



MARIAN COLLEGE  
KUTTIKKANAM

(AUTONOMOUS)

MAKING COMPLETE



**EXAM SOFTWARE MANUAL**

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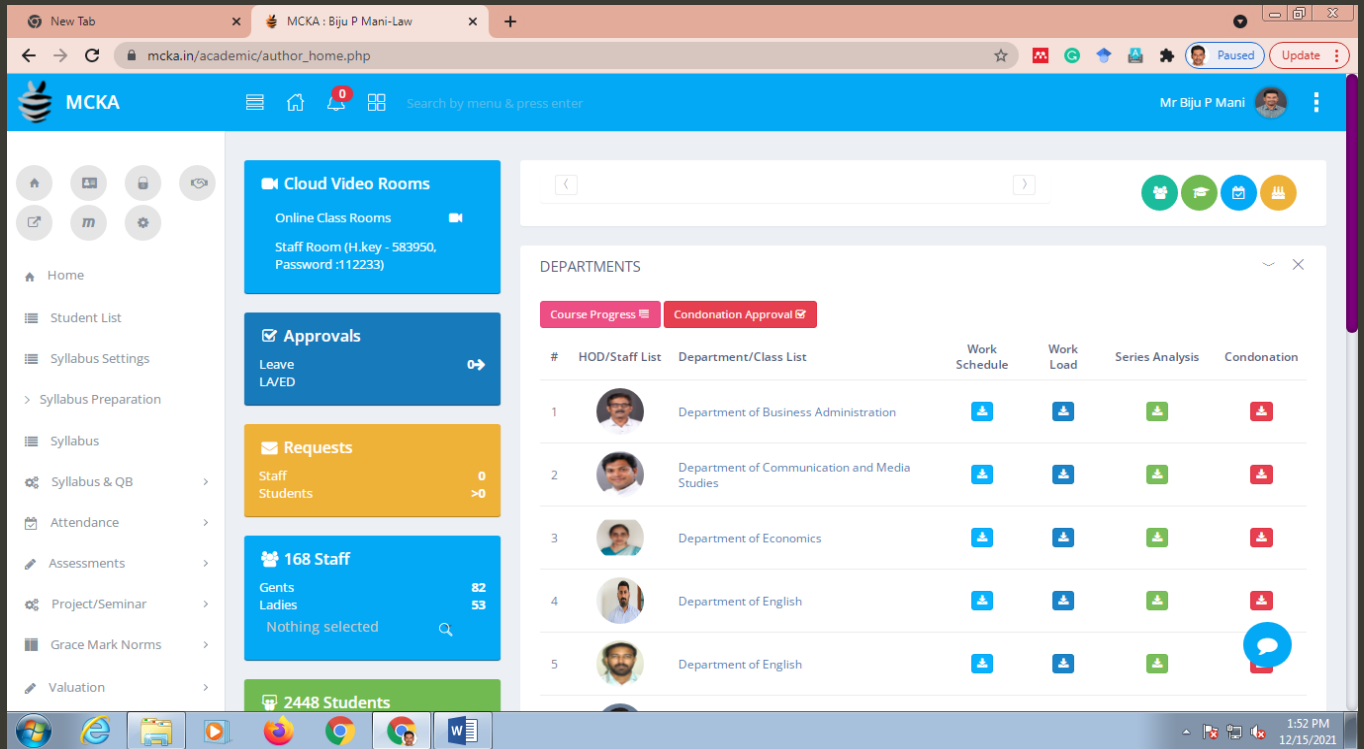
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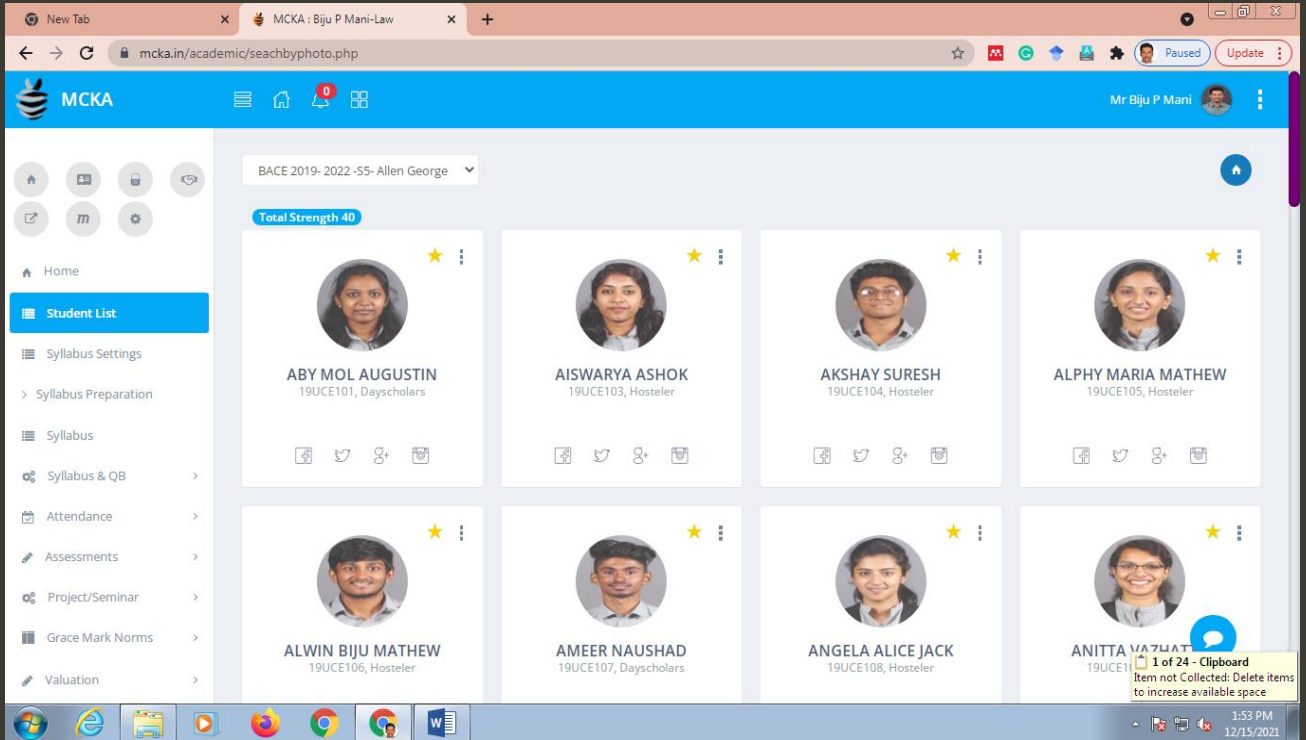
23. Exam Duty ..... 44



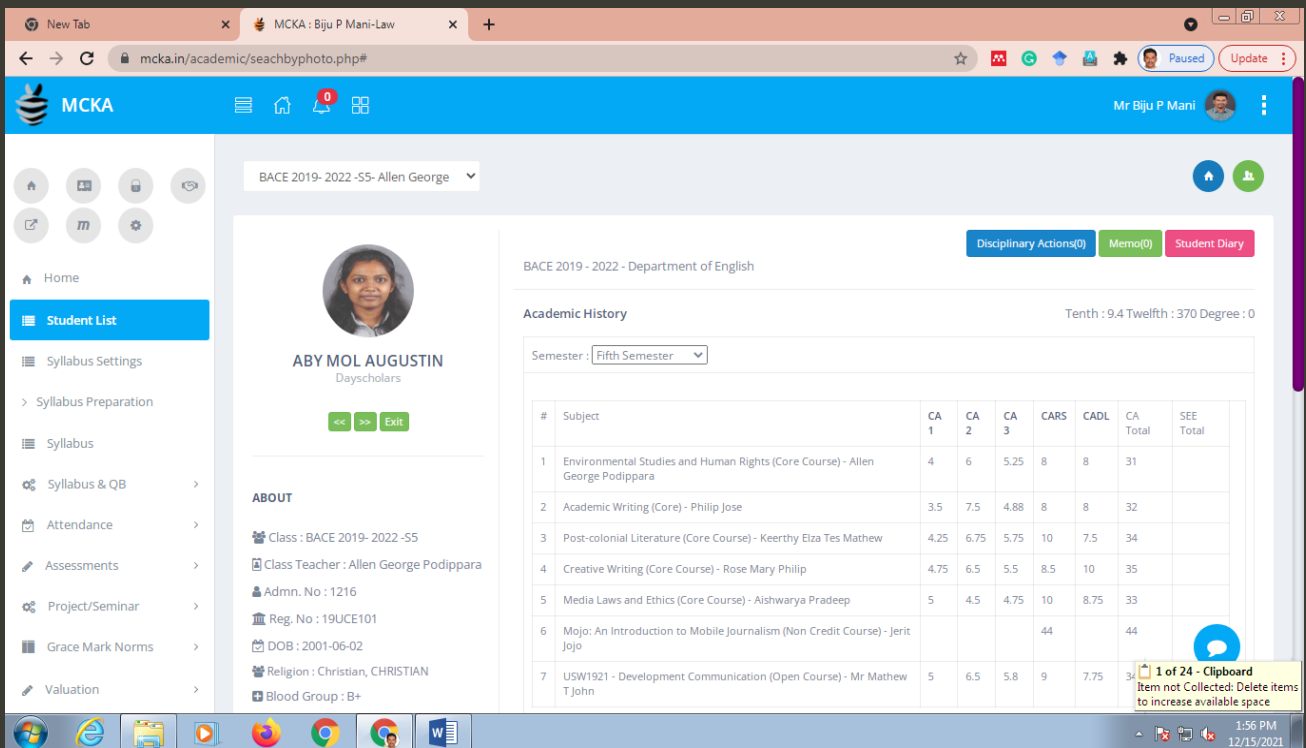
**Home Page:** User login page featuring different provisions and options



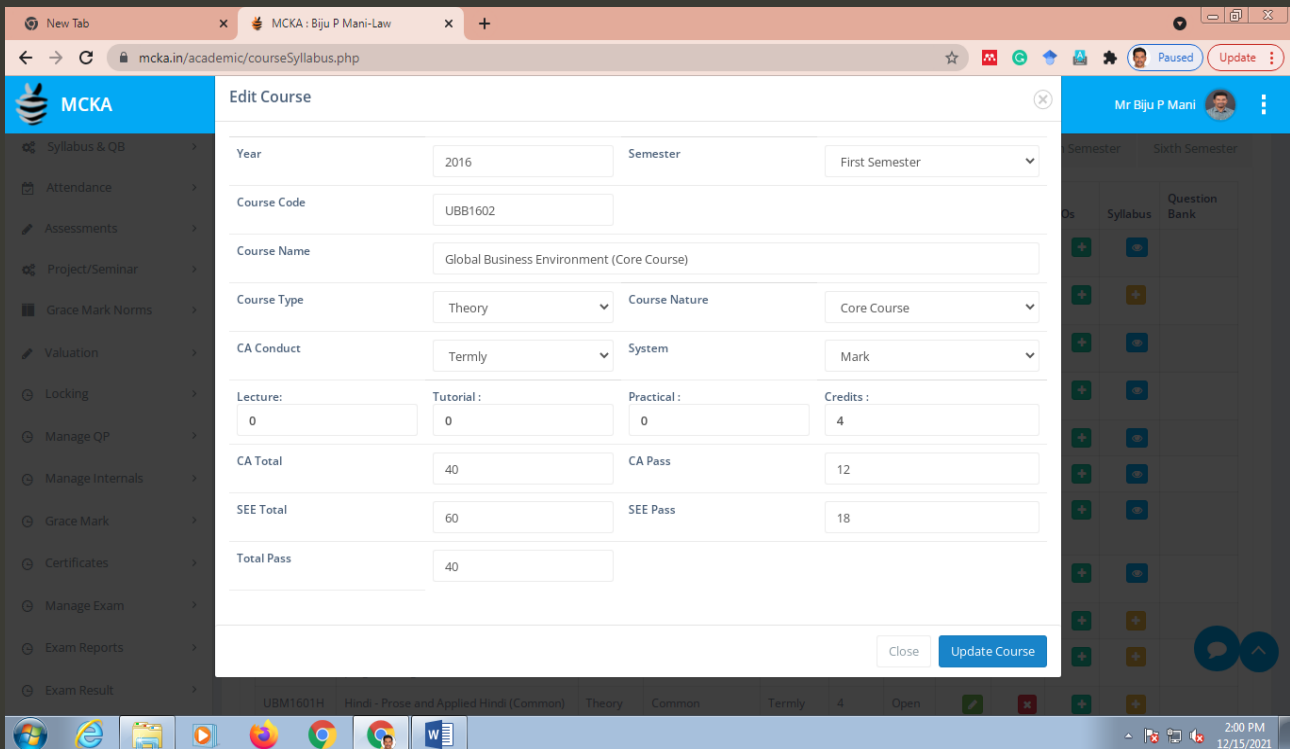
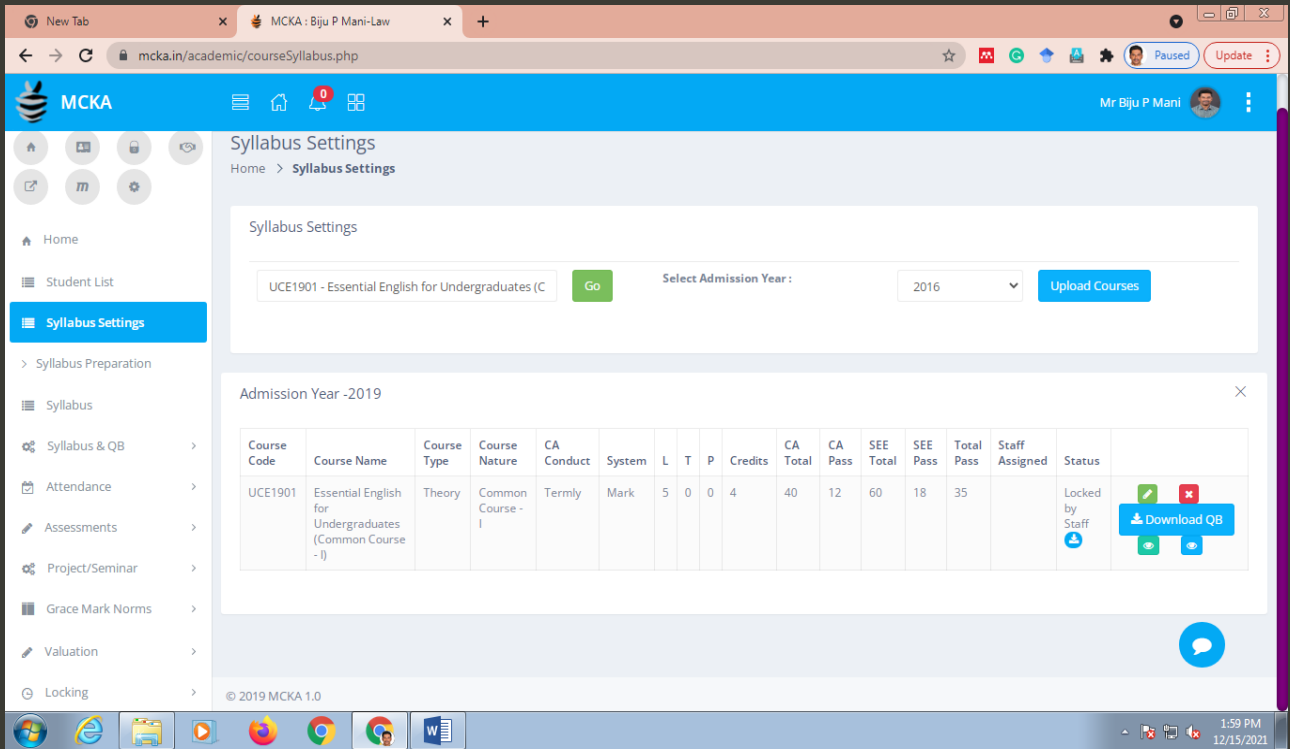
**1. Student List:** drop down option to select a class, and to view the list of students with photos



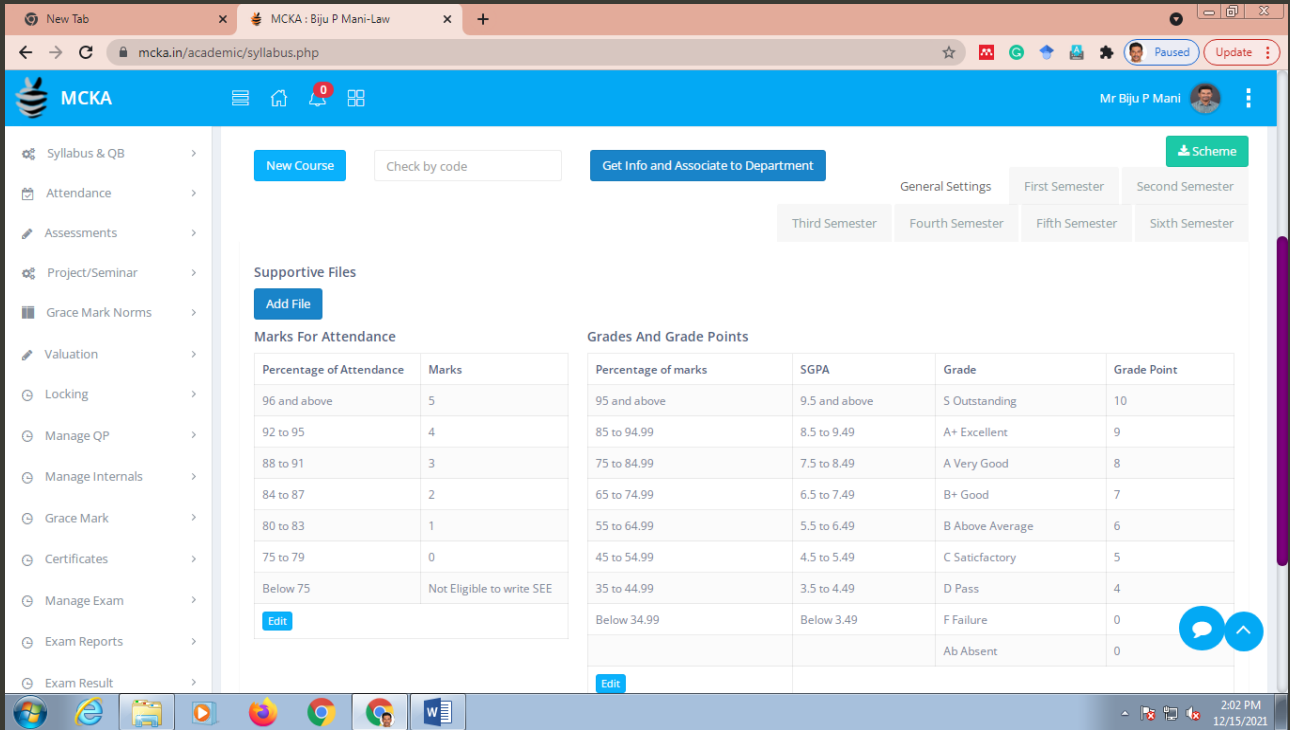
**1.1. Access to complete Student Profiles (academic history, and personal data)**



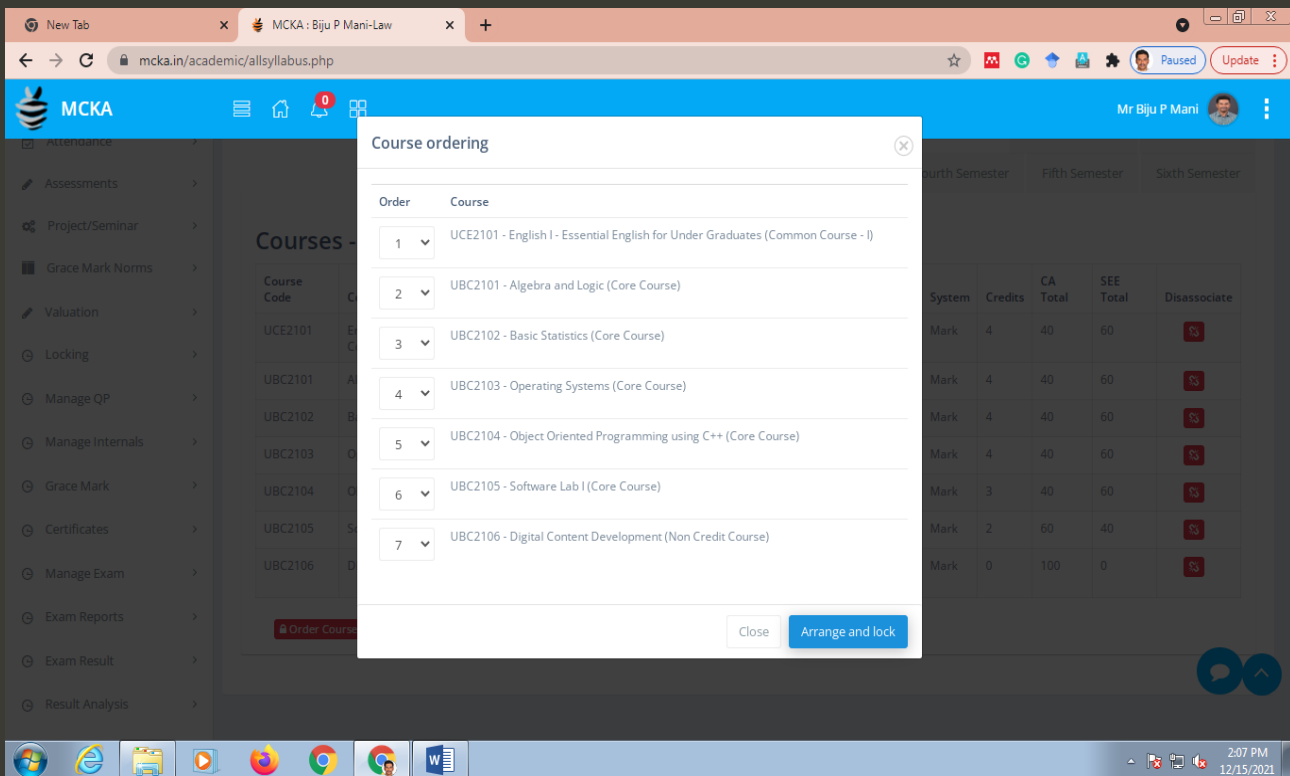
**2. Syllabus Settings:** lets the COE edit the settings of a course (CA totals, SEE totals, and Credits)



