

EXAMS AND ASSESSMENTS MANUAL

Batch 2020-23

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I. EXAMS OFFICE

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The Exams office at Krea University has the following responsibilities.

1. EXAMS AND EVALUATION

1. Timely conduct of exams and assessments
2. Maintain confidentiality of question papers/other assessment tools
3. Supervise the smooth conduct of exams and minimize malpractices during exams.
4. Ensure all malpractices are reported to the Disciplinary Committee for necessary action

2. DECLARATION OF RESULTS

1. Review grades term-wise and declare the results of students.
2. Verify student performance against promotion and graduation policies.
3. Declare students eligible (or ineligible) for promotion and graduation.
4. Declare students who will be placed on Academic probation.

3. RECORDS MAINTENANCE

1. Maintaining evaluation papers and answer sheets
2. Maintaining student performance records
3. Verification and Authentication of student details (current students and alumni) to be shared with external parties

II. KREA PHILOSOPHY

At Krea, faculty members and students together form vibrant, cutting-edge learning communities in which highly trained specialists to assist novice practitioners in their journey towards expertise, individually and as a collective, with academic integrity and a strong sense of ethics overall as our hallmark. In each Krea student, we seek to hone imagination, depth, and the ability to deliver, in academic contexts and beyond.

In such a view, assessment is not merely grading. It forms a continuous and rigorous evaluative process by which we trace each student's learning and academic trajectories in order to discover and unleash potential. It is also a means to signpost challenges students may face as part of their academic growth. To fulfill these larger goals, each course at Krea will involve multiple assessment touchpoints with continual feedback. Students will be assessed on, various assignments that elicit depth and breadth of understanding and critical inquiry, as course, major, discipline, and our interwoven learning philosophy demand.

1. DURATION OF THE PROGRAM

1. A student is allowed n+2 years to complete the degree program in which the said student has enrolled.
2. Any additional time needed must be approved by the Vice-Chancellor.

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3. UGC Guidelines for the Four-Year Undergraduate Program provide seven years for a student to complete the degree. This provision is applicable to students who may choose to exercise the exit option after completing their first, second and third years.

2. ATTENDANCE REQUIREMENTS

Krea University aims to continuously evaluate the student's performance during the course along with an end-of-term evaluation. As the pedagogy of all courses will involve student participation in the class, attendance is mandatory. A minimum of 75% classroom attendance is mandatory for a student to become eligible for attending the end-term exam.

The Table-1 below lists the contingencies related to attendance during the Term (excluding the examinations) and the implications thereof:

Table-1: Attendance requirements

Attendance %	Supporting documents	Reviewed by	Outcome of Review	Category	Approving authority for checking eligibility	Eligibility to write end-term exams
≥ 75	None		Not applicable	A1	Not applicable	Eligible
Less than 75% but equal to or higher than 60%	Request Letter with documents	OAA	Recommended	A2	EAO	Eligible
		OAA	Rejected (Or request letter)	A3	EAO	Eligible grade level drop
< 60%		OAA		B1	COE	Not Eligible

If the reason provided in the request letter is any one of the following and the student has provided necessary supporting documents, 10% absence may be condoned such that the presence is equal to or more than 65% of total classes held:

- Illness (attached medical certificate)
- Hospitalization of parent or guardian/spouse
- Bereavement of parent/guardian/sibling/spouse

The Dean may recommend exceptional cases for consideration under humanitarian grounds for approval by COE.

The faculty member may offer an online evaluation in exceptional cases when a student is eligible to appear for evaluation. This is subject to the discretion of the faculty member, followed by the recommendation of the program chair and/or the Dean of the school and approval of the COE. The exams office will assist in proctoring/ online invigilation of such

exams. The scheduling and conduct of such exams will be done by the EAO, depending on the availability of invigilators and infrastructure for online proctoring.

3. SPECIAL ASSISTANCE

A student requiring special support, due to their physical or mental ailments, must inform Office of student life as soon as they register for the program, In consultation with OSL, they will communicate to Exams Office the support required (or beginning the term, in case of short-term support). The Exams office will review the documentary support and in consultation with OSL and the medical officer nominated by the University will strive to support the student in exams and evaluations.

In case of students who need support due to sudden onset of illnesses /worsening conditions, the student (or family member or guardian or a caregiver) must write to EAO, at least one day, before the start of the examination with supporting documents and seek approval, to be considered for any extension of time and /or any other support. It is the discretion of COE to consider such other cases who need special assistance and is unable to intimate the exams office in advance.

