exam Centre concerned shall choose suitable amanuensis from an institution as far as practicable and forward to the Registrar (SED) a report giving full particulars of the credentials of the amanuensis. If any fees are charged by the amanuensis, then the same is to be billed to IGNOU.

Q4.35 What should be the qualification of the amanuensis?

Ans. The amanuensis must be a student of a lower grade of education than that of the candidate.

Q4.36 I am 60 years old and suffering from several diseases. I am doing Post-graduation from IGNOU. Is it possible that while taking examination I keep my mobile phone with me as a measure of precaution?

Ans. No. Mobile Phone or any communication device/instrument in the examination hall is strictly prohibited.

The Exam Superintendent and the invigilators will help you out regarding your disease related issues.

Q4.37 I am doing B.Sc (Major) from IGNOU. Some instruments are needed in the examination hall. Is it provided by the University or can we bring our own. Are Calculators/log tables/Mathematical tables allowed inside the examination hall?

- Ans.
- a) Drawing instruments are permitted, wherever necessary.
 - b) Use of stencils is permitted.
 - c) In Geography, stencils or templates for drawing outline maps is permitted.
 - d) Log tables/Mathematical tables are made available for use of students in Mathematics, Physics, Chemistry and Management, as per requirement indicated by the paper setter in the question paper.
 - e) Calculators are allowed for use in the examination unless otherwise prohibited through instructions in the question paper.
 - f) Availability of loose graph sheets with the centre before commencement of examination should be ensured.
 - g) For Accountancy paper, blank Cash Book, Ledger and Journal may be supplied.