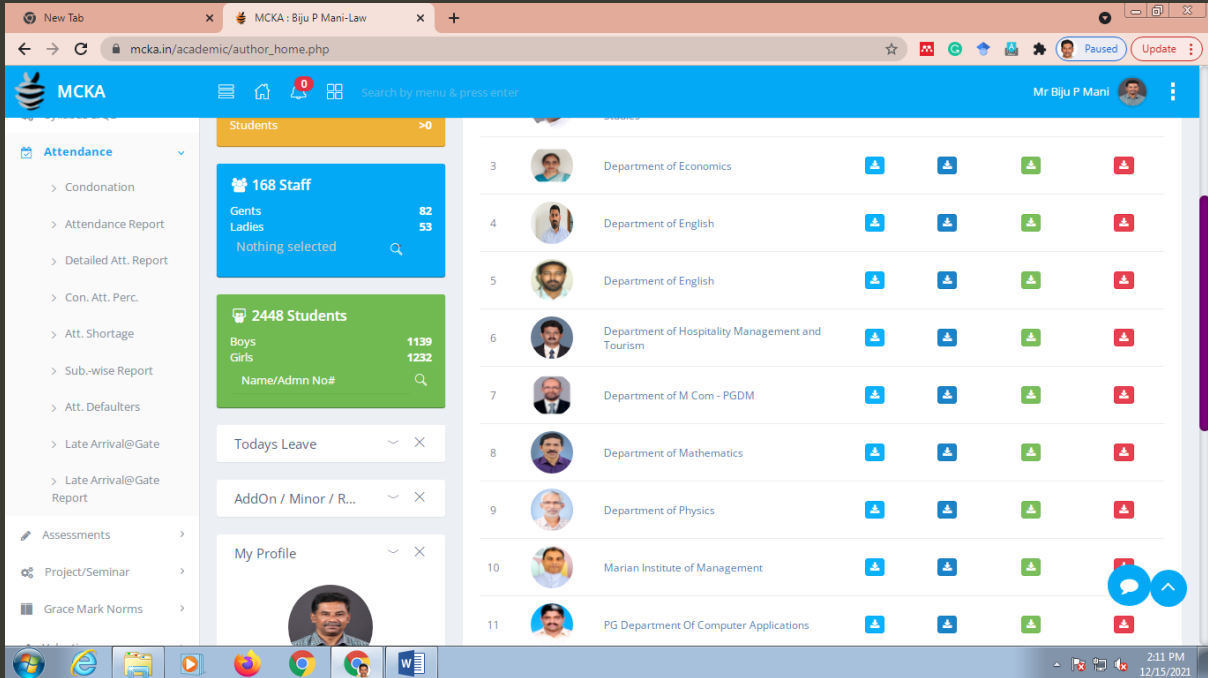
**3. Syllabus Preparation:** option to view the whole scheme of a program for a given academic year



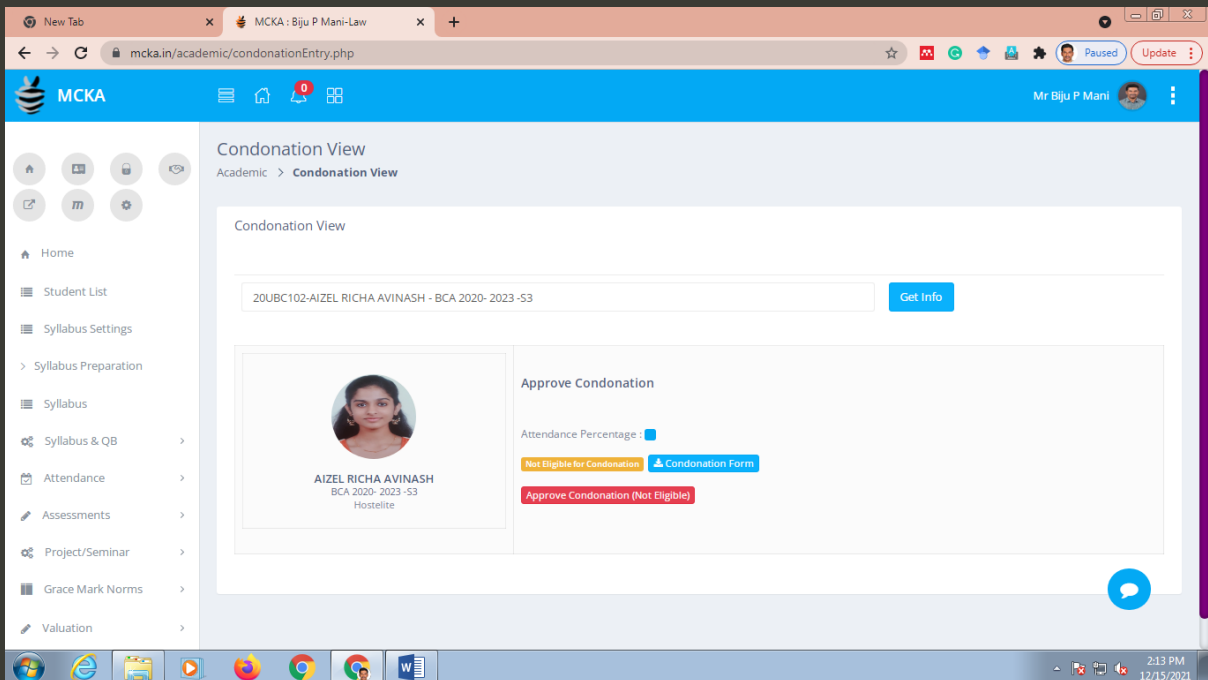
**4. Syllabus:** options to edit the course order and template of the mark sheet



5. Attendance: gives various options related to attendance.

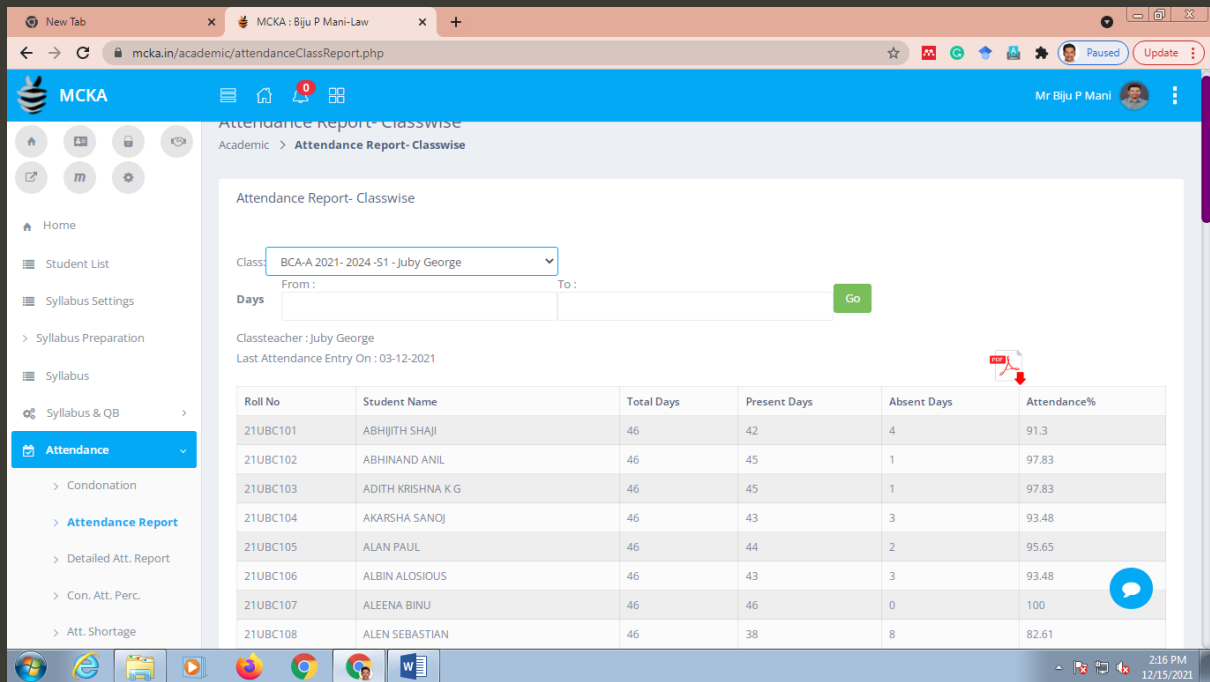


5.1. Condonation: option to assess the eligibility of a student for condonation.

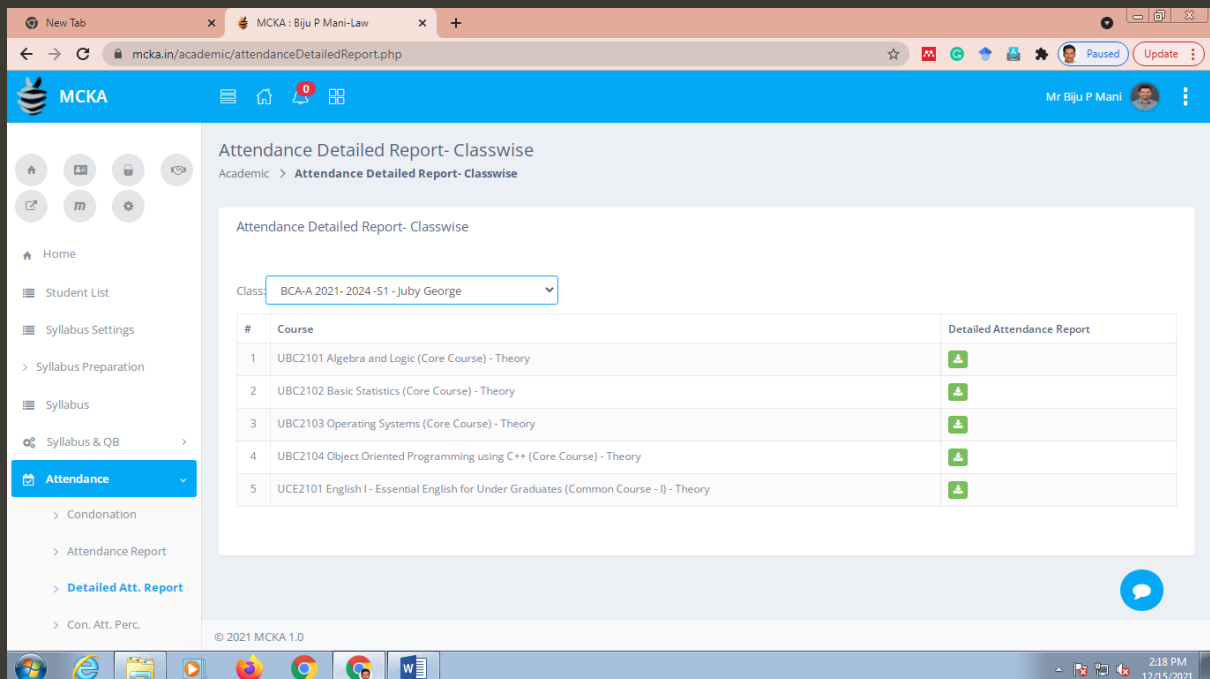




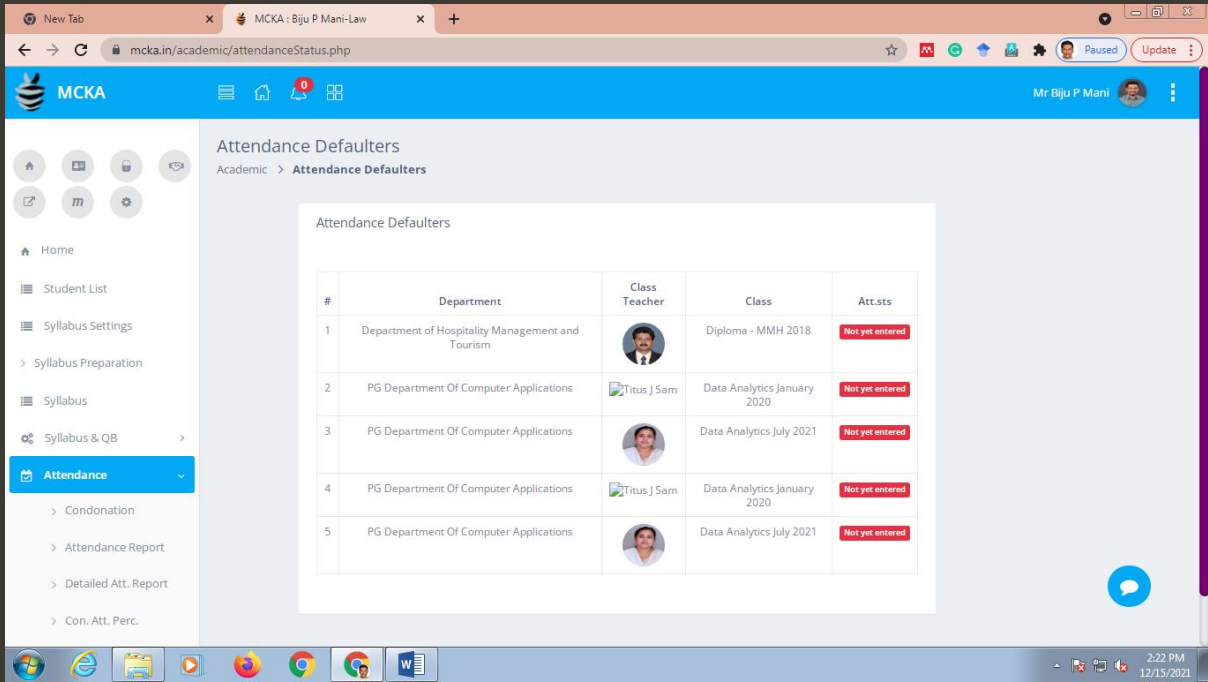
**5.2. Attendance Report:** Option to view and download detailed attendance report of batches (period wise, date wise, and batch wise).



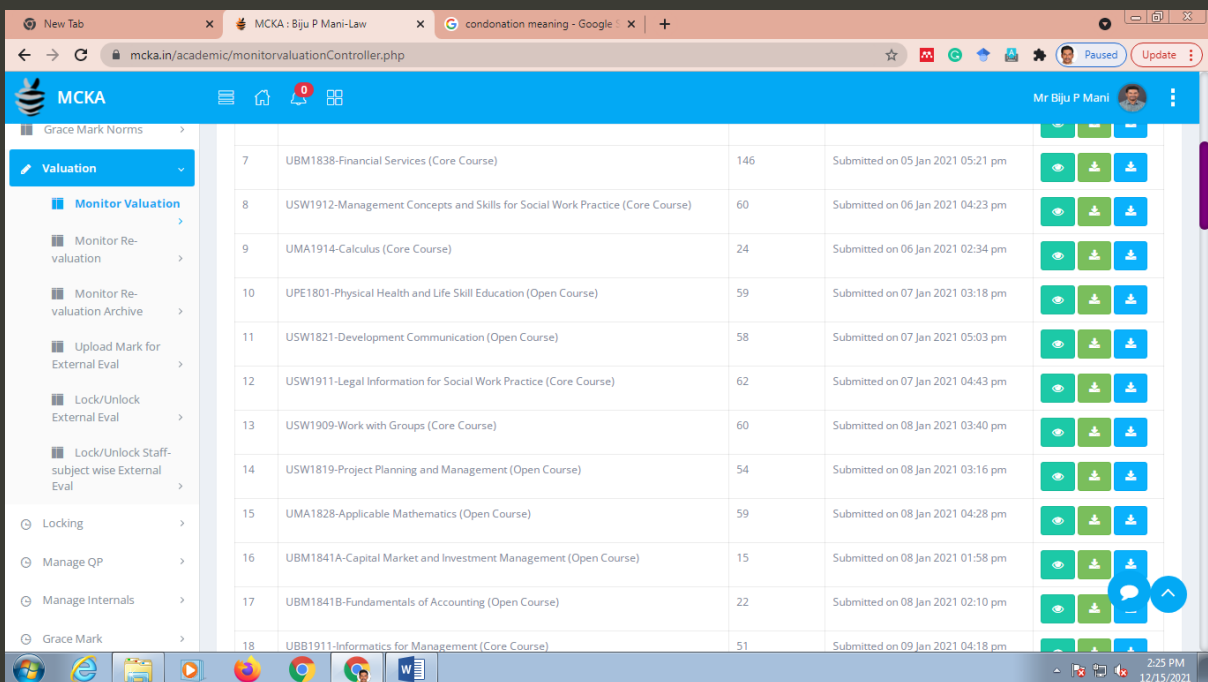
**5.3. Detailed Attendance Report:** gives course wise attendance report.



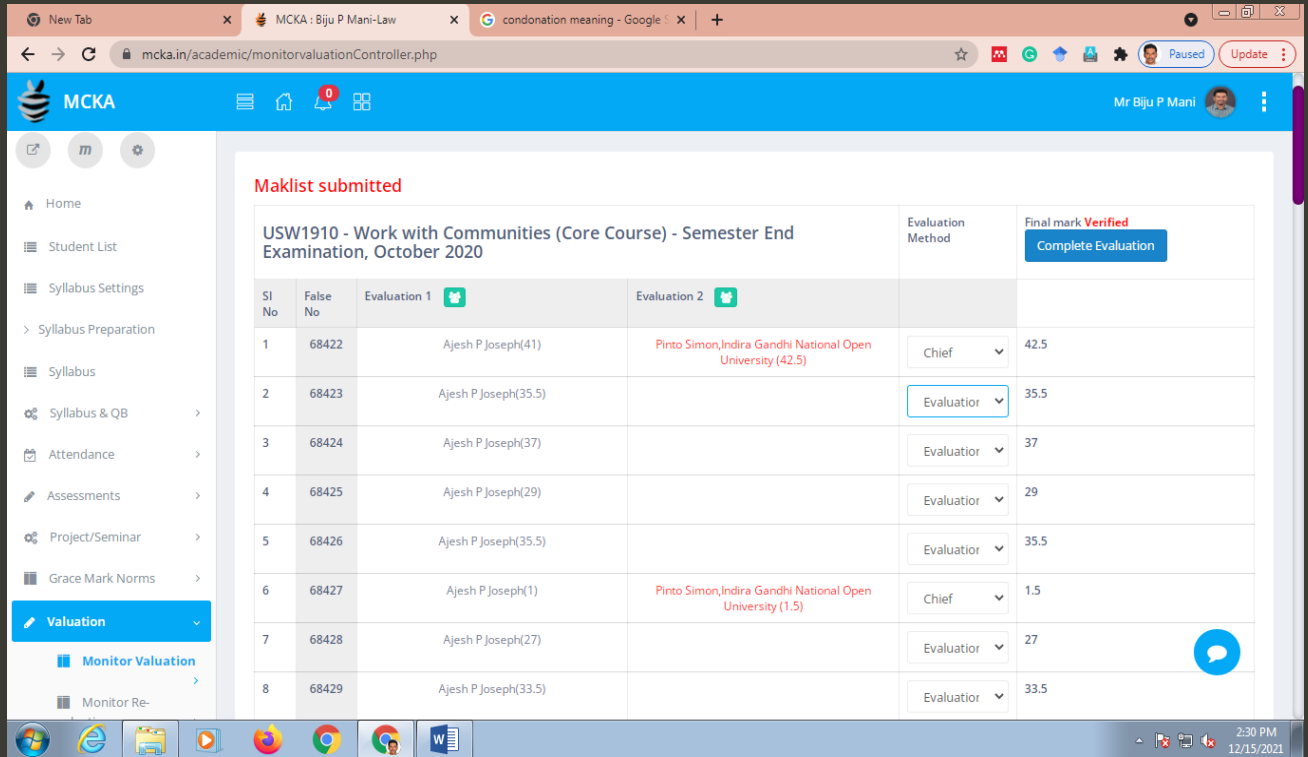
**5.4. Defaulters:** list of teachers who have not updated the attendance.



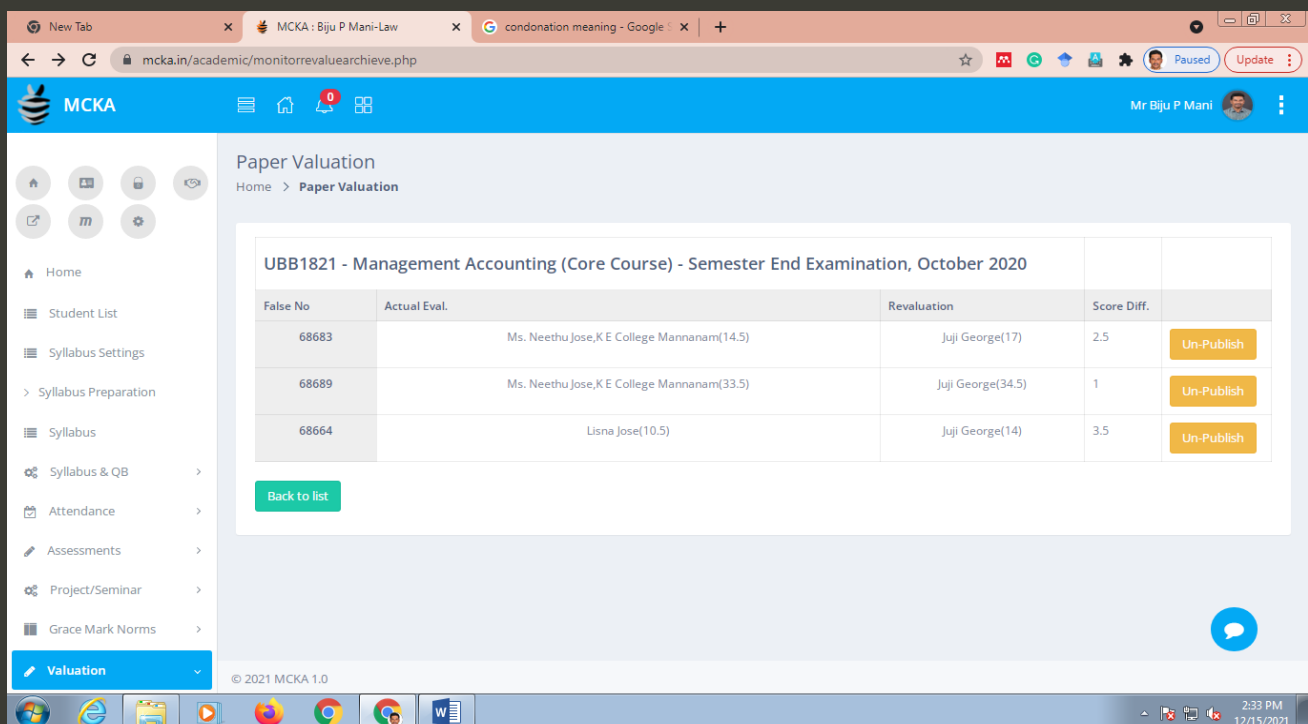
**6. Valuation:** different options related to the valuation and revaluation of papers.