4. COURSE EVALUATION AND GRADES

Every course instructor will assess the student registered for the course on two assessment categories.

1. Learning Trajectory
2. Academic Trajectory.

1. Assessment Category 1: Learning Trajectory

This assessment evaluated a student on three parameters as described below.

1. Diligence (demonstrates hard work, and preparedness; completes assignments on time; engages with course materials thoughtfully and responsibly, attributing sources)
2. Adaptability, Agility, Resilience (improvises and adapts to challenges, thinks through new problems and scenarios, takes feedback well, and acts on it) Collaboration (works well with peers, listens actively, takes initiative, an ethical contributor to group projects and overall discussion, overall team player)
3. Creativity, Imagination (demonstrates a passion for learning, has new/fresh ways of engaging with course materials and assignments, expresses thought-provoking and/or nuanced insights on course materials, comes up with original solutions, is not afraid to be wrong or fail)

At the end of the term, the instructor will provide feedback on the learning trajectory of the student across the three parameters and an overall learning trajectory assessment as outstanding/excellent /proficient/satisfactory or unsatisfactory.

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Table 2. Learning Trajectory

Criterion	Learning Trajectory				
Diligence	Outstanding	Excellent	Proficient	Satisfactory	Unsatisfactory
Adaptability, Agility, Resilience	Outstanding	Excellent	Proficient	Satisfactory	Unsatisfactory
Collaboration	Outstanding	Excellent	Proficient	Satisfactory	Unsatisfactory
Creativity, Imagination	Outstanding	Excellent	Proficient	Satisfactory	Unsatisfactory
Overall learning trajectory	Outstanding	Excellent	Proficient	Satisfactory	Unsatisfactory

2. Assessment Category 2: Academic Trajectory

The course outline for each course will prescribe the course evaluation pattern that will assess the student on the academic trajectory. Each course will have multiple means to assess a student over the trimester. No single unit (homework, presentation, paper, exam etc.) will be more than 40 % of the overall grade in the class.

The students are encouraged to discuss with faculty members to understand the evaluation components of each course. Each component will be evaluated for every student. The total marks attained by students registered for a course will be the basis for awarding grades.

1. Communication of performance in individual components of the course would be carried out by the faculty members directly.
2. The students are requested to ensure that they receive all the components of evaluation including end term evaluation and seek any clarification from the course instructor.
3. The final grades of all the courses will be informed to the students by the EAO.

Table 3 : Marks, Grades and Assessment

Grade point	Letter grade	Score range (%)	Assessment
10	A+	98-100	Outstanding

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9.6	A	95-97	Excellent
9.2	A-	90-94	Excellent
8.7	B+	85-89	Proficient
8.2	B	80-84	Proficient
7.7	B-	75-79	Proficient
7.2	C+	70-74	Satisfactory
6.7	C	65-69	Satisfactory
6.2	D	60-64	Satisfactory
5.5	E	50-59	Satisfactory
0	U	0-49	Unsatisfactory
	I		Incomplete

Note:

At the end of every course, in addition to reporting individual grades for each student, the instructor(s) shall report the ‘median’ grade to be calculated and posted at the bottom of the grade distribution.

3. Details of grades

1. **Outstanding:** The student’s achievement in the course is at an advanced level, far beyond the requirements of the course, with learning and academic trajectories that show an unusual level of curiosity, passion, diligence, and dedication; demonstrating sophistication as a thinker, learner, communicator, and doer. Work is marked by creativity, conceptual richness, maturity in interpretation and analysis, credibility (ethics), and signals the extraordinary potential for practice/research in the field.
2. **Excellent:** The student excels in all course assignments, showing high levels of curiosity, passion, diligence, and dedication, more than meeting course requirements and demonstrating promise and growth as a thinker, learner, communicator, and doer. Work is marked by insight, conceptual clarity, skill in interpretation and analysis, credibility (ethics), and signals the definite potential for work/research in the field.
3. **Proficient:** The student does extremely well in course assignments, showing curiosity, passion, diligence, and dedication, ably meeting course requirements, and demonstrating growth as a thinker, learner, communicator, and doer. Work is marked by understanding, conceptual clarity, progress in interpretation and analysis, credibility (ethics), and signals the potential for work/research in the field.
4. **Satisfactory:** The student does well in course assignments, showing competence and diligence, meeting course requirements, and making progress as a thinker, learner, communicator, and doer. Work is marked by comprehension, conceptual clarity,

consistent attempts at interpretation and analysis, and credibility (ethics), and may signal some potential for work/research in the field.