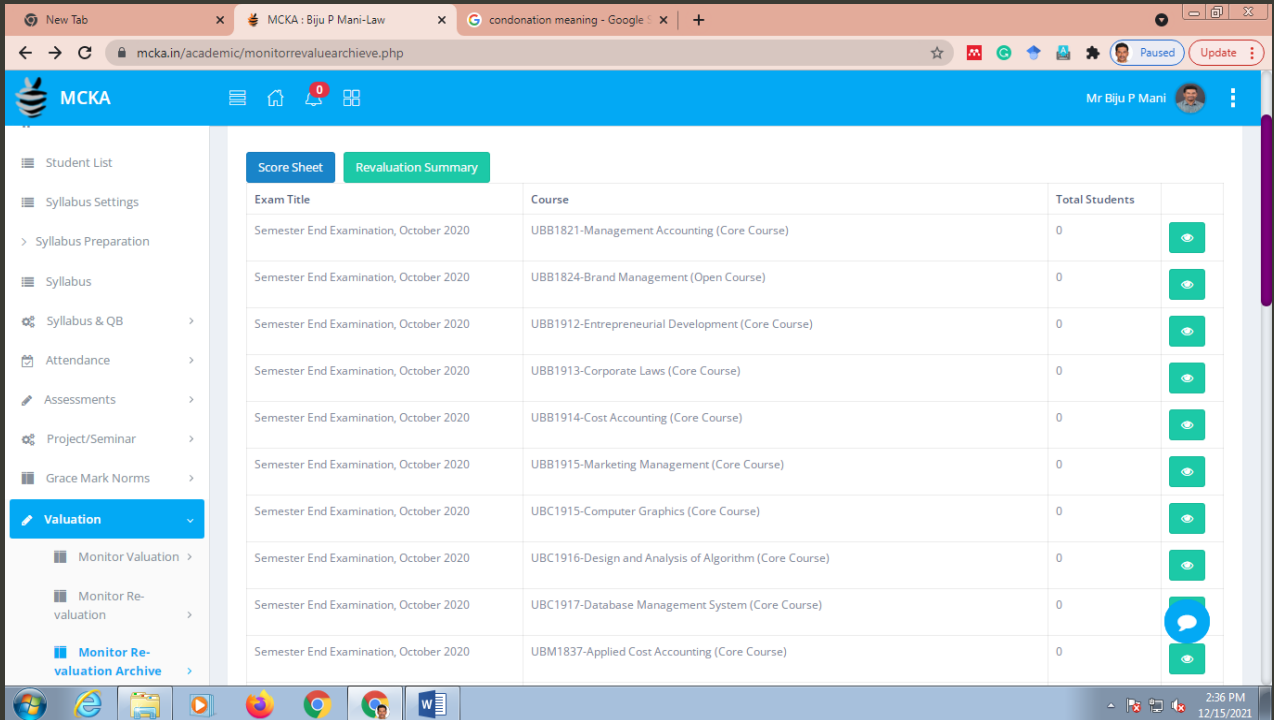
**6.1. Monitor Valuation:** option to view and approve the marks given by the chief and additional examiners



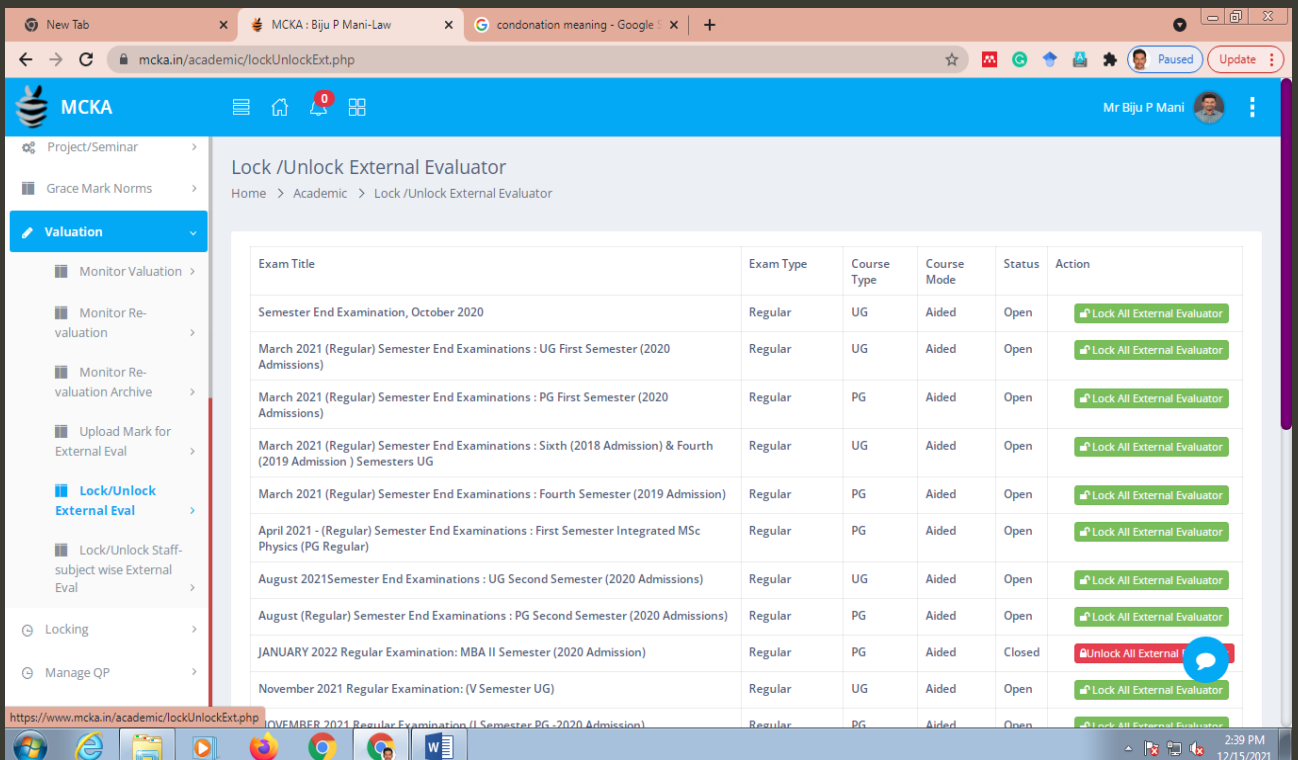
**6.2. Monitor revaluation:** details of the papers to be revalued



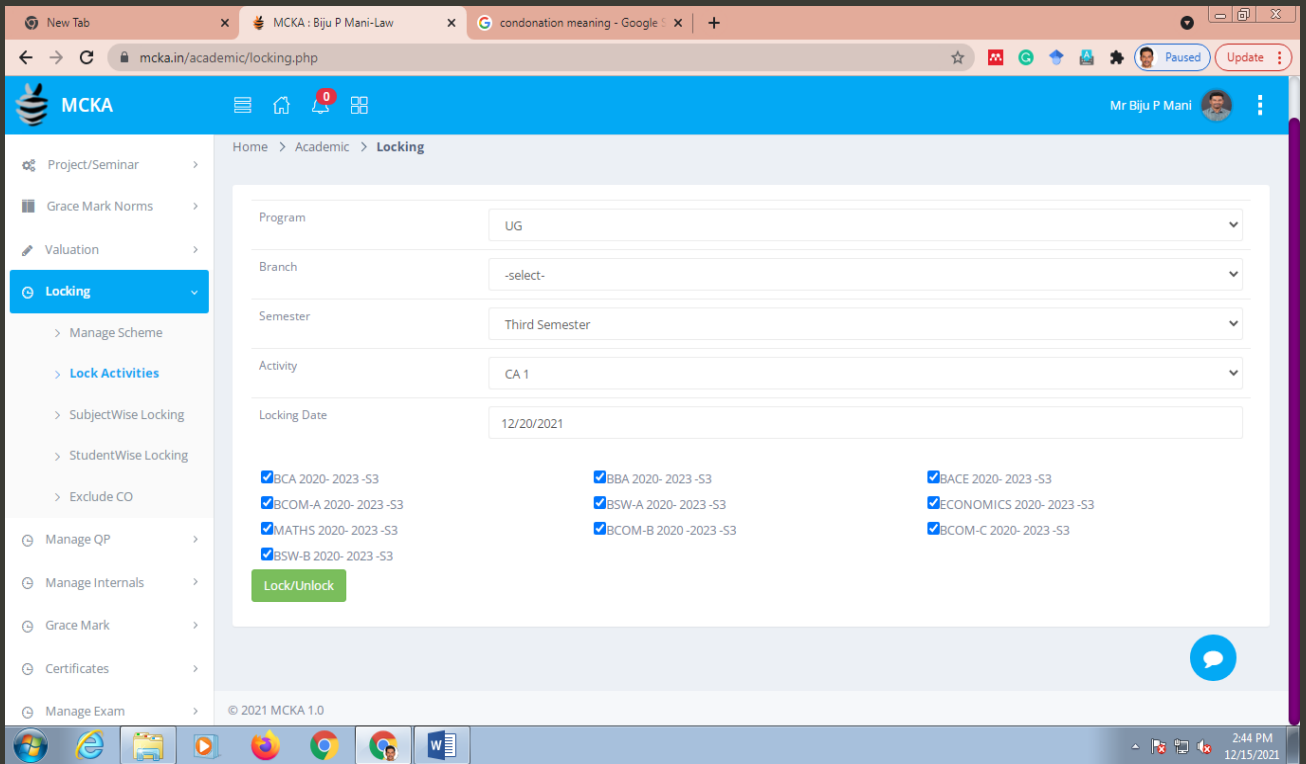
**6.3. Monitor Revaluation Archives:** details of revalued papers for which the result is published



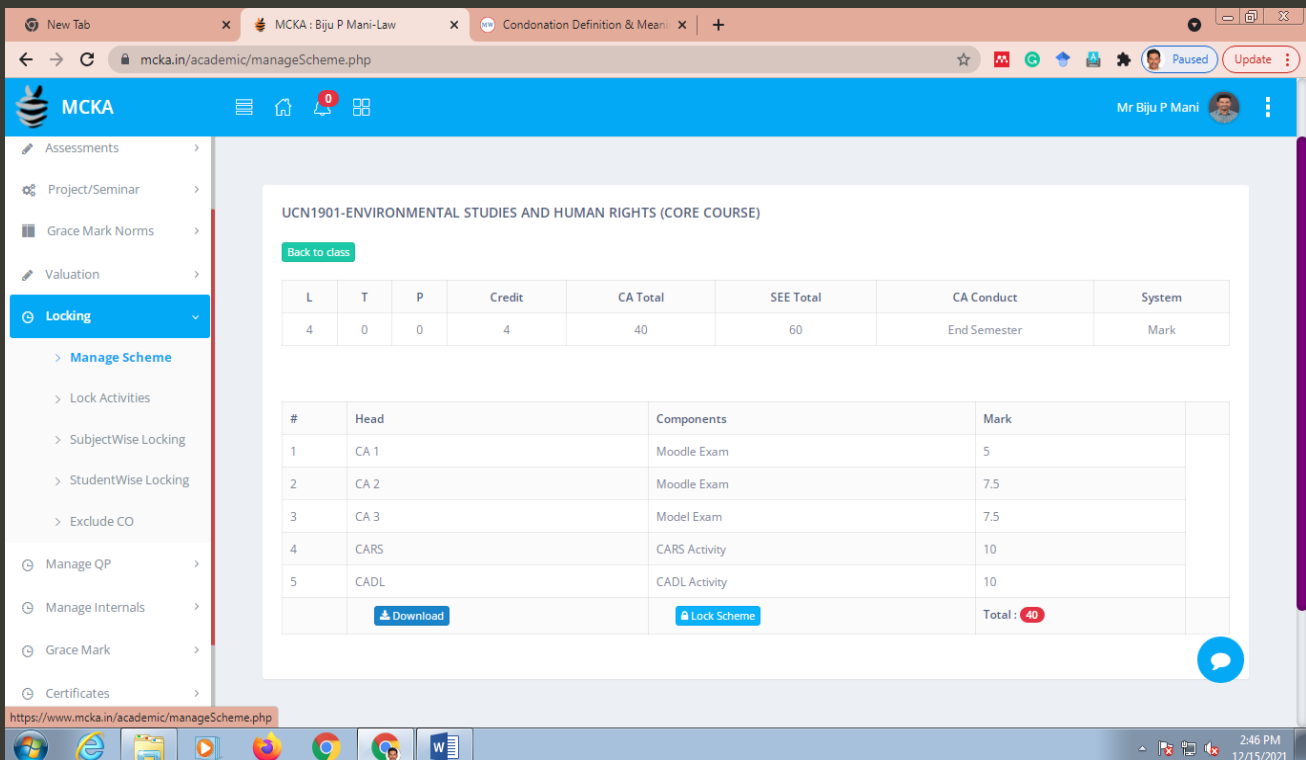
**6.4. Lock/Unlock External Evaluator:** lets the CEO lock and unlock the external evaluators



**7. Locking:** provision for locking various exam related activities.



**7.1. Manage Scheme:** options to view and download the schemes of current courses





**7.2. Lock Activities:** options to schedule the locking of CA1, CA2, CA3, Question bank, CARS, CADL, and Scheme of courses within a stipulated time.

The screenshot displays the 'Lock Activities' interface in the MCKA system. The breadcrumb trail is 'Home > Academic > Locking'. The form contains the following fields:

- Program: PG
- Branch: Master of Computer Applications (Lateral)
- Semester: Third Semester
- Activity: Scheme
- Locking Date: 12/21/2021
- MCA 2020-2022-S3

A green 'Lock/Unlock' button is located below the form. The left sidebar shows the 'Locking' menu item selected, with sub-options like 'Manage Scheme', 'Lock Activities', 'SubjectWise Locking', 'StudentWise Locking', and 'Exclude CO'. The footer of the page indicates '© 2021 MCKA 1.0'.

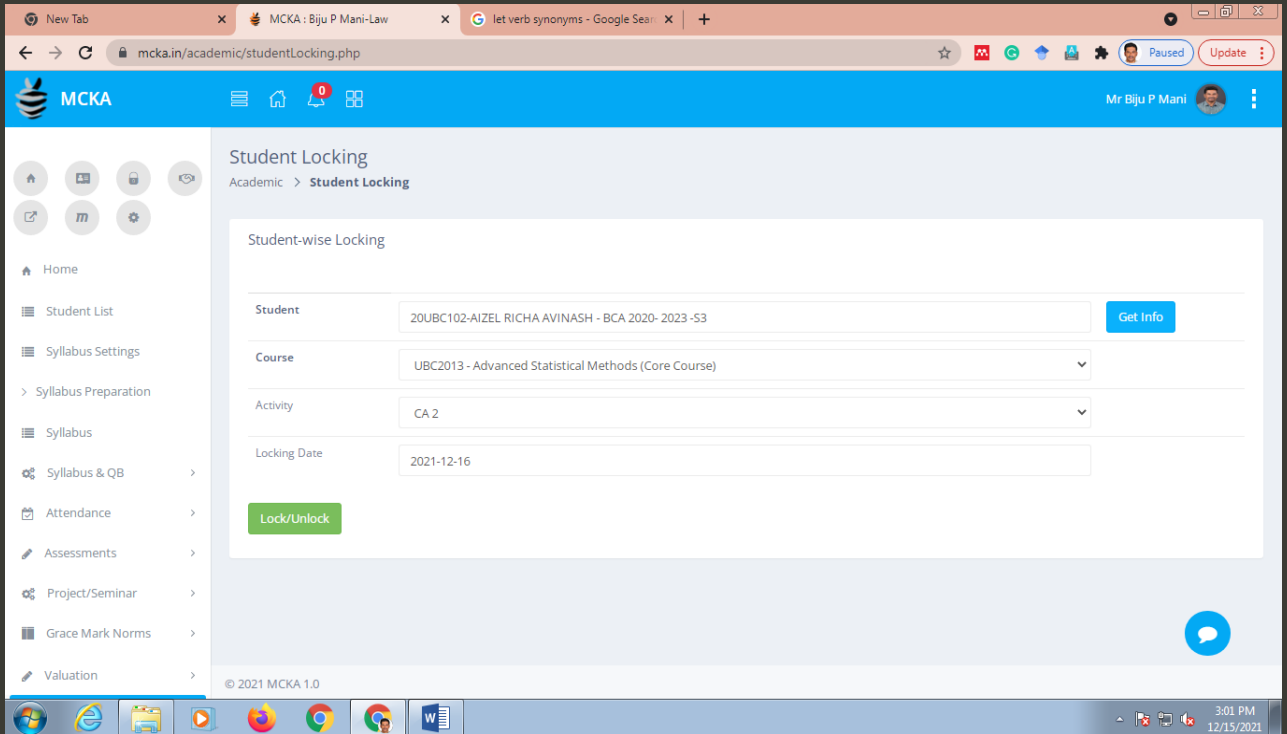
**7.3. Subject Wise Locking:** option to lock/unlock the exam related activities of a given subject.

The screenshot displays the 'Subject Wise Locking' interface in the MCKA system. The breadcrumb trail is 'Home > Subject Wise Locking'. The form contains the following fields:

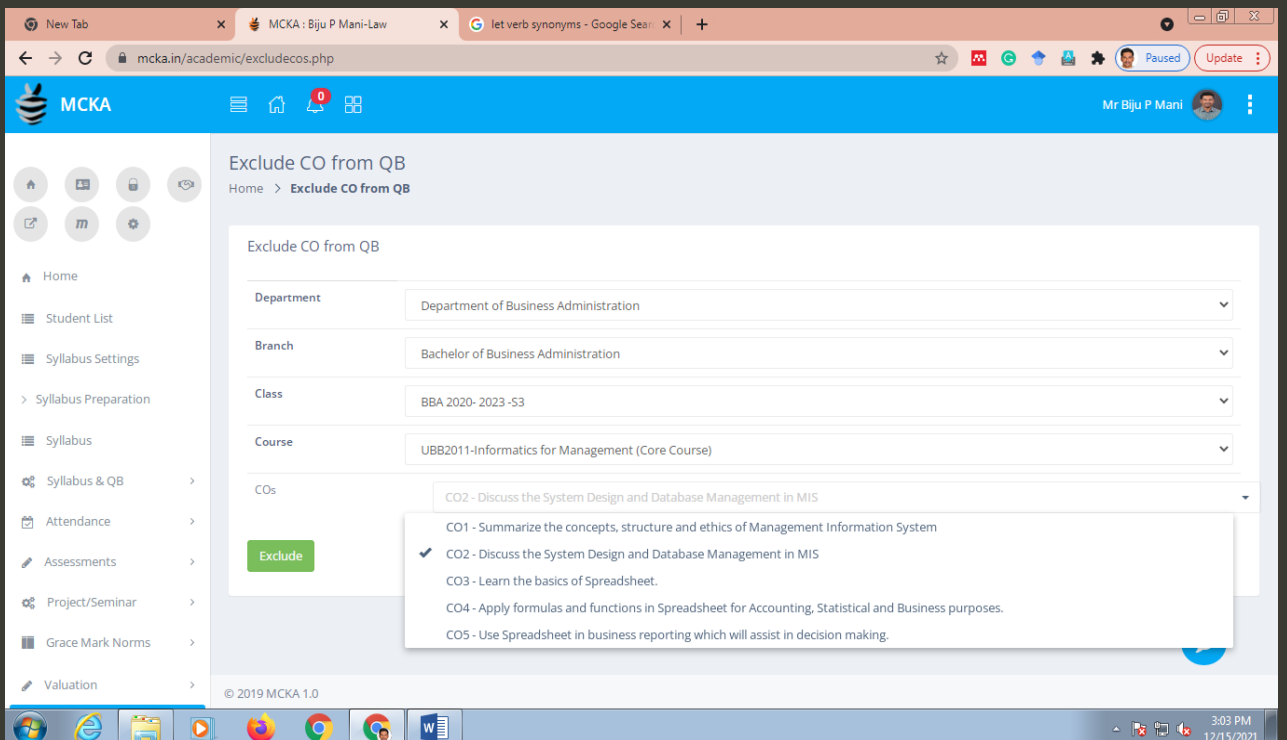
- Department: Department of Communication and Media Studies
- Branch: MA Communication and Media Studies SF
- Class: MCMS 2020-2022-S3
- Course: PMS2018-Public Relations and Corporate Communication (Core Course)
- Activity: CA 2
- Locking Date: 11/23/2021

A green 'Lock/Unlock' button is located below the form. The left sidebar shows the 'Locking' menu item selected, with sub-options like 'Manage Scheme', 'Lock Activities', 'SubjectWise Locking', 'StudentWise Locking', and 'Exclude CO'. The footer of the page indicates '© 2021 MCKA 1.0'.

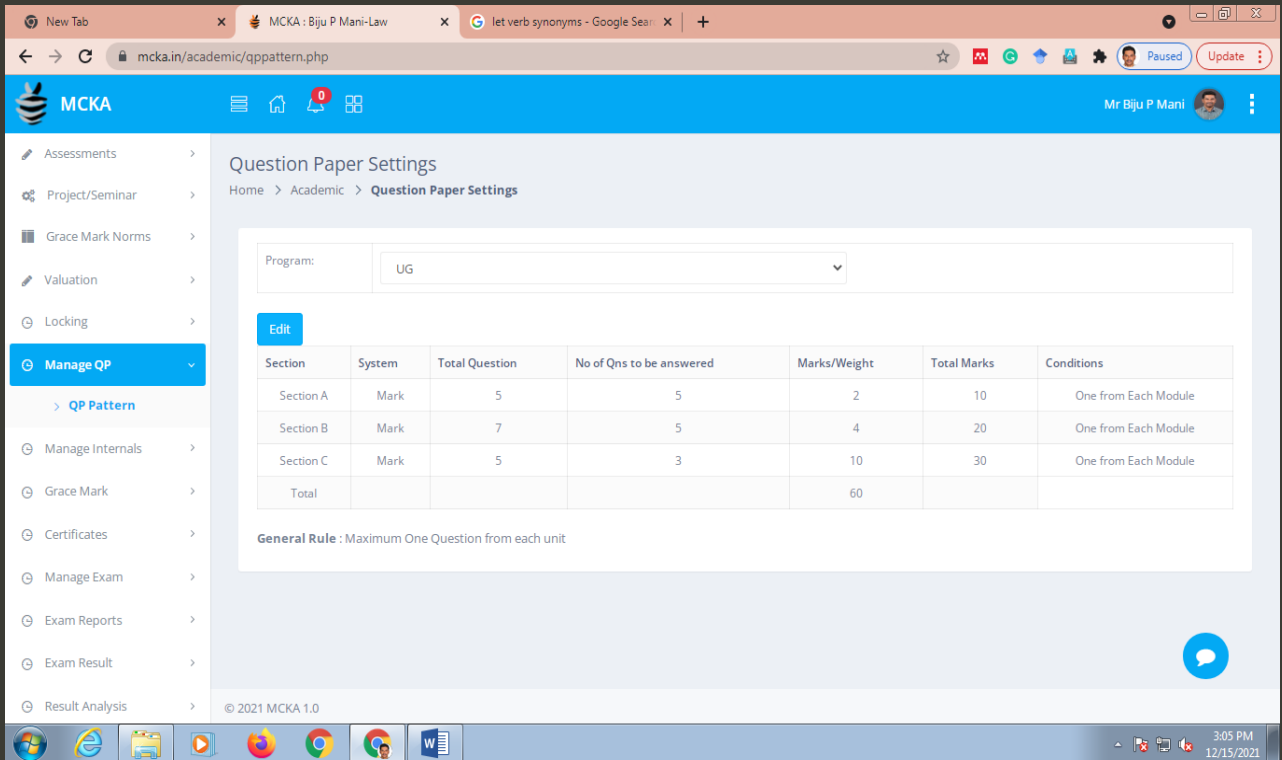
### 7.4. Student Locking: option to lock/unlock the exam related activities of a given student



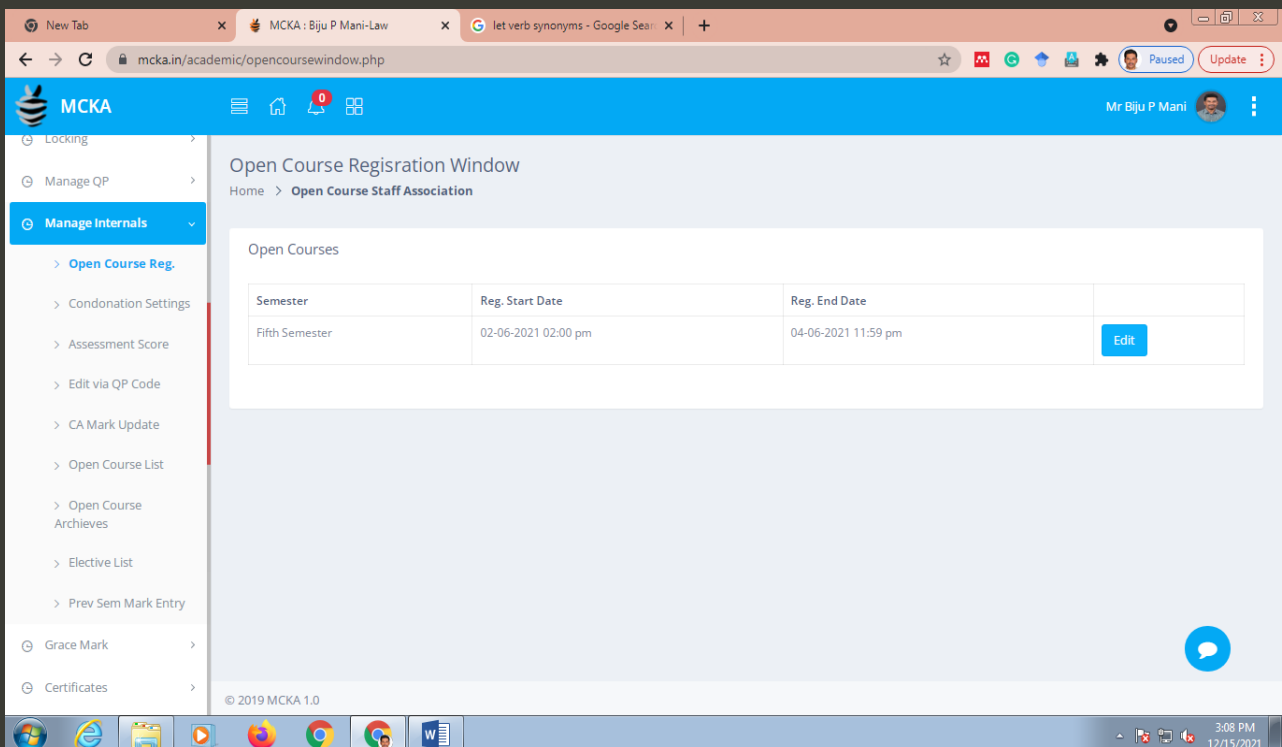
### 7.5. Exclude CO: option to remove a CO from the question Bank.



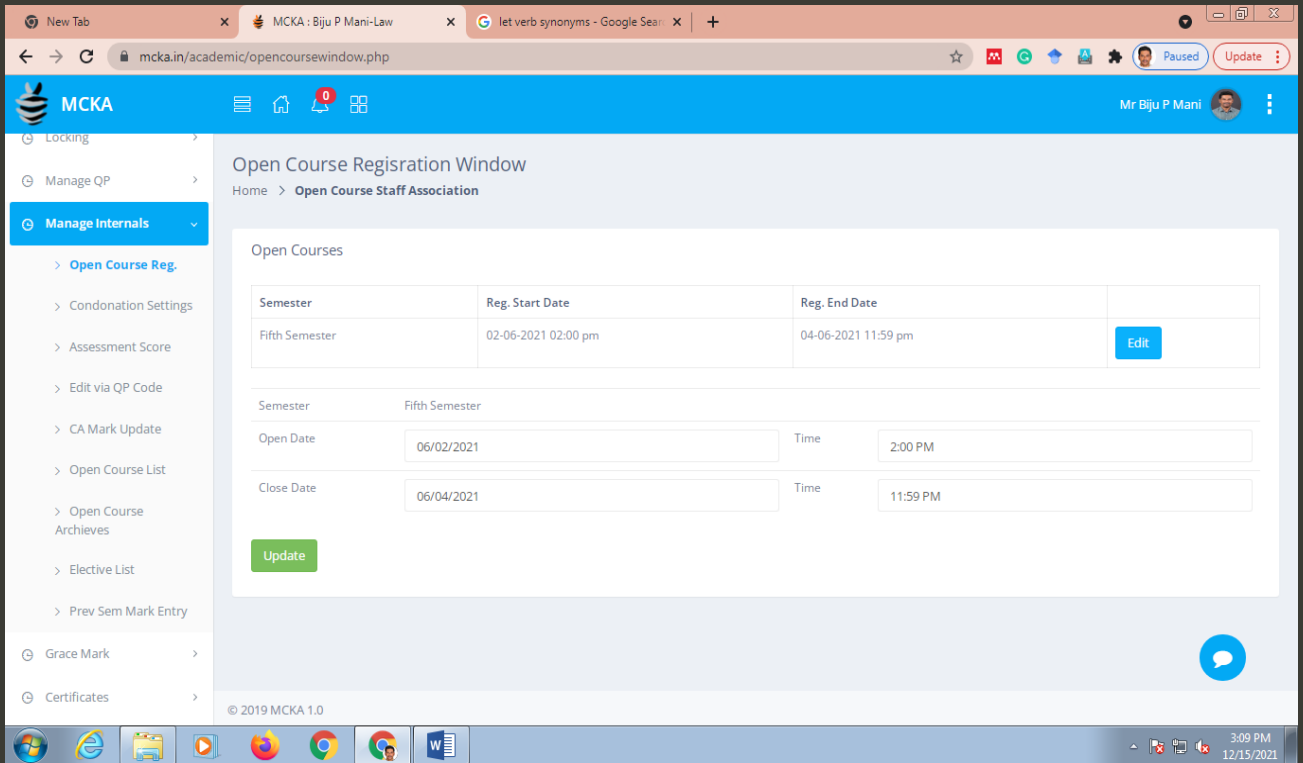
**8. Q P Pattern:** option to set the question paper pattern.



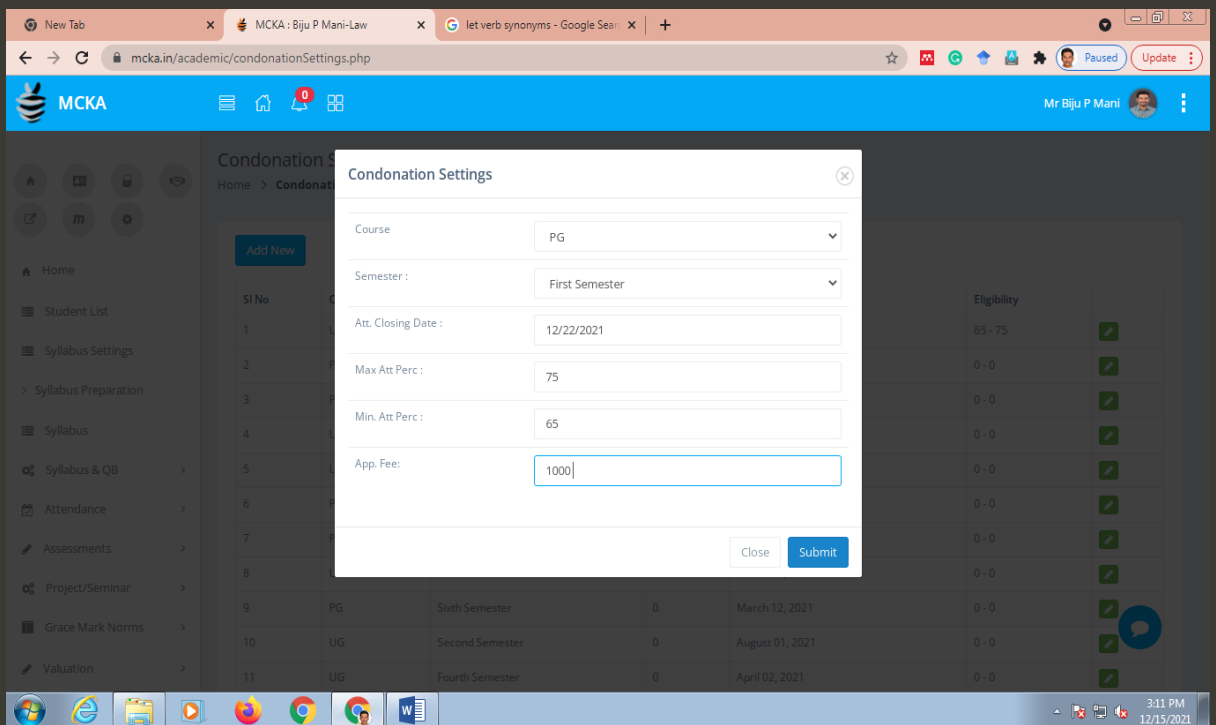
**9. Manage Internals:** various option related to internals.



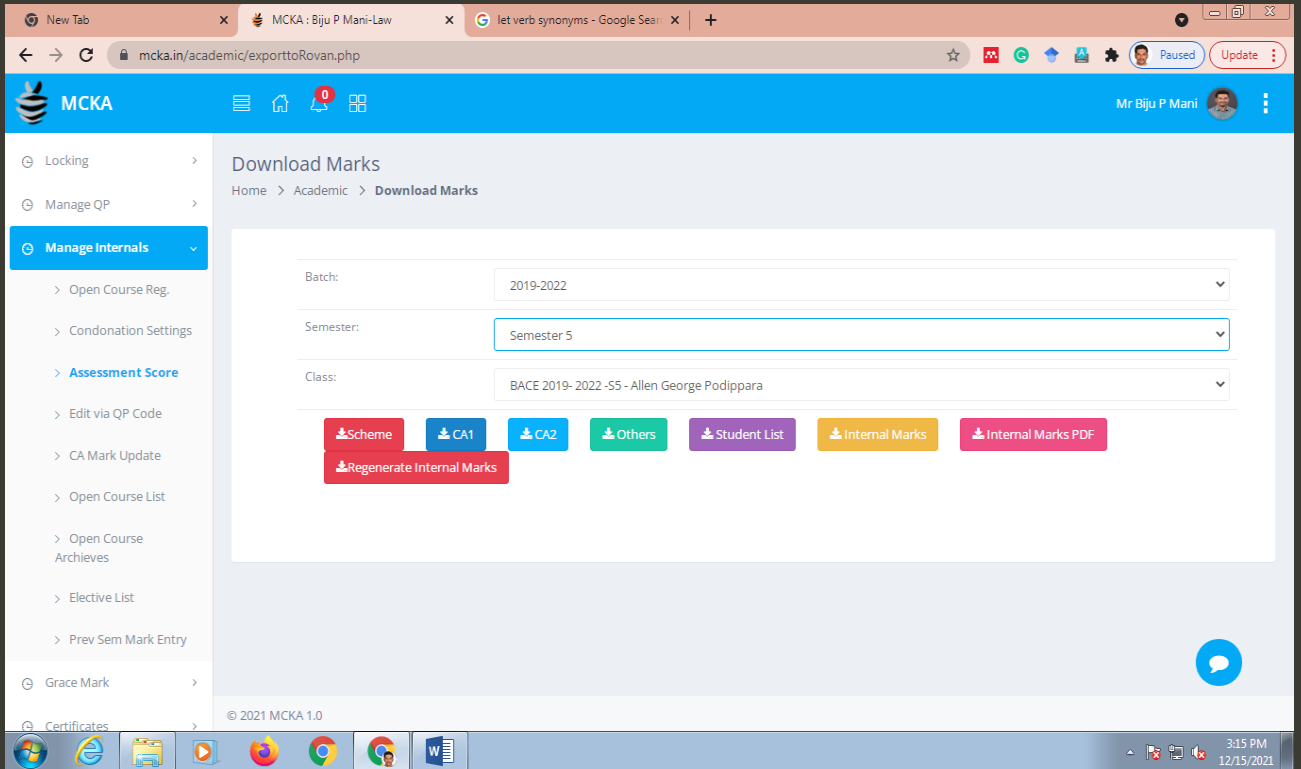
9.1. Open Course Registration: registration window for open courses.



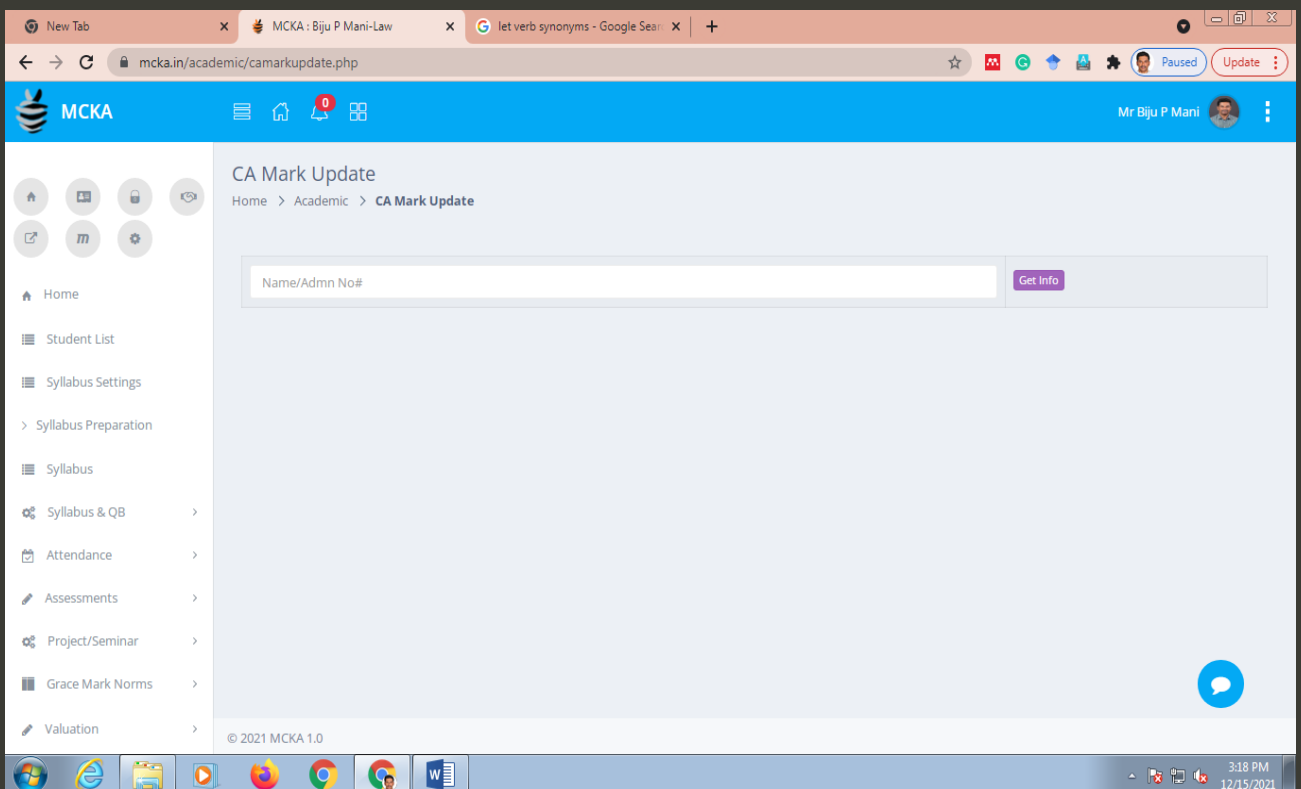
9.2. Condonation Settings: option to set criteria for condonation



**9.3. Assessment Score:** lets the CEO view and download schemes and marks of various CA Components.

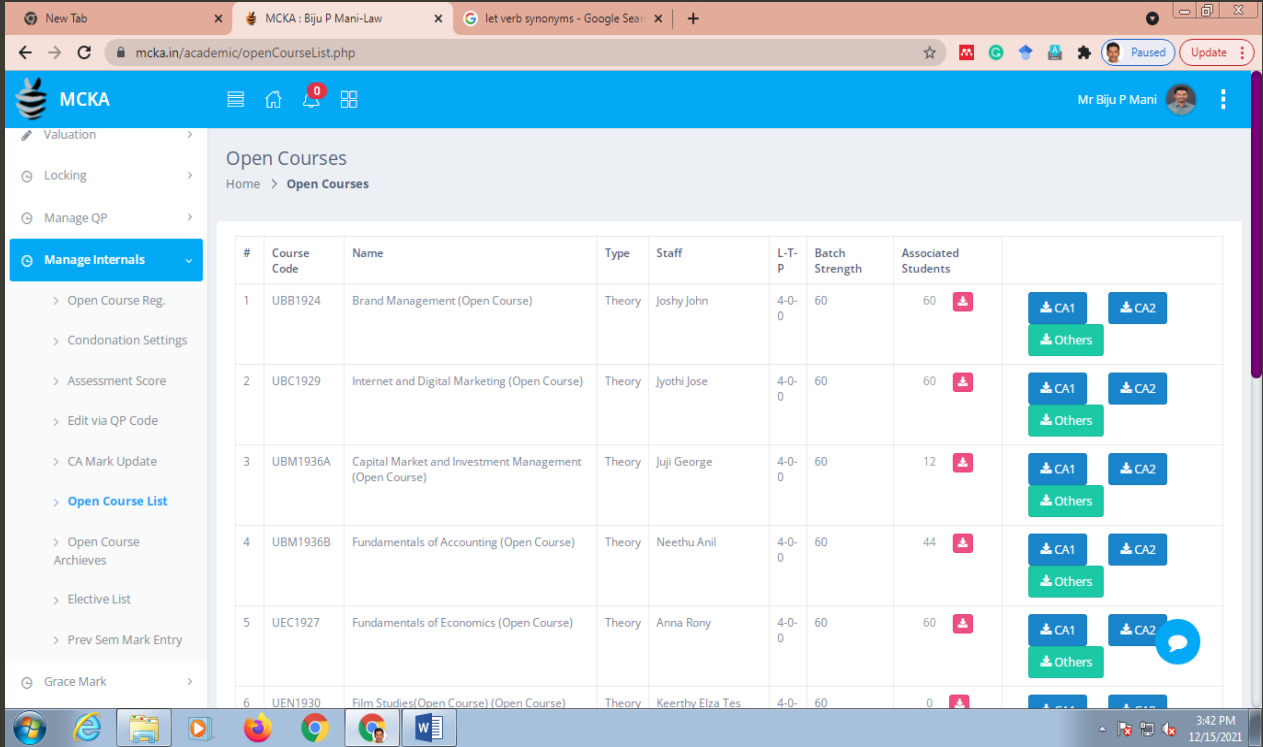


**9.4. CA Mark Update:** allows to update the marks of bygone semesters (when students improve).

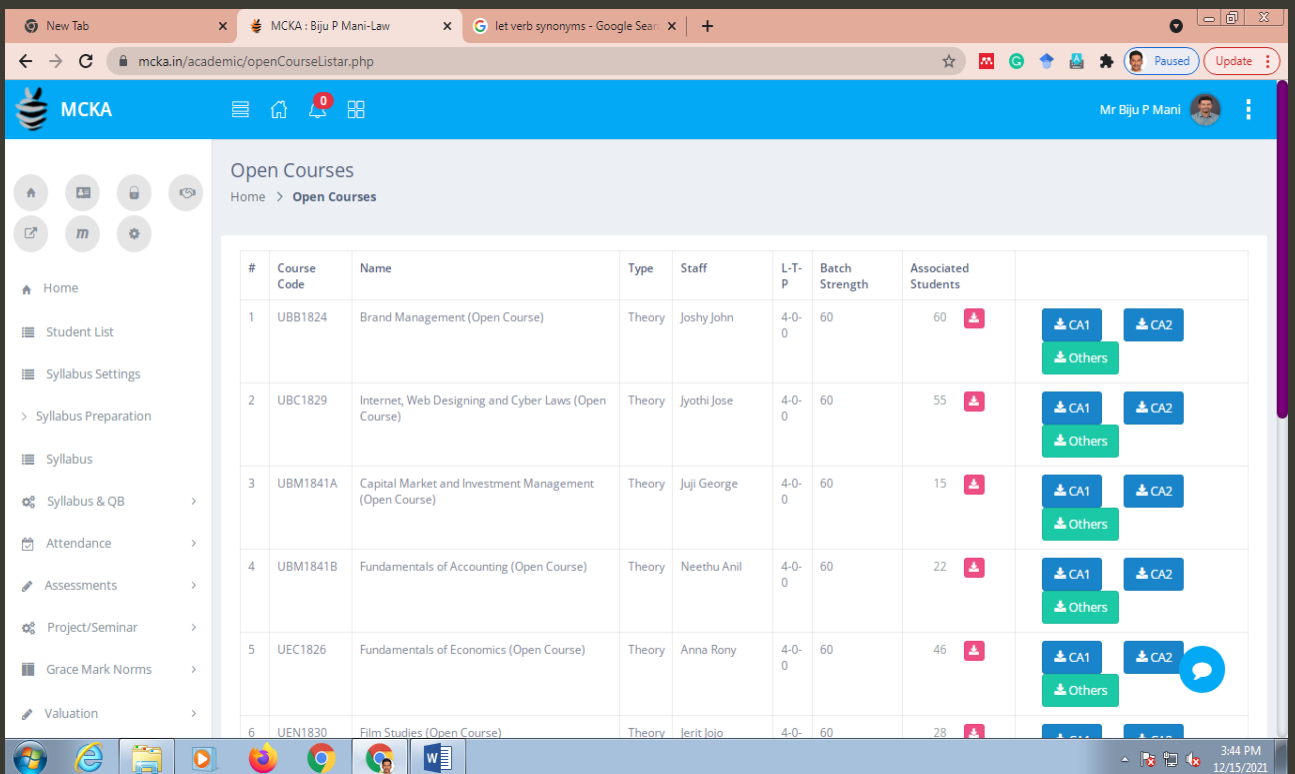




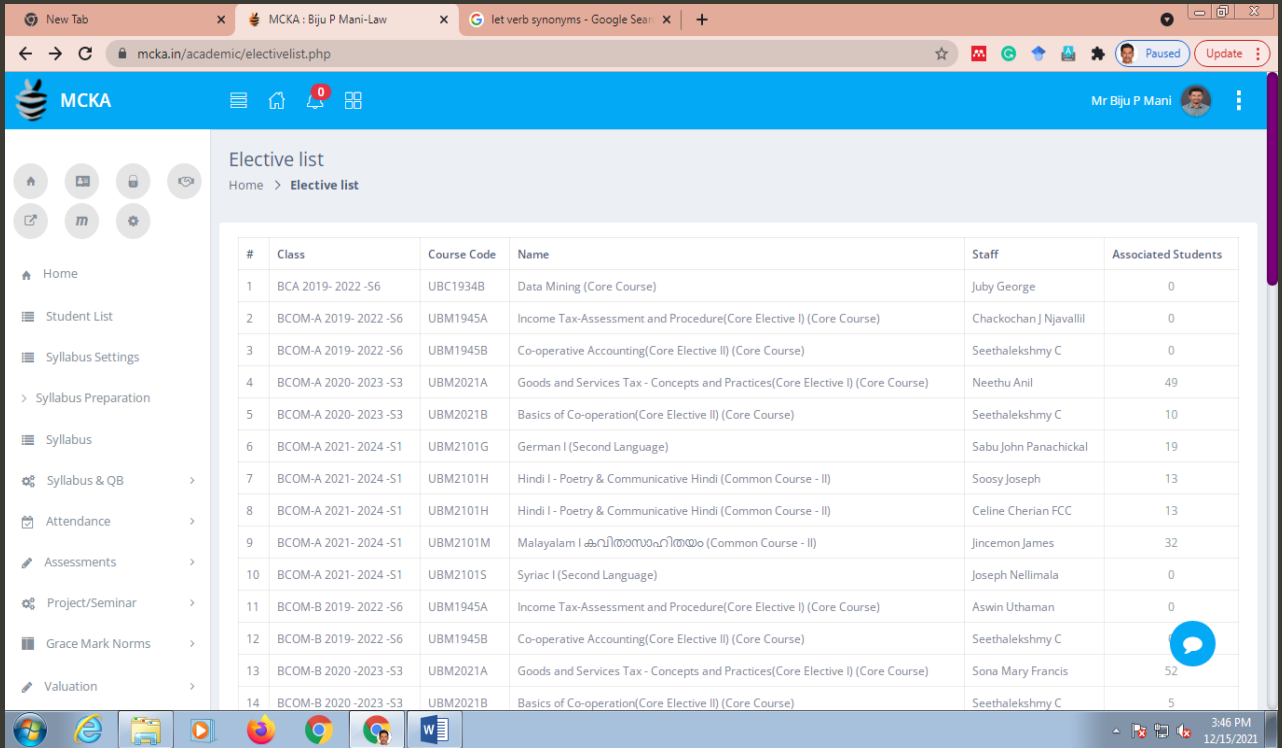
**9.5. Open Course List:** gives the list of students who registered for different open courses with options to view and download the internal marks.