5. **Unsatisfactory:** The student does not meet course assignments, demonstrating little to no progress as a thinker and learner. Work is marked by a lack of comprehension, conceptual clarity, and credibility (ethics).
6. **Incomplete:** In the case of missed assignments, mid-term examination and or other evaluation components, owing to unavoidable circumstances, a student may seek an extension to complete the evaluation components at the end of the exam week. If the instructor approves the request, the student may complete the pending assignments within six weeks. The decision to offer the extension is at the discretion of the course instructor(s). The course instructor will inform the Exams office about the decision. The student will be awarded grade I (incomplete) till the end of six weeks from the date of the end of exam week. After six weeks from the end of the exam week, the final result will be declared based on assignments submitted until then.

4. Revaluation

A student request for revaluation for any course. Major assignments other than MCQs and group projects will be evaluated again by an instructor capable of teaching the same course. An average of both the first valuation and revaluation will be taken to determine the final result.

5. Term Grade Point Average (TGPA)

TGPA, for a term, is the weighted average of the grade points obtained in the courses registered for, in a particular term (weights being the respective course credits).

6. Cumulative Grade Point Average (CGPA)

CGPA is the weighted average of the grade points obtained in the courses registered for, till the specified term (weights being the respective course credits). The final CGPA awarded will range from 0 to 10.00. TGPA and CGPA will be calculated up to the second decimal place.

The conversion of the CGPA into percentage is as follows:

$$(\text{CGPA obtained by the student} / 10) * 100.$$

5. CGPA REQUIREMENTS

A student is expected to maintain at least 5.5 CGPA and not have U or I grade in more than 3 courses. If the CGPA falls below 5.5 or if a student has failed or has an incomplete in more than 3 courses, then that student is required to attend an academic probation meeting, which will be organized by the SIAS Academic Administration Office. The following guidelines intend to augment the existing academic probation framework and offer specific graduation paths for SIAS students who are on academic probation.

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1. A student will have to maintain a CGPA of 5.5 or above to remain a student in good standing. Financial assistance recipients will need to maintain a CGPA of 6.5 or above to retain their eligibility to receive financial aid.
2. An academic probation meeting will be held if a student has failed or has secured an incomplete grade in 3 or more courses.
3. If a student has failed or has secured an incomplete grade in 5 or more courses, then such a student cannot register for the following term.
4. If a student has failed in courses from the first three trimesters, those courses must be completed before the student registers for courses in the seventh trimester / third year. In order to register for courses in the fourth year (as part of the FYUP) a student should not have any U grade from courses taken in the first and second year (or the first six trimesters).
5. A student may take supplementary exams to pass courses in which the said student has failed, provided eligibility criteria (minimum attendance of 75% and 40% of assignments completed) for taking the exam is met. (See the note on Supplementary exams for details on eligibility criteria)
6. If a student isn't eligible to take supplementary exams for courses in which the said student has secured 'U' grade, then the student will have to repeat the course when it is offered the next time.
7. Students on academic probation are required to prepare a path for graduation with the assistance of the SIAS Academic Administration Office.
8. Repeating a course may result in additional time spent at SIAS to fulfil the graduation requirements.
9. The student is also required to provide an undertaking to meet any extra expenses for additional terms necessary to graduate from SIAS. This applies to all financial assistance recipients too.
10. If the CGPA of a student drops below 3.5, then the student will be asked to leave the university.

6. ACADEMIC PROBATION MEETINGS

1. After the results are declared and before the registration for the following term begins, the Academic Administration Office (AAO) of SIAS will organize a probation meeting with a student who has 'U' or 'I' grades in three or more courses.
2. The concerned divisional chair, director/associate director of the AAO, and the mentor of the student will attend the probation meeting.
3. The purpose of the probation meeting is to facilitate the academic progress of the student and to provide any required additional support.
4. A student on probation will be required to submit fortnightly reports to the AAO on attendance and assignment submission for all the courses in the following terms. The reporting requirement will continue until the student comes off the probation list.
5. **Redressal for students on academic probation**
 1. If the CGPA of a student drops below 5.5 and/or if a student has failed in more than 5 courses and hence has not been allowed to register for the following term, such a student may formally petition to the Dean, SIAS, seeking permission to continue their academic work. The petition should explain the reasons for the academic performance of the petitioner, along with necessary supporting

- documents (such as medical certificates) and offer a plan to complete the graduation requirements.
2. In the case of such petitions, SIAS Dean's decision is final and may not be appealed.
 3. If the CGPA of a student falls below 3.5 and if the said student has been asked to leave the university, then the student may appeal to the Vice Chancellor. A formal petition explaining the reasons for the student's academic performance, along with necessary supporting documents, and a plan to complete graduation requirements may be presented.