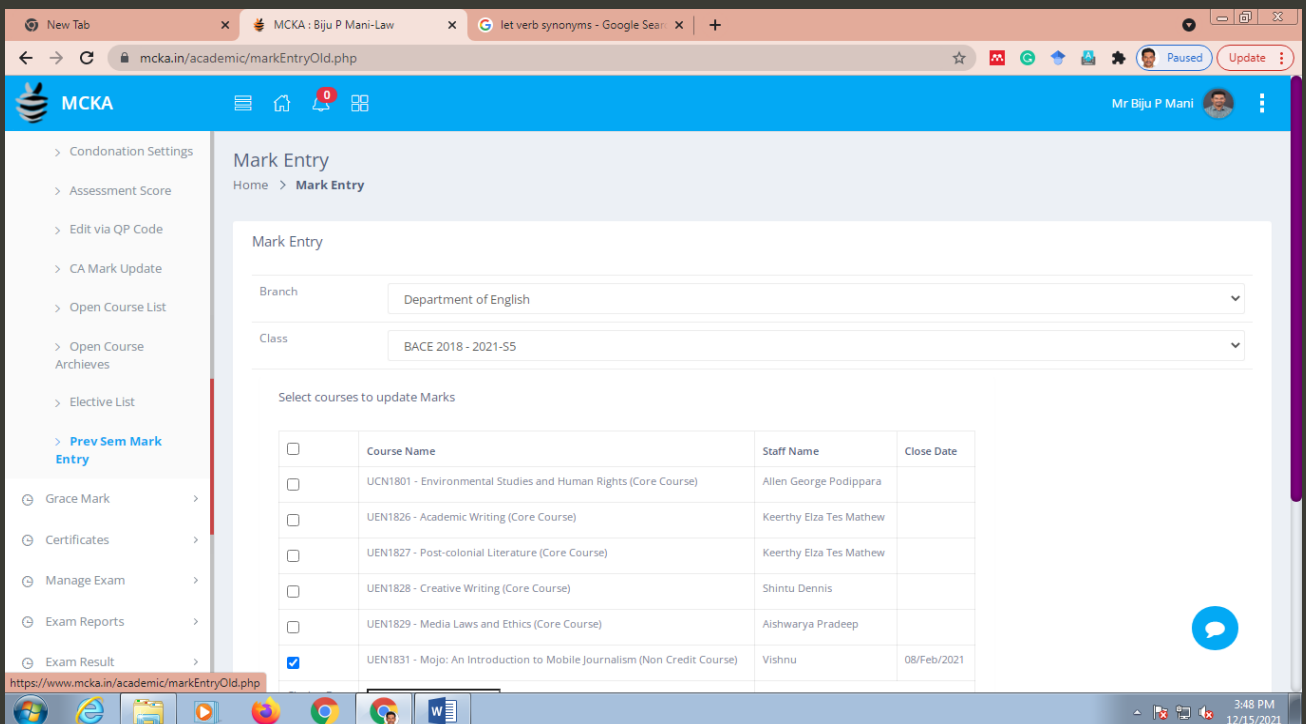
**9.6. Open Course Archives:** Details of the Open Course scores (of all the candidates whose results are published)



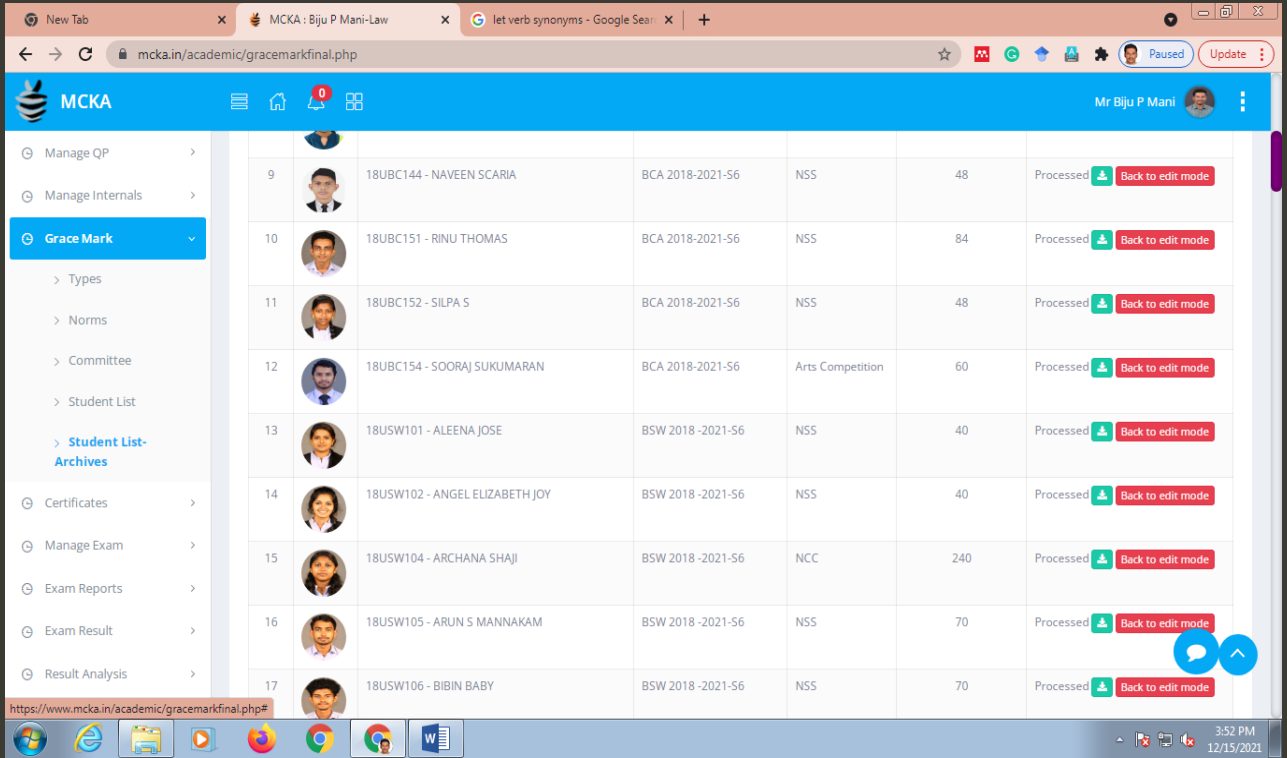
**9.7. Elective List:** list of electives in the running semesters and their student details.



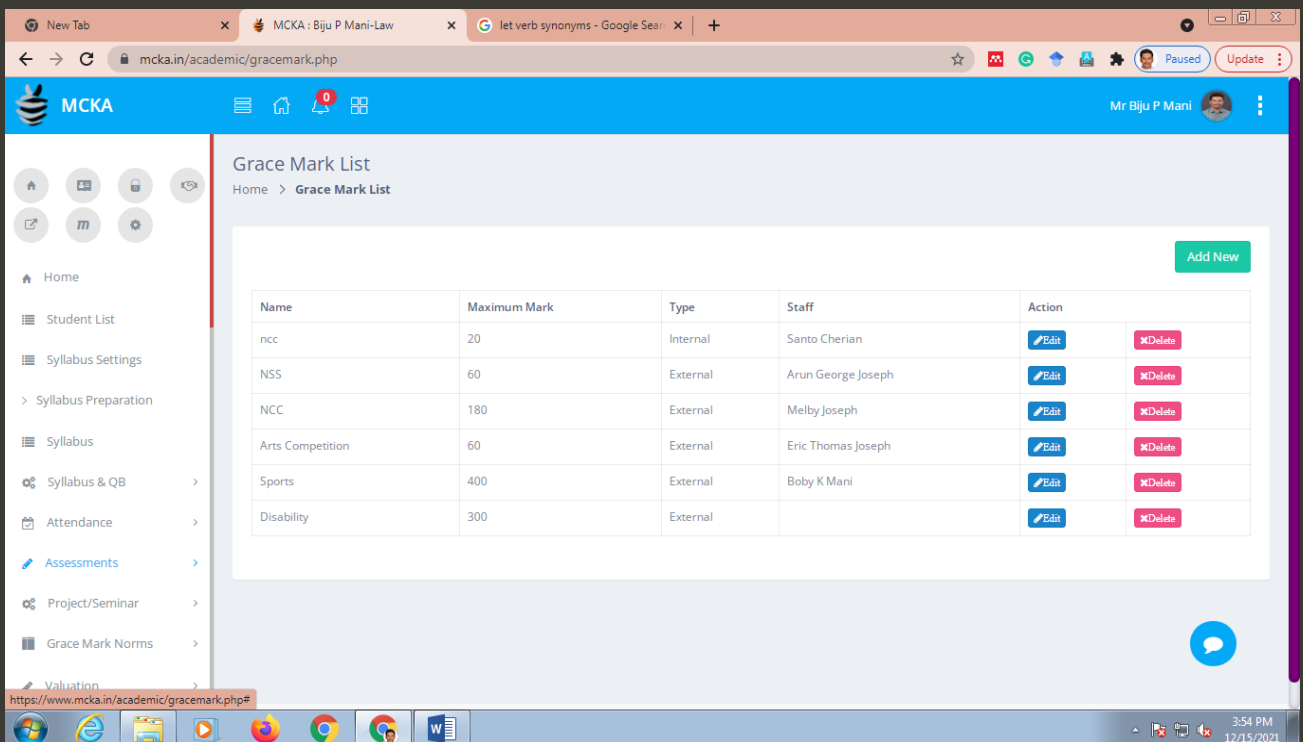
**9.8. Mark Entry:** allows to enter internal marks for the bygone semesters.



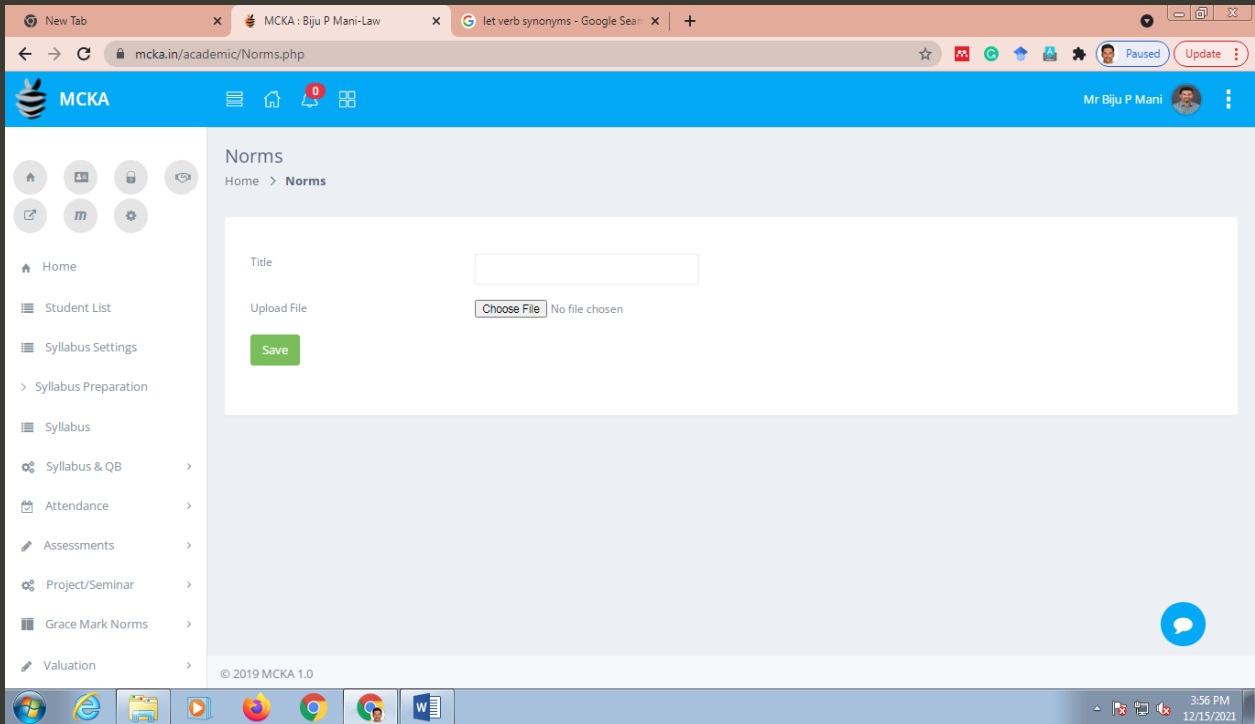
**10. Grace Mark:** options related to the award of grace marks.



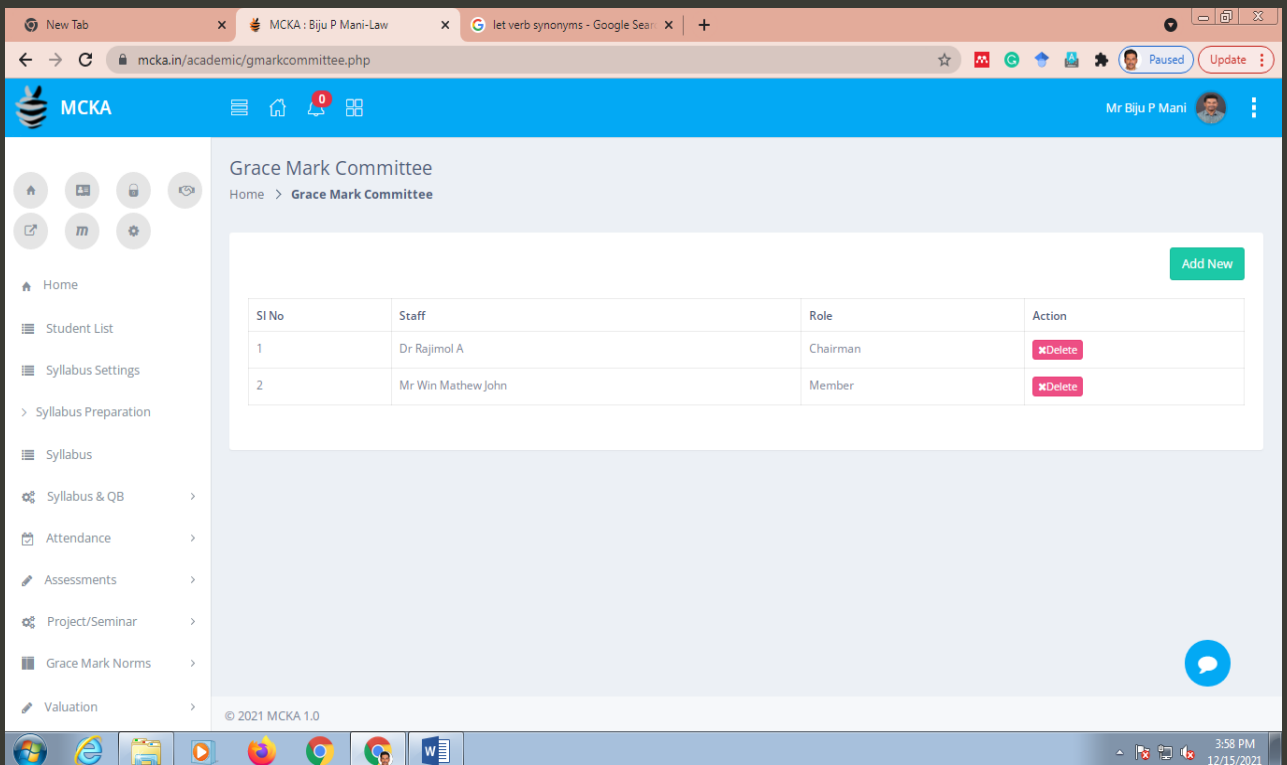
**10.1. Types:** option to view and edit the different types of grace marks



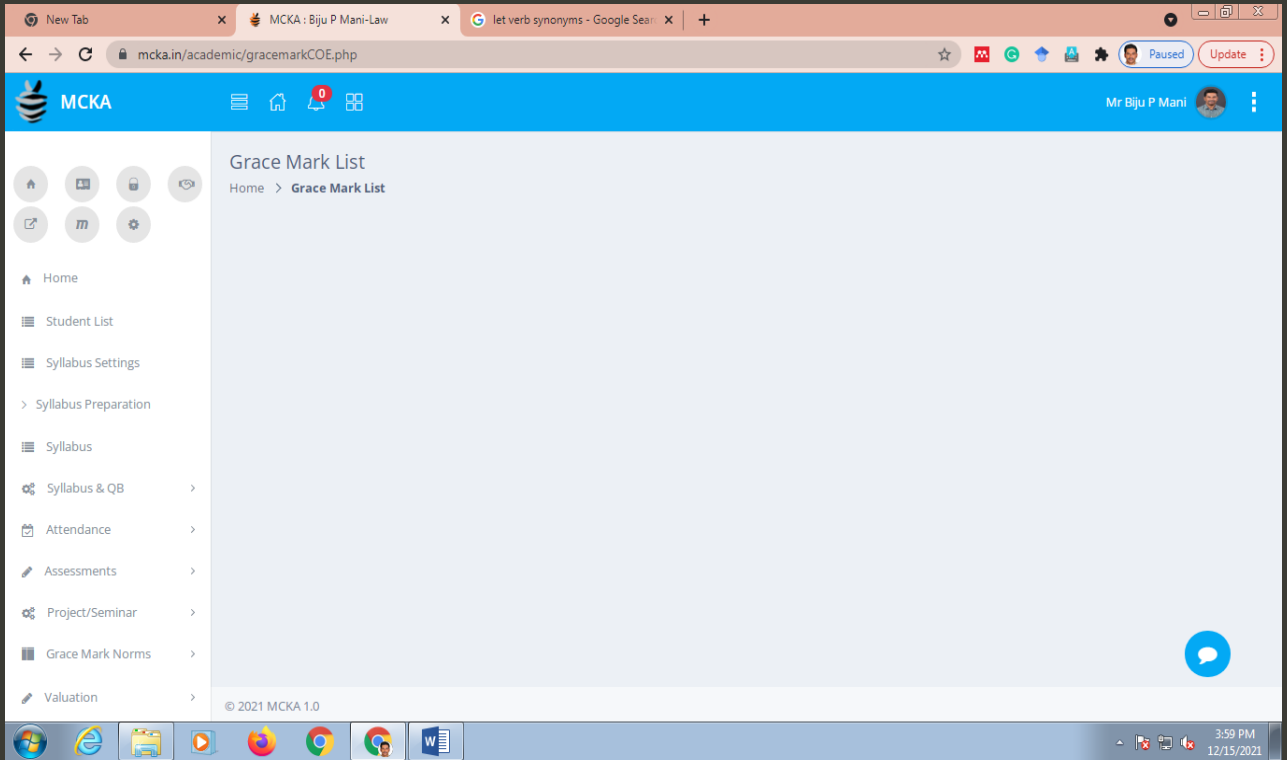
**10.2. Norms:** option to view and upload norms of grace marks (accessible to every teacher)



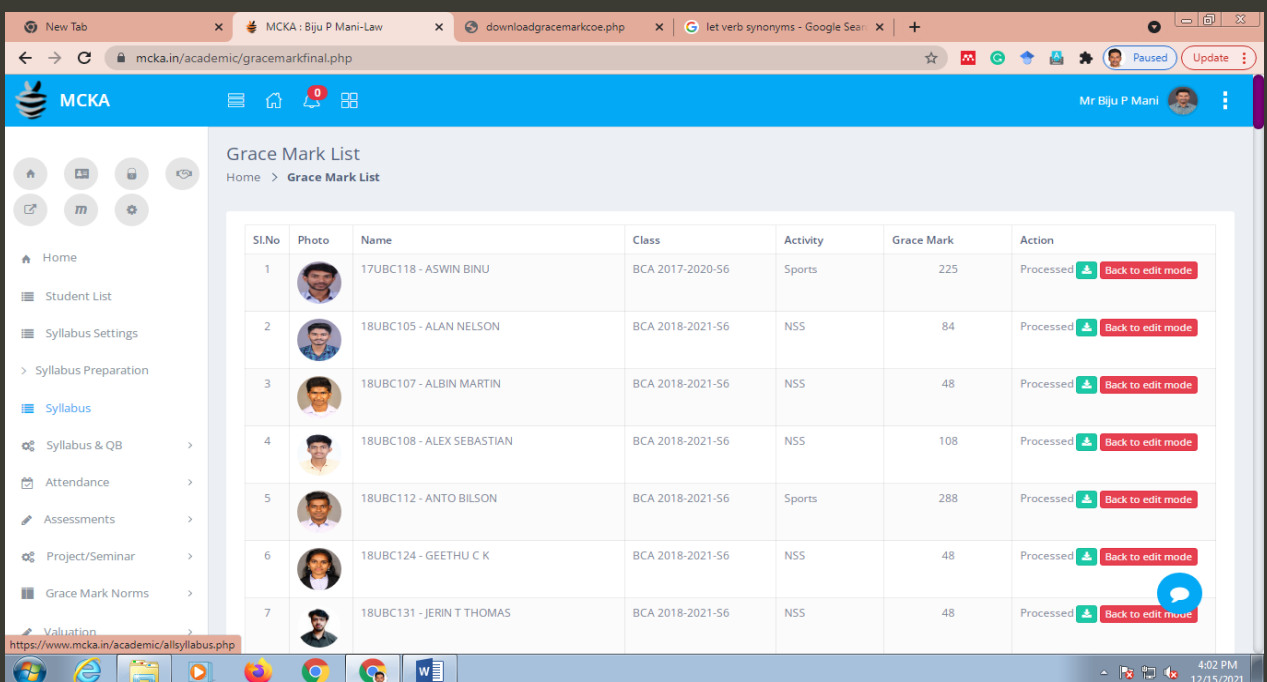
**10.3. Grace Mark Committee:** Provision to constitute a specialized committee for the approval of grace marks



**10.4. Grace Mark List:** list of students approved by the committee to avail grace marks

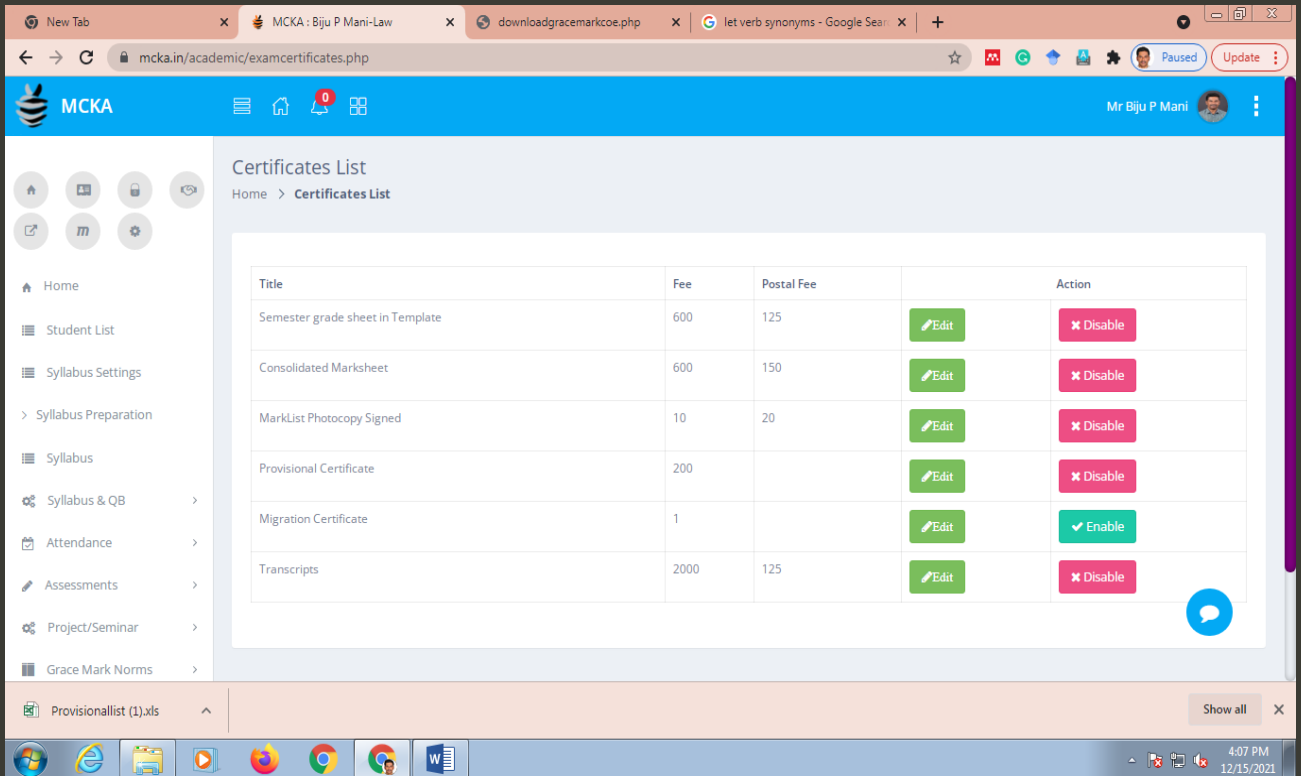


**10.5. Student List Archives:** List of students who have been awarded grace marks, and the details of the grace marks awarded

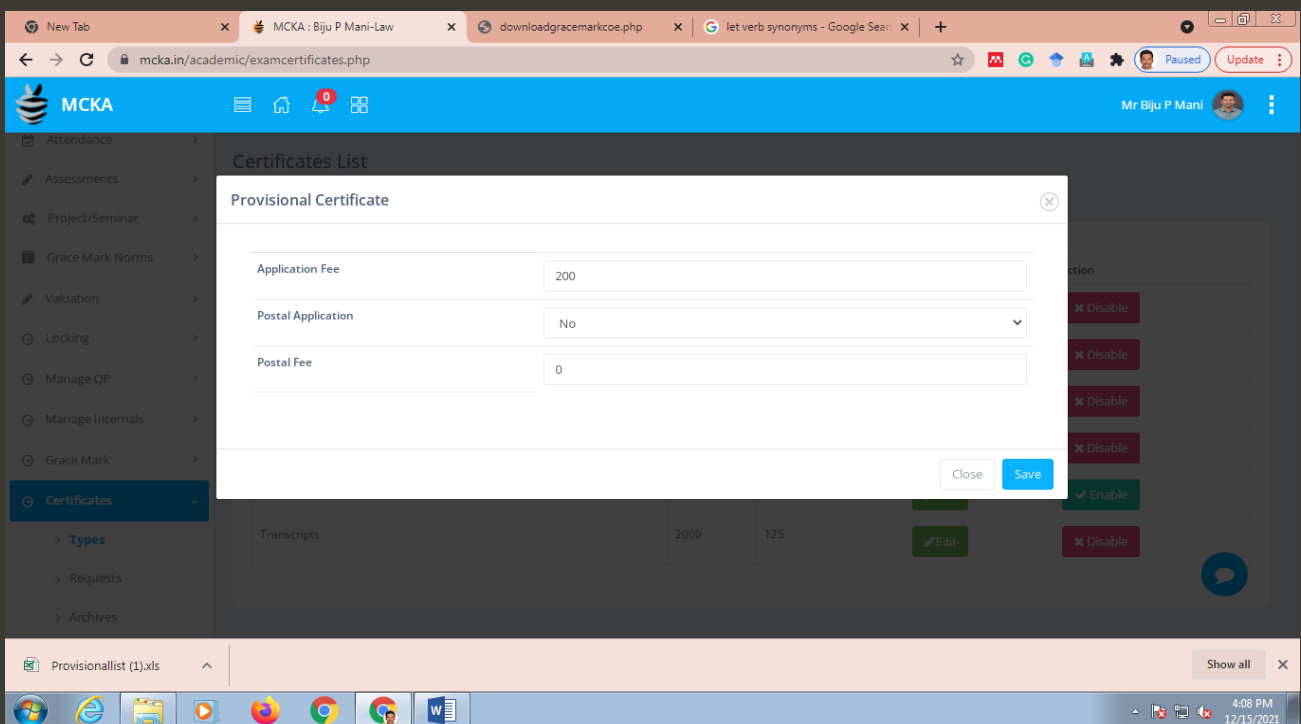




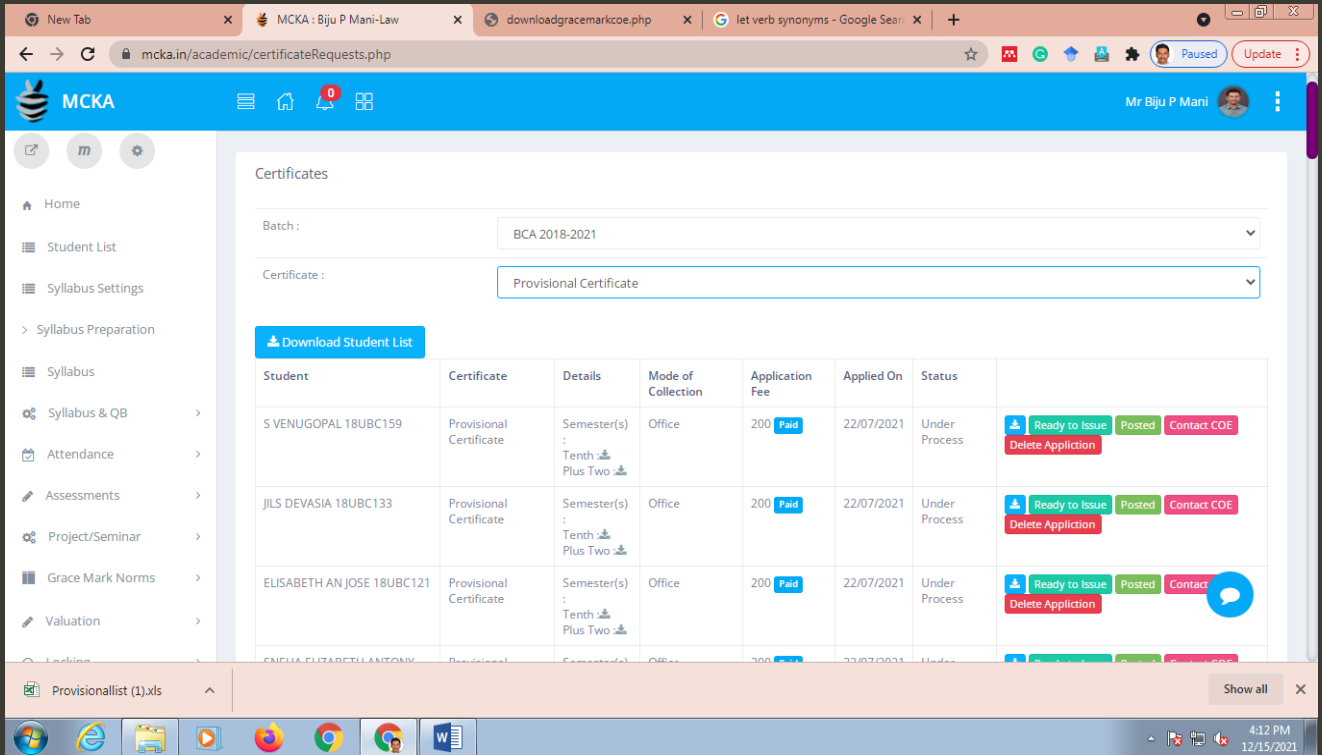
**11. Certificates:** options to set and issue different certificates



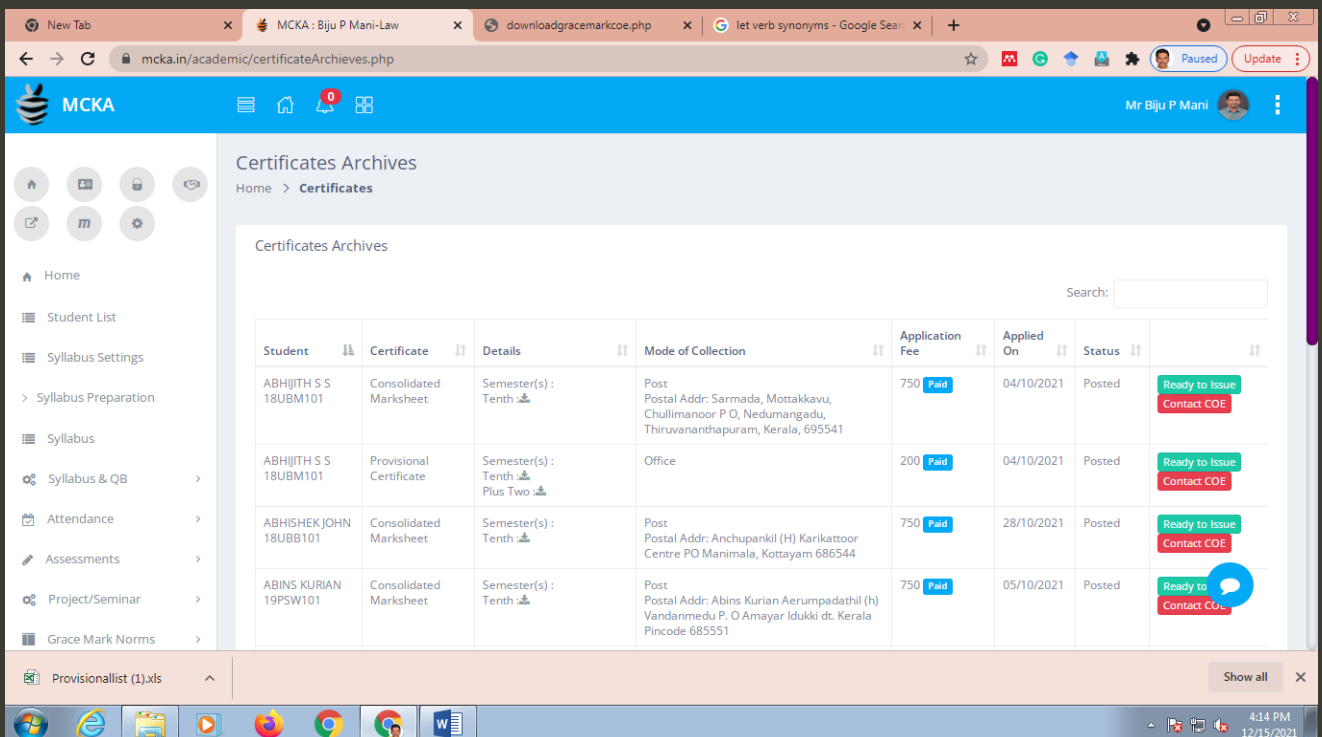
**11.1. Options to enable/disable** students to apply for different certificates, and to set fees structure for different certificates



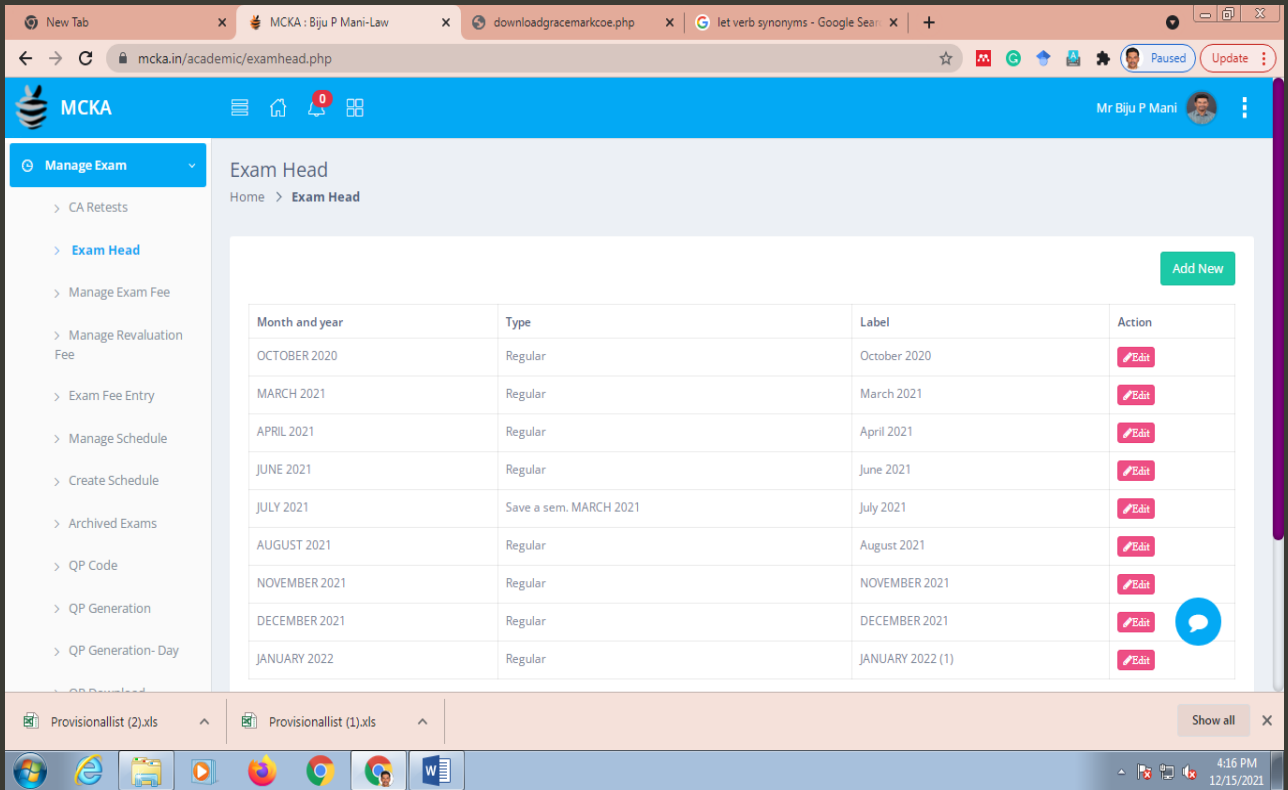
**11.2 Requests:** provision to view the applications for different certificates, and to download the certificates



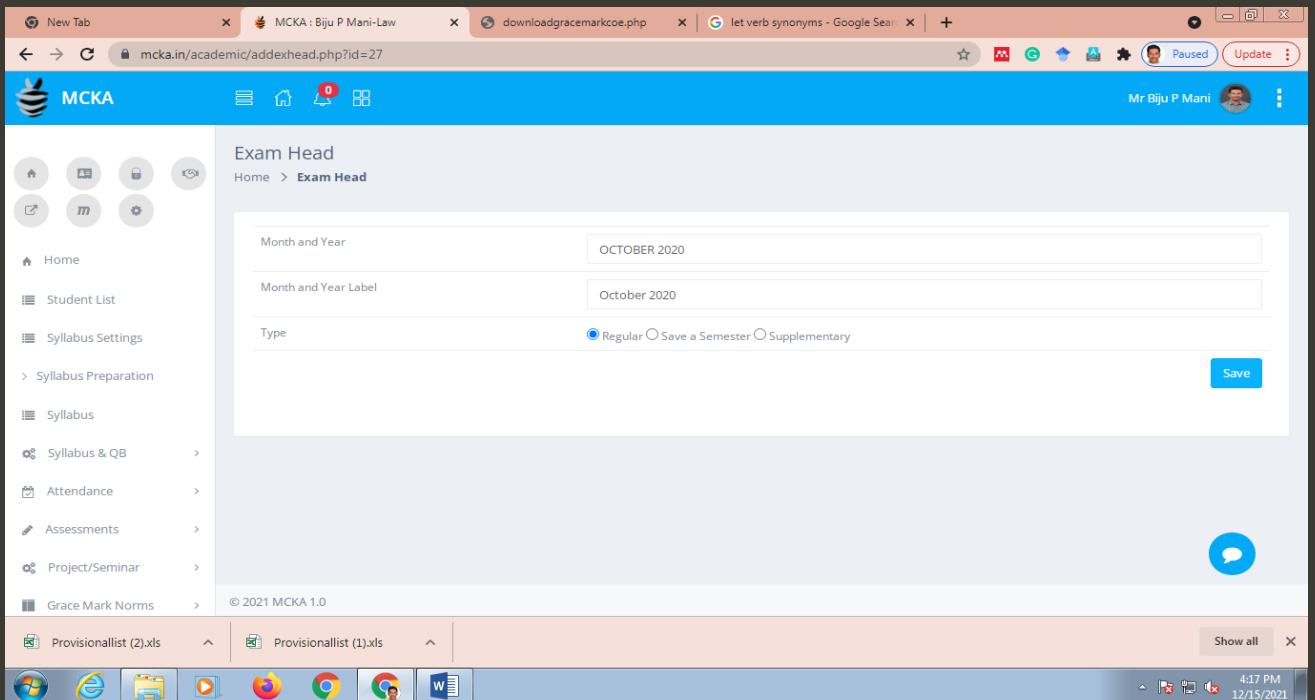
**11.3. Certificates Archives:** list of certificates issued by the CEO



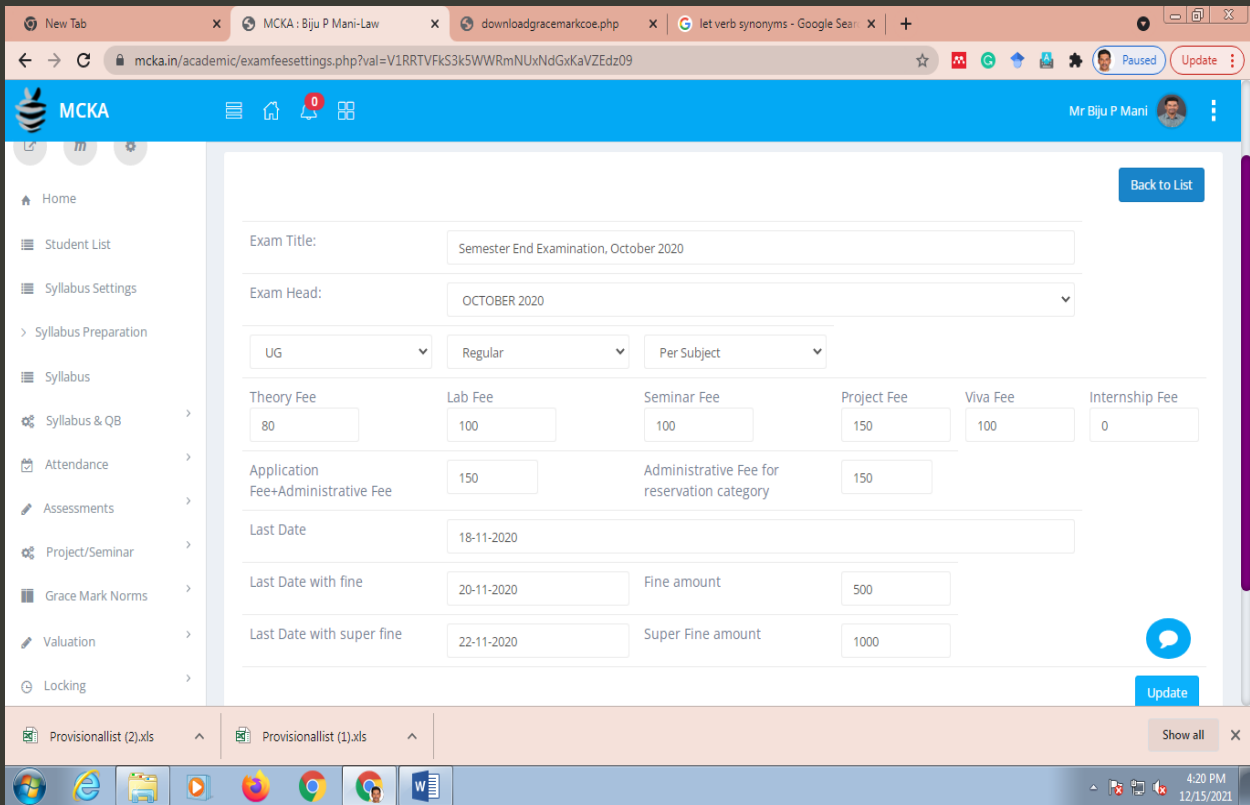
**12. Manage Exams:** settings related to semester-end exams.