7. SUPPLEMENTARY EXAMINATIONS

Supplementary Exam is an opportunity for students who have requisite attendance but have fared unsatisfactory (Grade U). The dates for the supplementary exams and improvement exam will be announced by EAO. The student must register with the Exams office in the prescribed format on or before the improvement exam registration date along with a prescribed exam fee for each course.

1. Supplementary exams may be taken in lieu of attending in person classes and completing all the requirements for a course including attendance.
2. Supplementary exams will be held three times a year, immediately after the exam week and during the trimester breaks including summer. Exam schedule will be shared at least eight weeks before the beginning of supplementary exams. Supplementary exams may not be held for all the courses during all the three supplementary exams.
3. A student is eligible to take the supplementary exam in a course in which the said student has secured an 'U' grade provided.
 - i. If minimum attendance standards are met (75% of the classes to be attended and 60% in the case of excused absences) and
 - ii. if 40% of the assignments, including class participation requirements, are completed.
4. Exams will be held for 60% of the grade and the final grade will be determined after taking into account marks secured in the previous exam (for 40% of the assignments completed) and adding the same to the marks secured in the supplementary exam. If the student has completed more than 40% of the assignments, then the following scheme shall be followed:
5. If the student has completed more than 40% of the assignments, then the student's score will be adjusted proportionally to 40% of the total grade and this score will be counted towards the final results. In other words, if a student has completed 60% of the assignments, then the final marks will be reduced proportionally to 40% of the total assignments)
6. Assignments will be determined, question paper set and evaluation completed by the original instructor of the course. If the original instructor is not available, then an instructor qualified to teach the same course shall complete the assessment process.

7. While the supplementary exam scheme need not follow the same assessment pattern as the original course, the course outline, syllabus and readings / curricular materials used in the original course shall be used to set the question paper and evaluate the answer script.
8. Since the original course will have followed a continuous assessment model, there shall be at least two assignments in the supplementary exam; assignments may include in class exam, take home exam, essays, quizzes, presentations, problem sets or a combination of any of these listed assignment types or any other mode of assessment that the instructor deems appropriate.
9. Revaluation requests for supplementary exams will be entertained and revaluation will be conducted as per the usual guidelines.
10. Supplementary exam can be taken only once for a particular course and if the student fails in the supplementary exam, the course will have to be taken in person.
11. A student can take supplementary exams for only two courses in any supplementary exam cycle.
12. A student taking supplementary exams will have to pay the fees fixed by the university.

8. IMPROVEMENT EXAM

1. If the grade in a course is D (range of 60-65 and GPA of 6.2) or E (range 50-60 and GPA of 5.5), a student may opt to take the Improvement Exam in order to secure a better grade. Students who have secured U grade will take Supplementary Exams.
2. Improvement exam will be taken as part of the Supplementary exam process and all the rules of the latter will apply.
3. In other words, the Improvement exam will be for 60% of the grade and will be held during the trimester breaks immediately after the Exam week. Only two improvement exams can be taken in any supplementary exam cycle.
4. Forty percentage of the grade will be determined as per the provisions of 7.4 of the Supplementary exam.
5. An improvement exam may be taken for a course only once and the student may opt for the higher grade among the two.
6. The dates for the supplementary exams and improvement exam will be announced by EAO. The student must register with the Exams office in the prescribed format on or before the improvement exam registration date along with a fee of INR 2000/ course.

9. AUDIT AND READING COURSES

1. Audit Course

If a student wishes to audit a course, he/she may do so with the permission of their academic advisor and the course instructor. To audit, the student must participate in all activities relevant to the course except the final exam.

2. Reading courses

Reading courses may be conducted upon students' request by faculty members, per their availability and willingness to teach the course. A student can take a maximum of **two** reading courses as part of the undergraduate experience.

10. CERTIFICATES AND TRANSCRIPTS

1. The Provisional certificate and transcript of marks will be issued 90 days after the completion of all requirements needed for graduation.
2. The Provisional Certificate will be issued only to those students who have completed all requirements for graduation, have submitted their school completion certificates, and have cleared all fee dues to the University.
3. The degree certificate and Transcript will be presented at the convocation to those students who have completed all requirements for graduation, have submitted their school completion certificates, have cleared all fee dues to the University, and are present in person to receive the degree certificate.
4. Degree Certificates and transcripts will be dispatched within two weeks of the Convocation to the students who could not attend the convocation in person.
5. Any student seeking mark sheets or transcripts or any other certificate relating to graduation requirements for applying to higher education and /or for employment is requested to write to the Exams office for the same. Upon receipt of the request, the EAO will share the procedures for issuance of the certificate including fees payable.