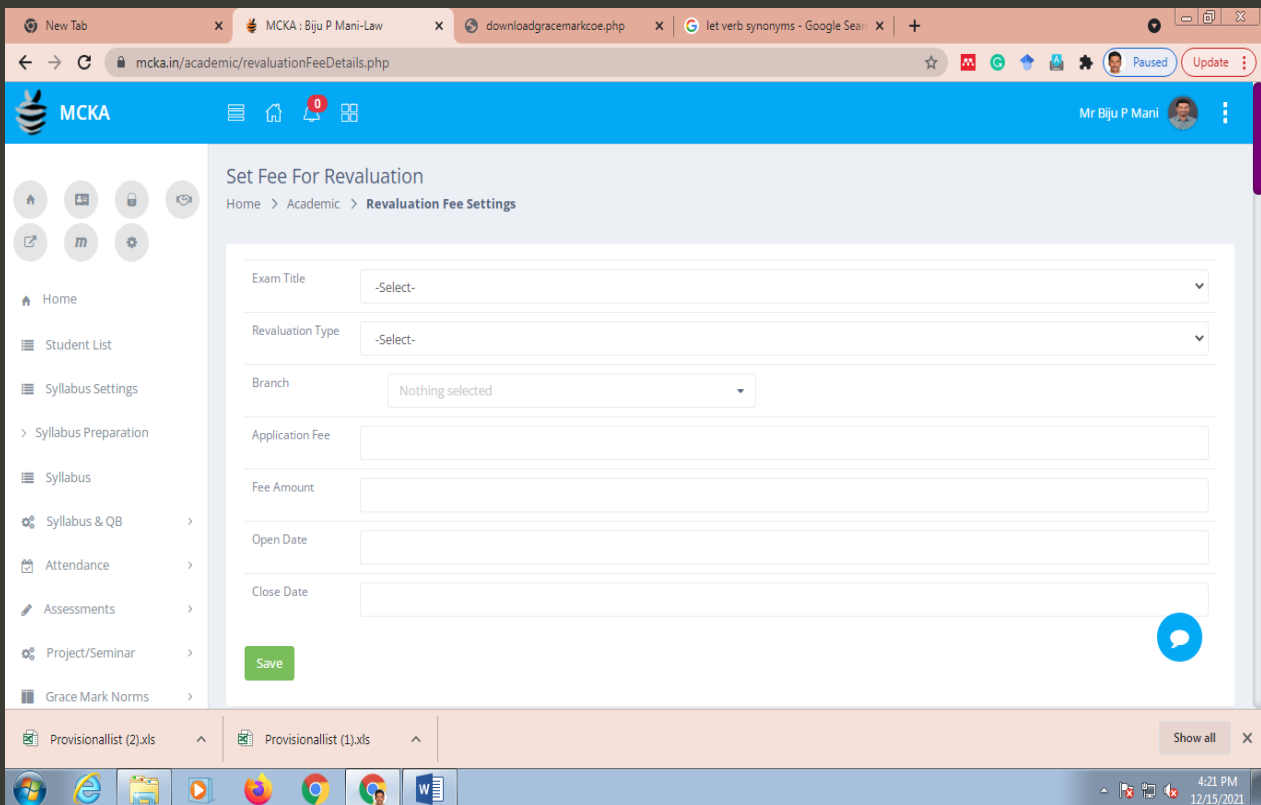
**12.1. Exam Head:** to create various exam heads with the details of month and year of exam



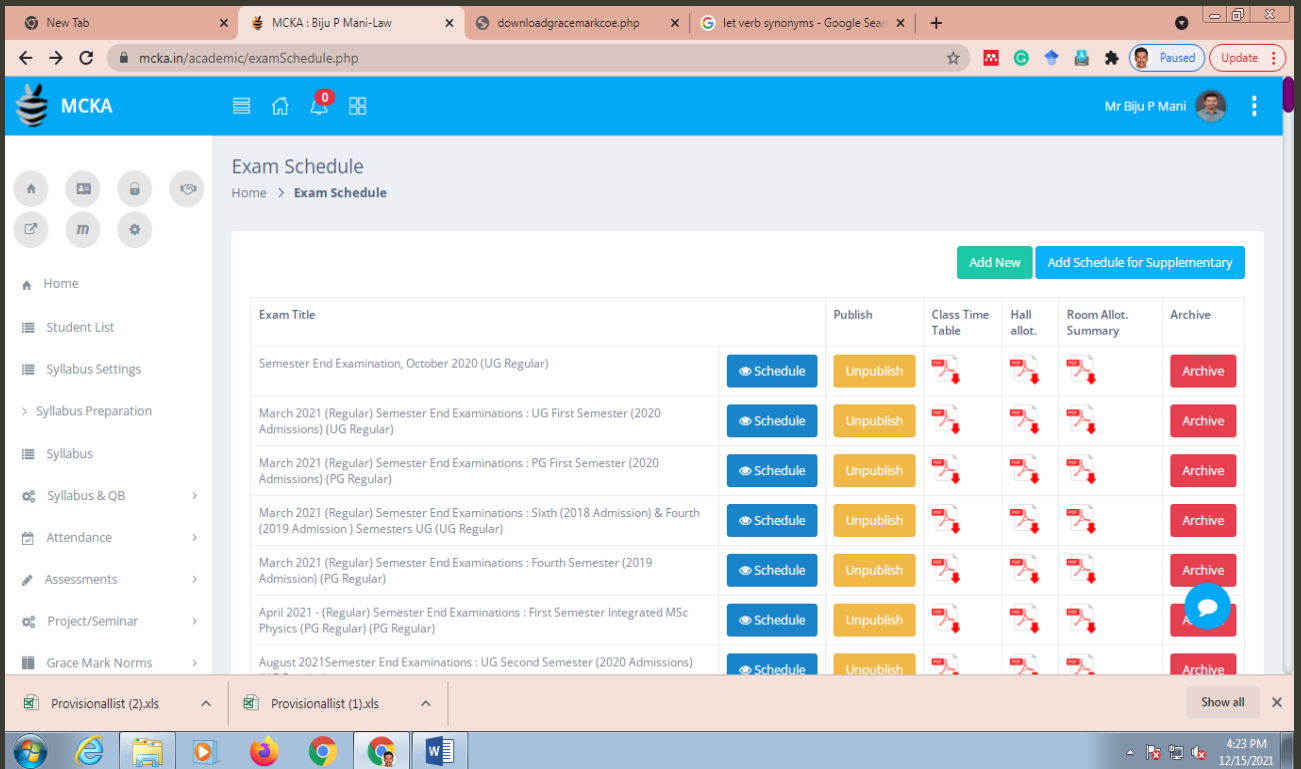
**12.2. Manage Exam Fee:** options to create a new exam and set the fee structure.



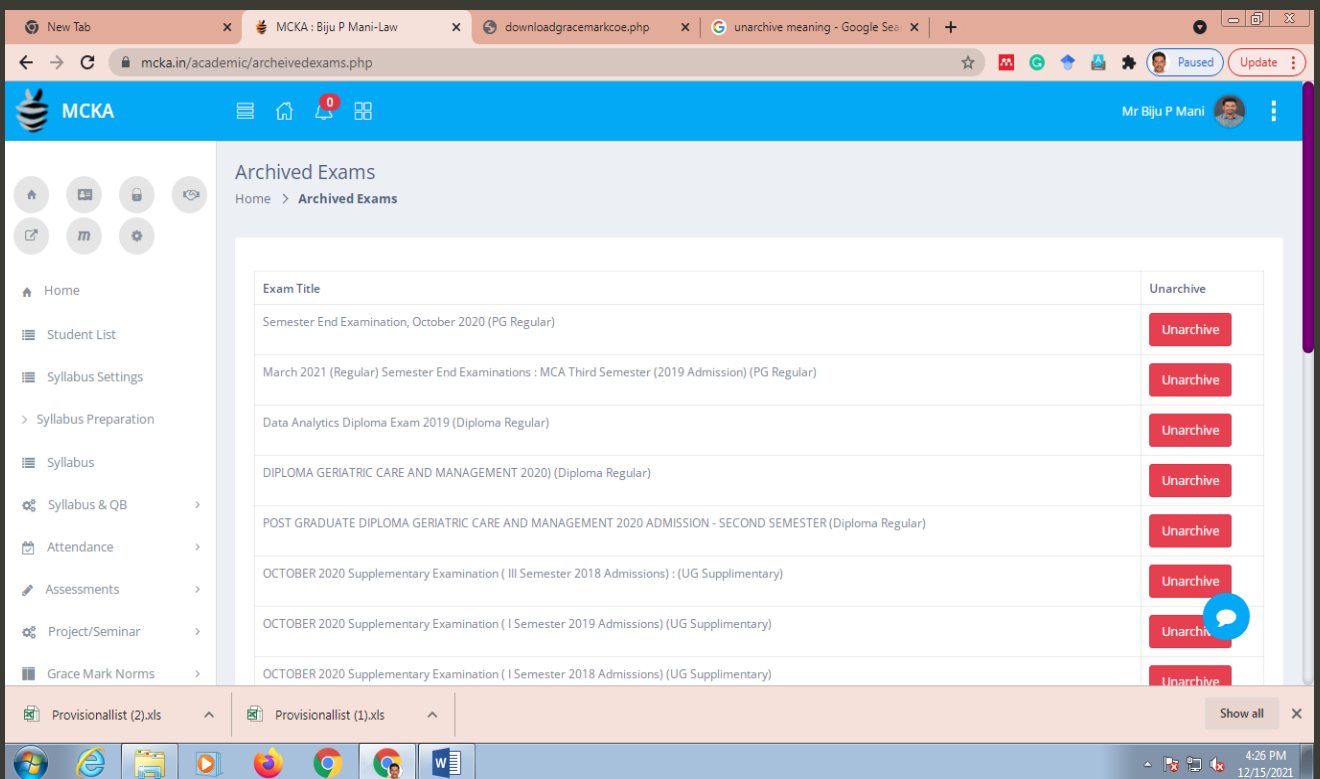
**12.3. Manage Revaluation Fee:** option to set the fee structure for revaluation



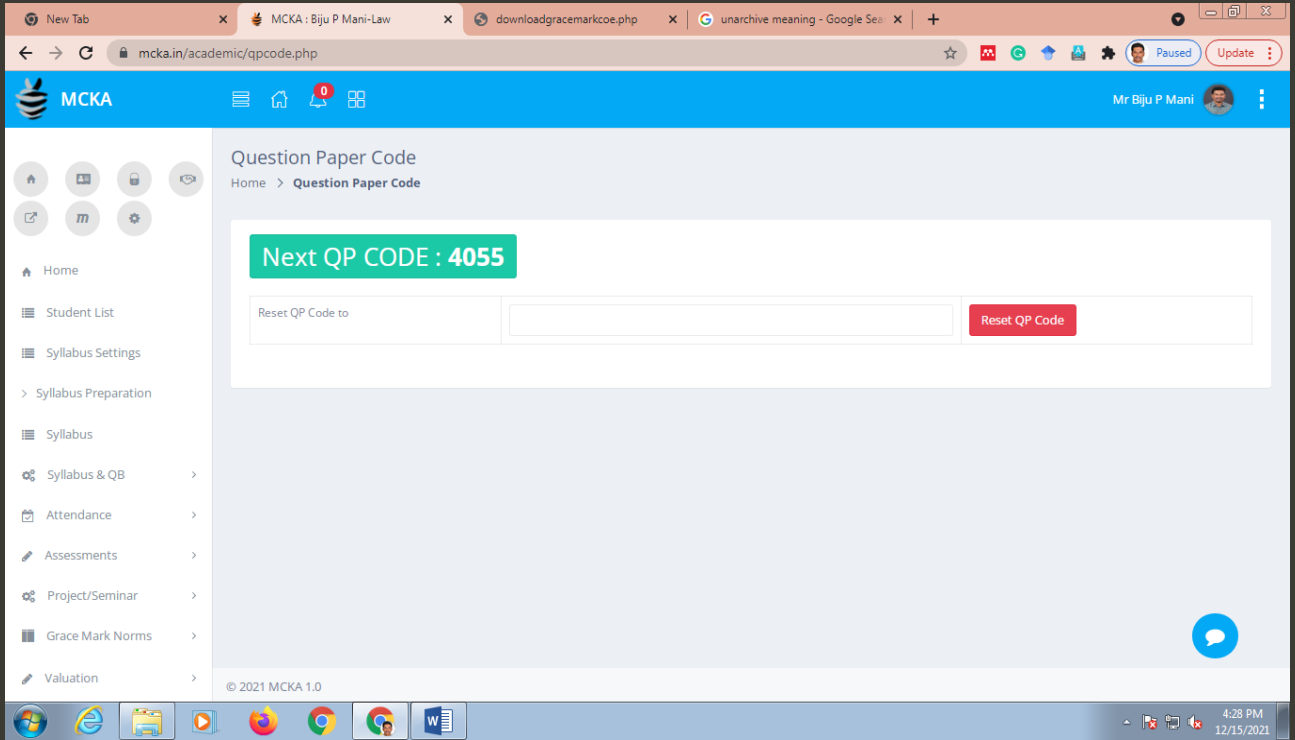
### 12.4. Manage Schedule: options to create and edit exam schedules



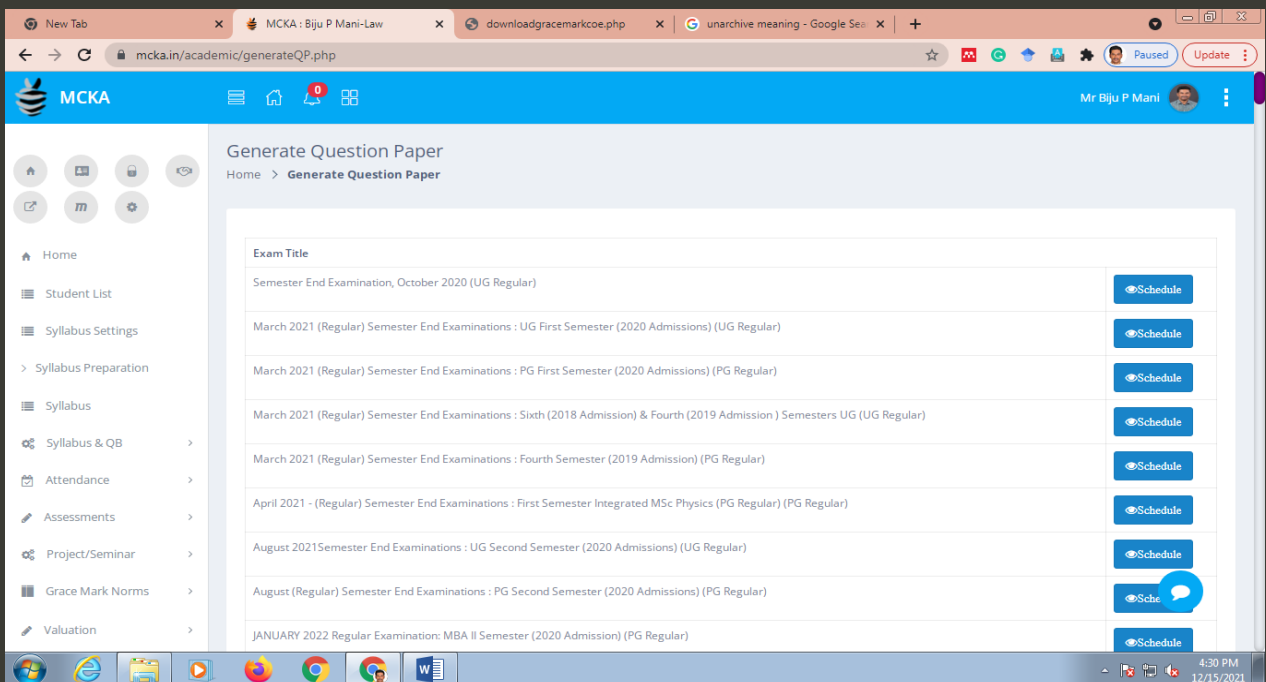
### 12.5. Archived Exams: list of exams completed, with the option to retrieve the details



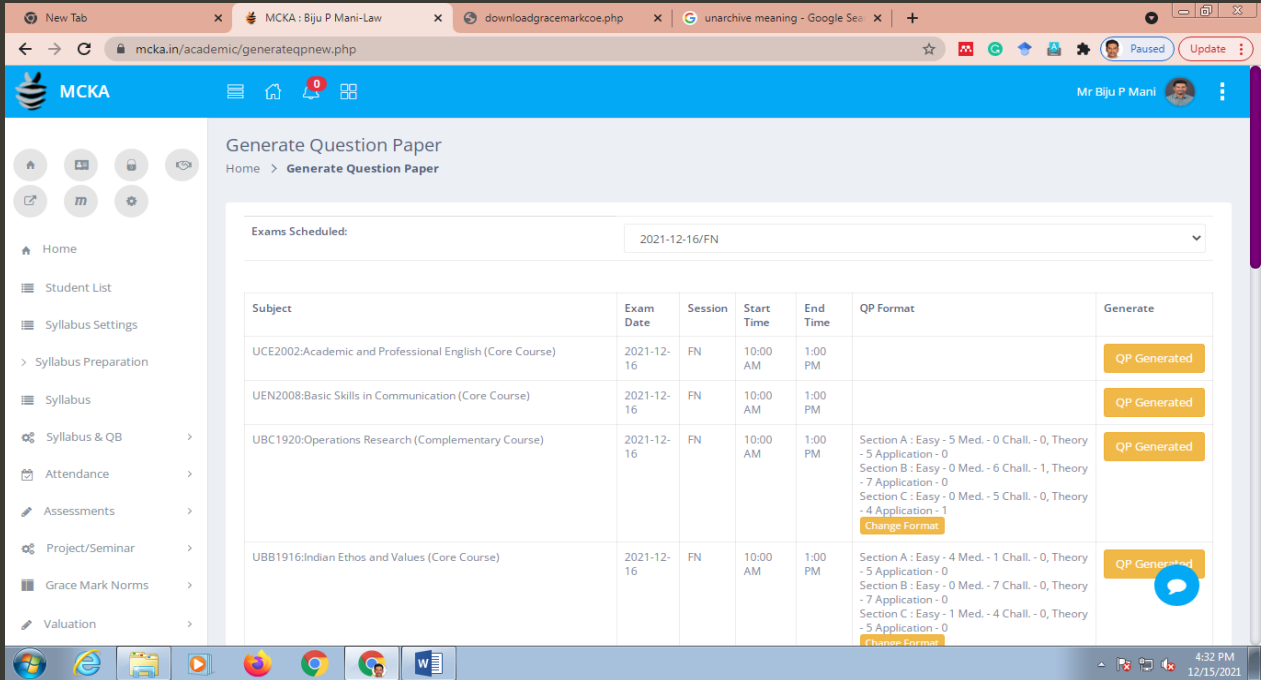
**12.6. Question Paper Code:** option to generate question paper code



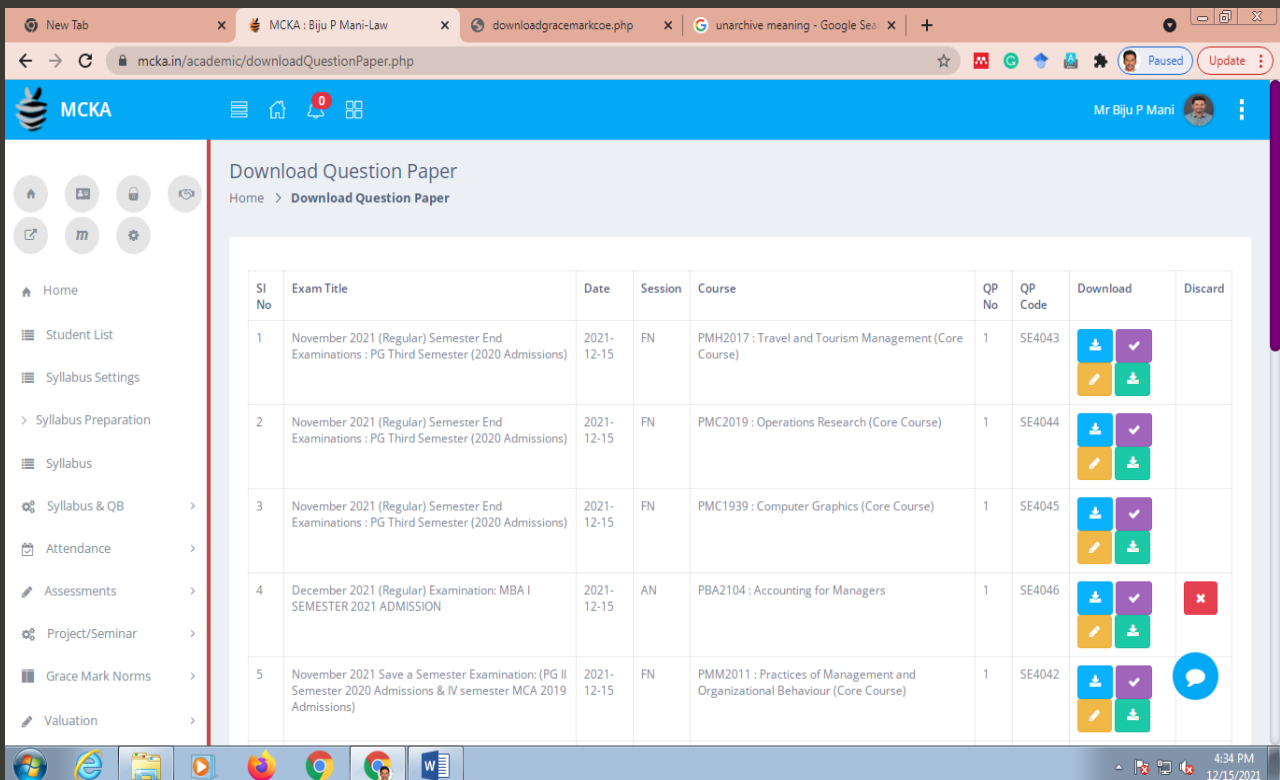
**12.7. Q P Generation:** option to generate question papers.



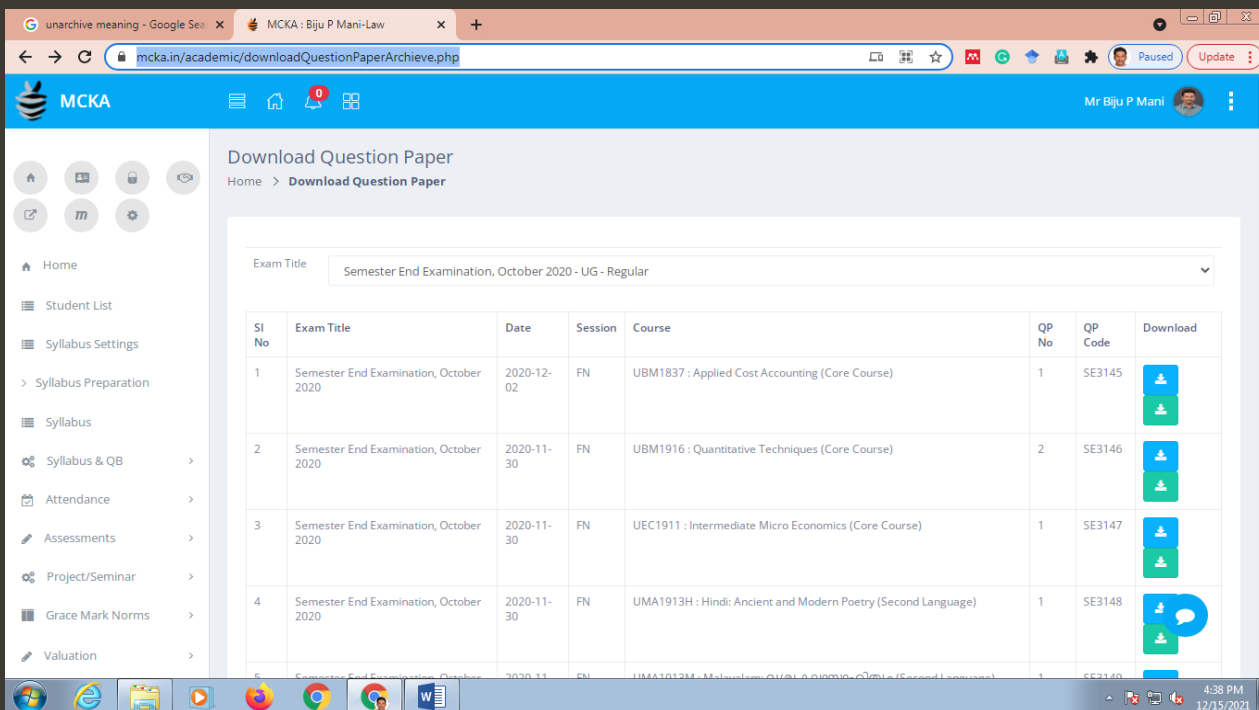
**12.8. Q P Generation-Day:** option to view and generate question papers for exams scheduled on a given date



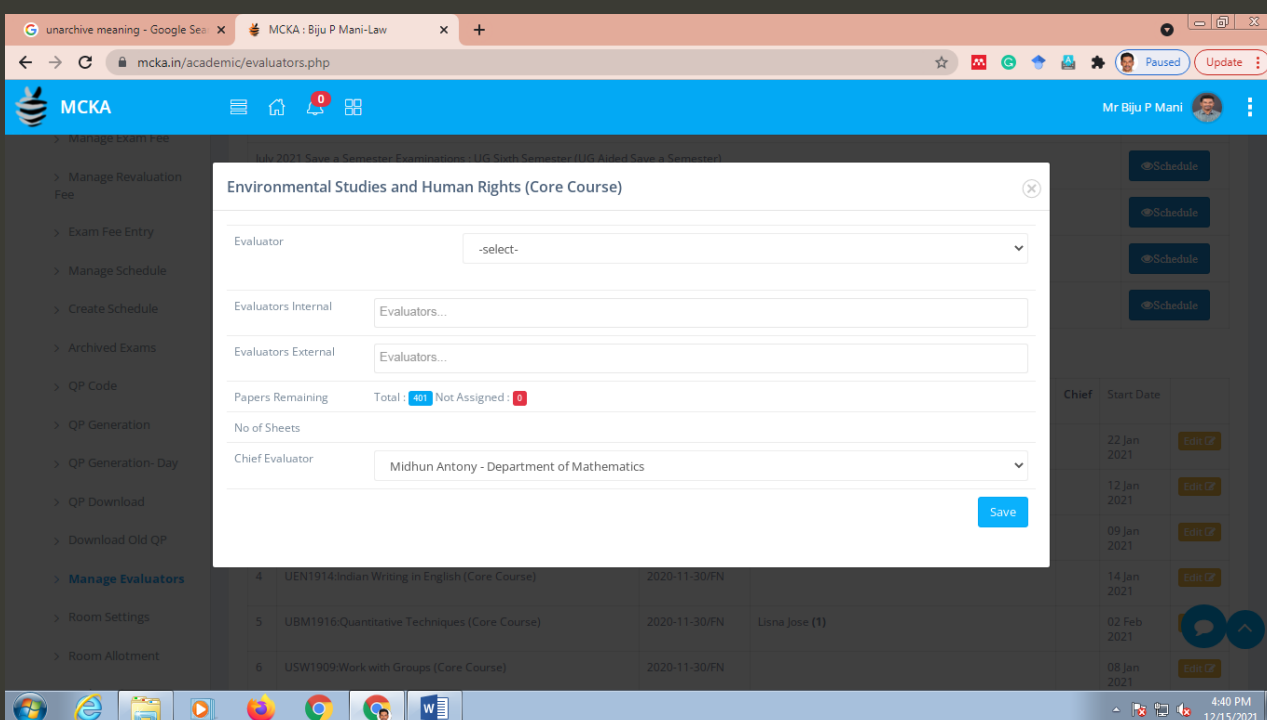
**12.9. Q P Download:** option to download question papers.