11. DEAN'S LIST

A list of meritorious students will be announced at the end of the academic year, featuring students in the top ten percent of each batch. A notation will appear on the transcript to acknowledge this achievement.

For all queries related to Exams and Assessment must be written to sias.examoffice@krea.edu.in

III. GUIDELINES FOR DISCIPLINARY ACTION

The code of conduct applies to all activities and for the entire duration of the program. Academic dishonesty in any form will lead to severe penalties, including expulsion.

- Copying from other students during assessments.
- Plagiarism is the use, or close imitation, of the language and thoughts of another author and the representation of them as one's own work. Plagiarism, whether it is detected in an assignment, class presentation, or exam, is treated as an act of misconduct.

1. MISCONDUCT

Please through the detailed policy document related to this, available on the shared Google Drive folder called KREA Policies. Listed below are some specific acts/instances of minor and major misconduct. The list is by no means exhaustive and would include acts that are not specifically listed below:

1. Minor misconduct

- Sharing calculators, pens, pencils, and/ or any other materials with another student, who is expected to carry all necessary types of equipment required for attending the exam.
- Failing to mark attendance during the evaluation.
- Extension of bio breaks beyond 5 minutes up to 10 minutes.
- Possession of a Mobile phone or any other banned device for the duration of any evaluation (inside and outside the exam venue)
- Providing false information regarding one's health conditions to seek concessions.
- Any other violation as reported.

2. Major misconduct

- Copying in examinations, quizzes, assignments
- Plagiarism in any evaluation.
- Possession of notes /chits during any evaluation (inside and outside the exam venue)
- Habitual commission of acts of minor misconduct
- Any other violation as reported that indicate intent to copy.

3. Penalties for minor misconduct

1. Warning
2. Reduction in marks of up to 10% of the total marks of the evaluation component
3. And /or any other penalty that may be levied by the Disciplinary committee as deemed fit, including exclusion from positions of responsibility.

4. Penalties for major misconduct

1. Deducting marks for the specific evaluation component by giving zero marks for that component of the evaluation.
2. Awarding an F grade for the course

3. Exclusion from any position of responsibility with the University
4. Withdrawal from placement services
5. And /or any other penalty that may be levied by the Disciplinary committee as deemed fit including expulsion from the institution.

2. DISCIPLINARY PROCEDURE

1. Minor Misconduct

At the end of the examination, the invigilators will report all cases of minor misconduct along with the attendance record, to the Exams office. In addition, the invigilator will write the nature of the misconduct in the answer script of the student. The Exams office will verify the evidence and communicate the decision to the student with a copy to the faculty member, in whose exam the misconduct was reported. The decision will be informed to the Office of Academic Administration.

2. Major Misconduct

In case of plagiarism, the faculty will report the same to the Exams office with documentary evidence. The Exams office will verify the documentation and communicate the decision to the student with a copy to the faculty member, in whose exam the misconduct was reported. The decision will be informed to the COE along with a copy of the complaint, and documentary evidence substantiating the decision. The decision will be informed to the Program Office and Office of Academic Administration by EAO.

In case of copying, the invigilator shall mark “FOUND COPYING”, and the Exams office will verify the documentation and communicate the decision to the student with a copy to the faculty member, in whose exam the misconduct was reported. The decision will be informed to the COE along with a copy of the complaint, and documentary evidence substantiating the decision. The decision will be informed to the Program Office and the Office of Academic Administration by EAO.

The Exams office shall list all complaints of misconduct and present the same during the grade review meeting where the decision on the cases and the penalties will be discussed and finalized. The Exams office will communicate the decision to the student with a copy to the faculty member, in whose exam the misconduct was reported. The decision will be informed to the Program Office and Office of Academic Administration.

3. Grievance Redressal

In case of grievances, the student may write to the COE within one week of receipt of the mail providing details of the misconduct. The COE will verify the evidence and will take the final decision within 15 days of receipt of the request to review the decision. The decision of the COE is binding. The Exams office will communicate the final decision to the student with a copy to the faculty member, in whose exam the misconduct was reported, and to the Program Office and Office of Academic Administration.

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Notwithstanding anything contained in these regulations, all students shall be governed by the Code of conduct and procedures framed by the University. The students are expected to go through the detailed policy document available on the shared Google Drive folder called Krea Policies.