**12.10. Download Old Q P:** provision to download the question papers of previous exams.

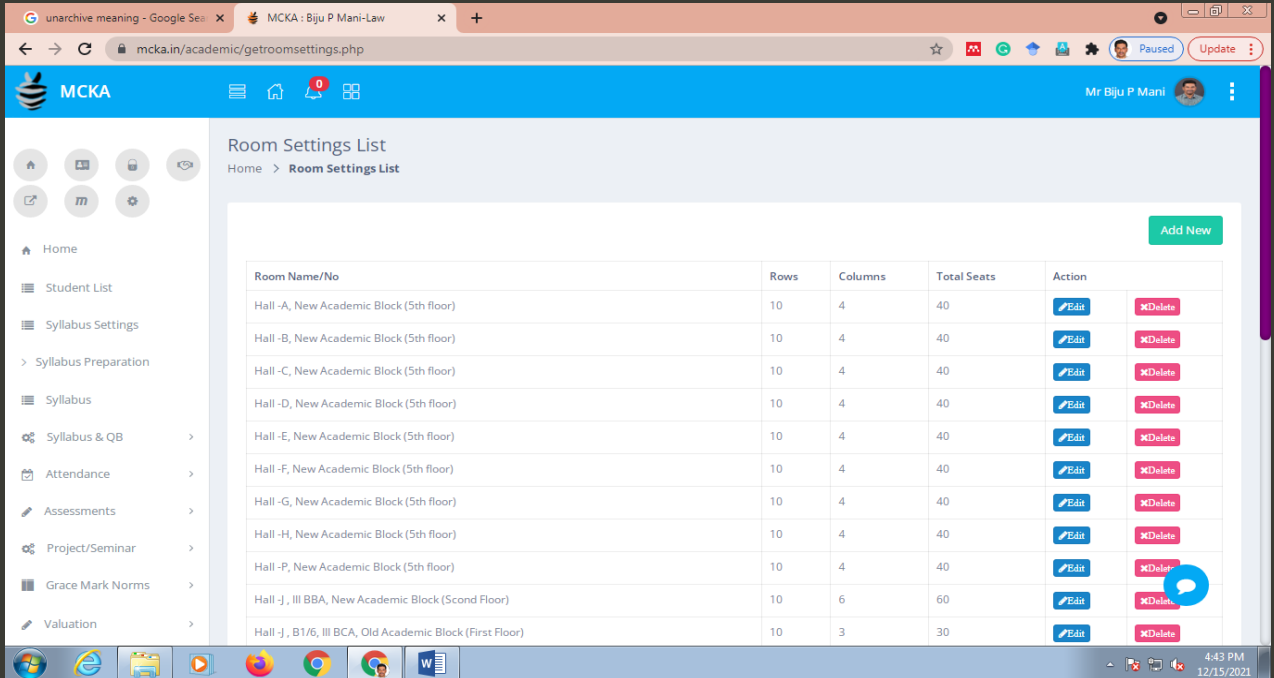


**12.11. Manage Evaluators:** options to add internal and external evaluators, and to assign papers to evaluators

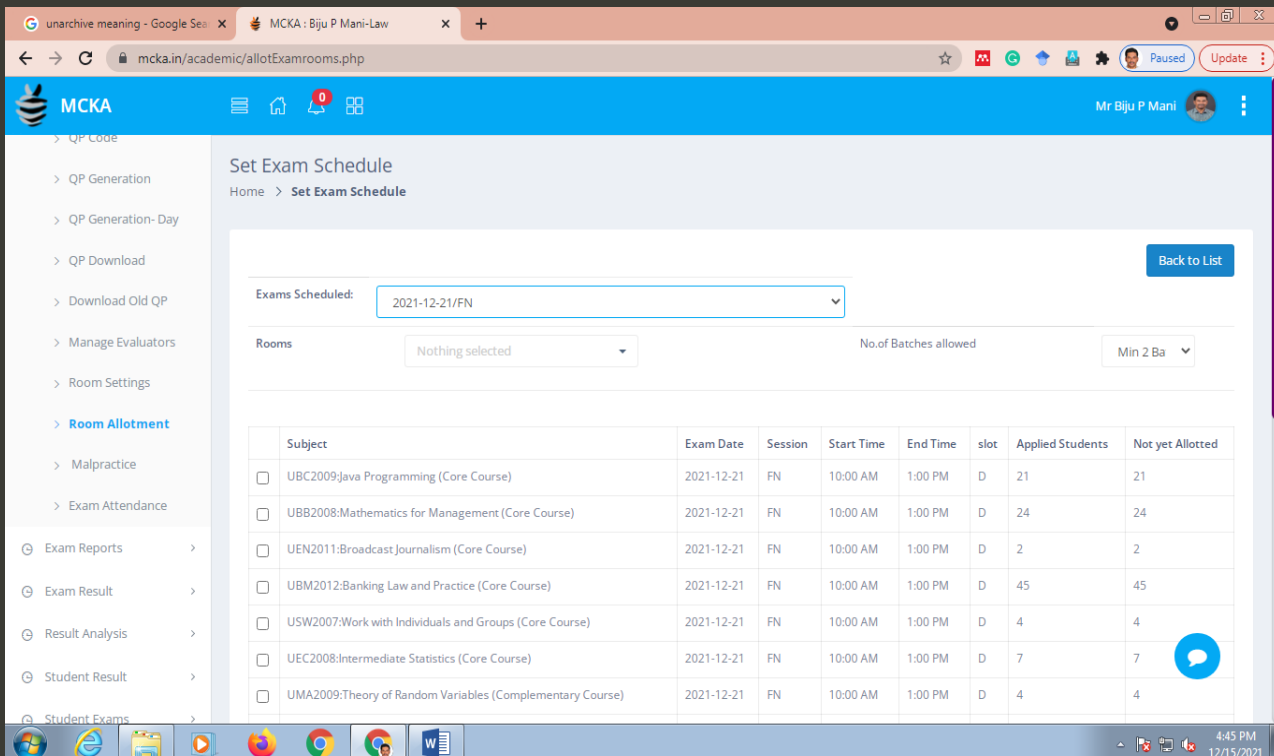




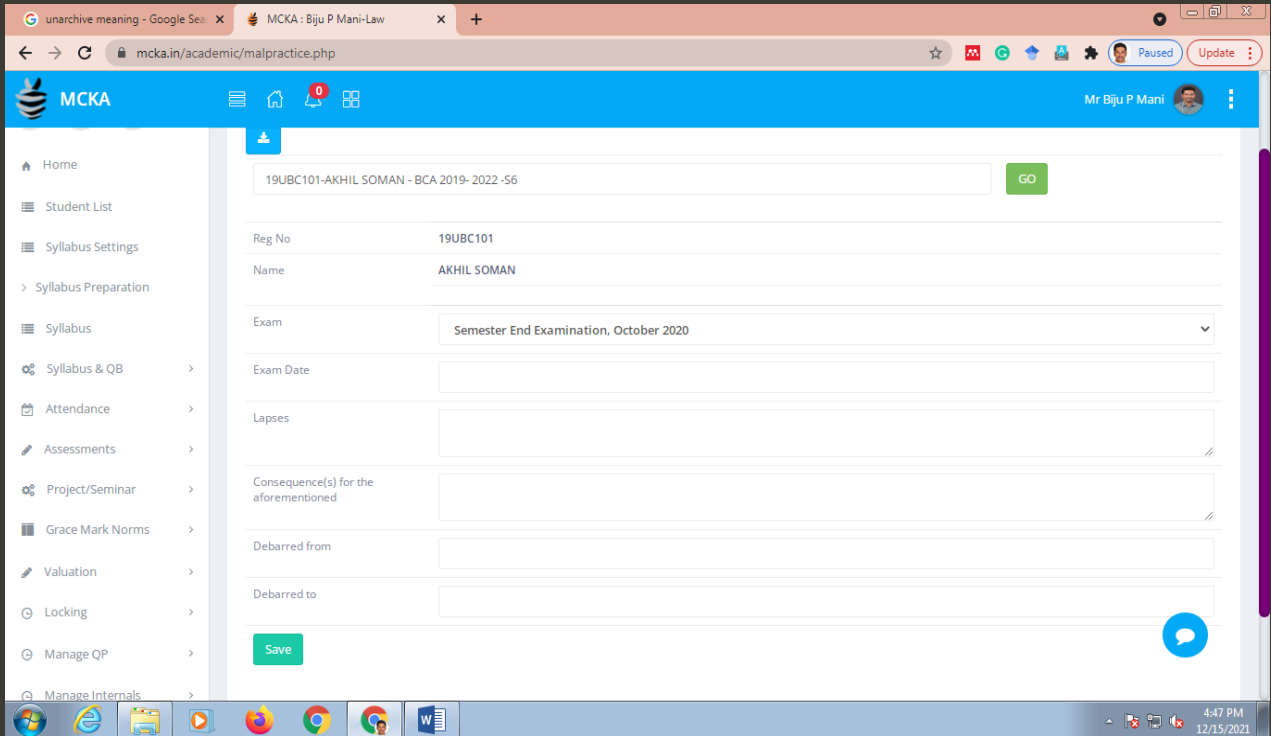
**12.12. Room Settings:** options to allot rooms and seats for exams.



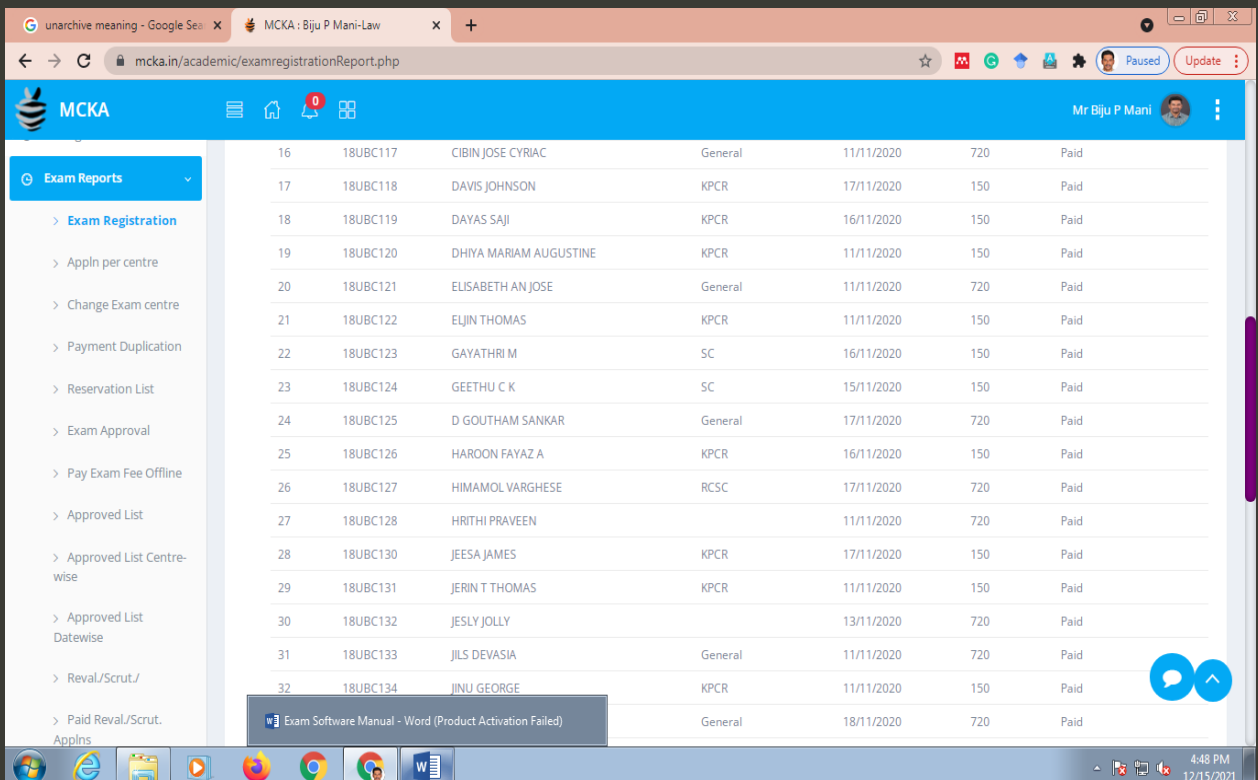
**12.13. Room Allotment:** provision to automatically allot rooms for students



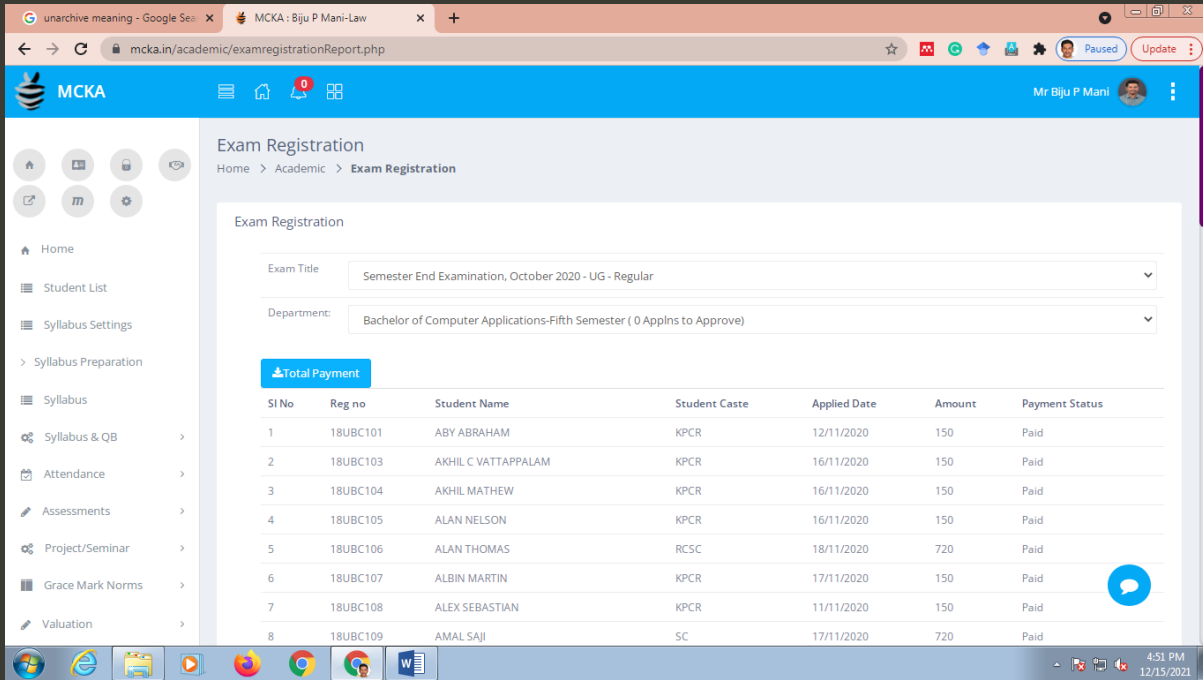
### 12.14. Malpractice: options to feed information related to malpractices during exams



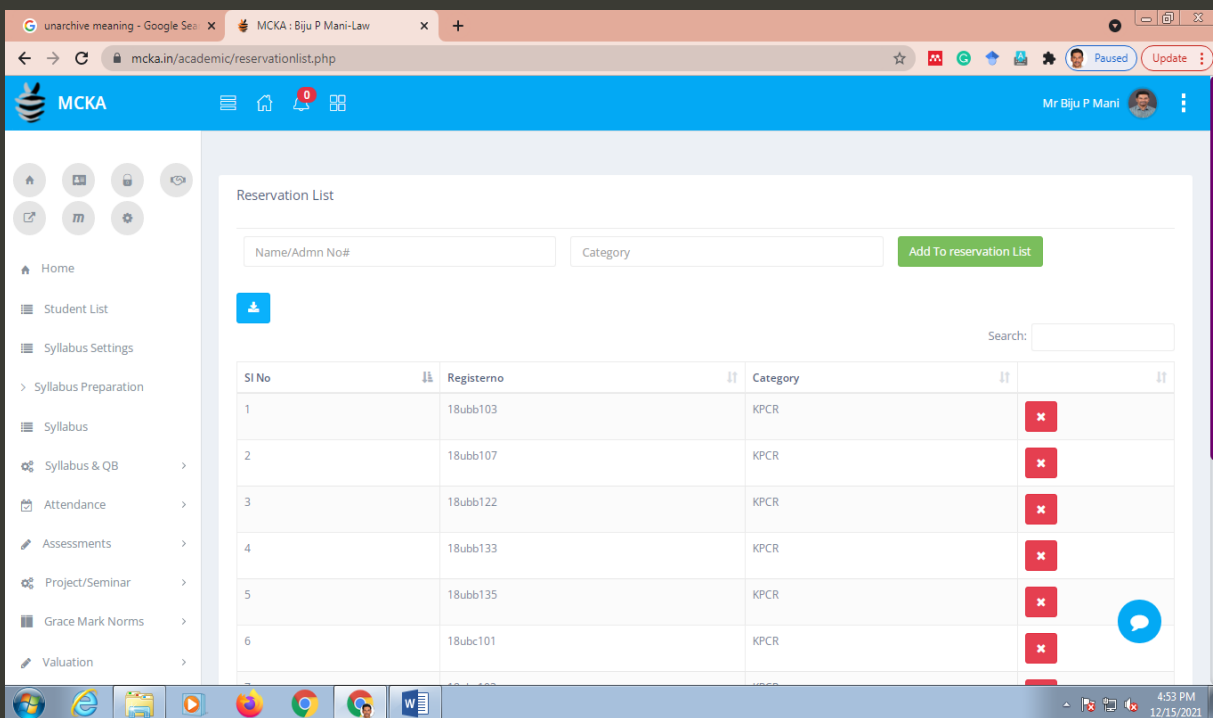
### 13. Exam Reports: details of exam registration, fees payment, hall tickets, etc.



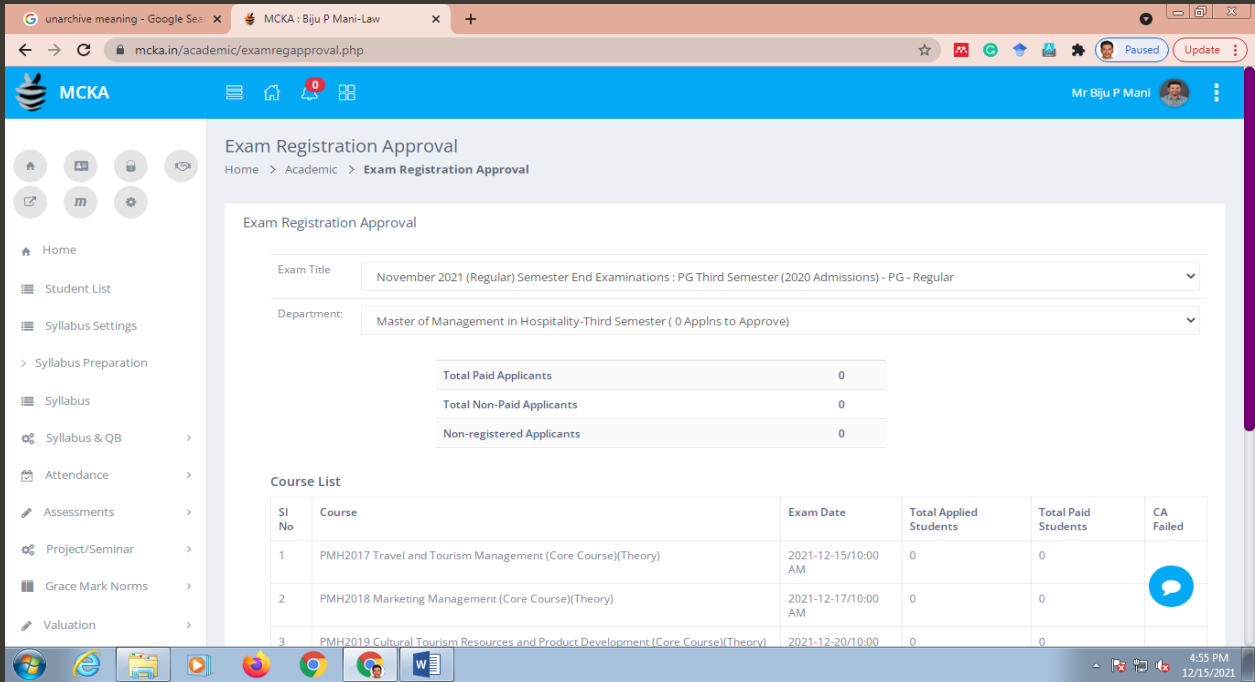
**13.1. Exam Registration:** provision to view the details of exam registration department wise and exam wise



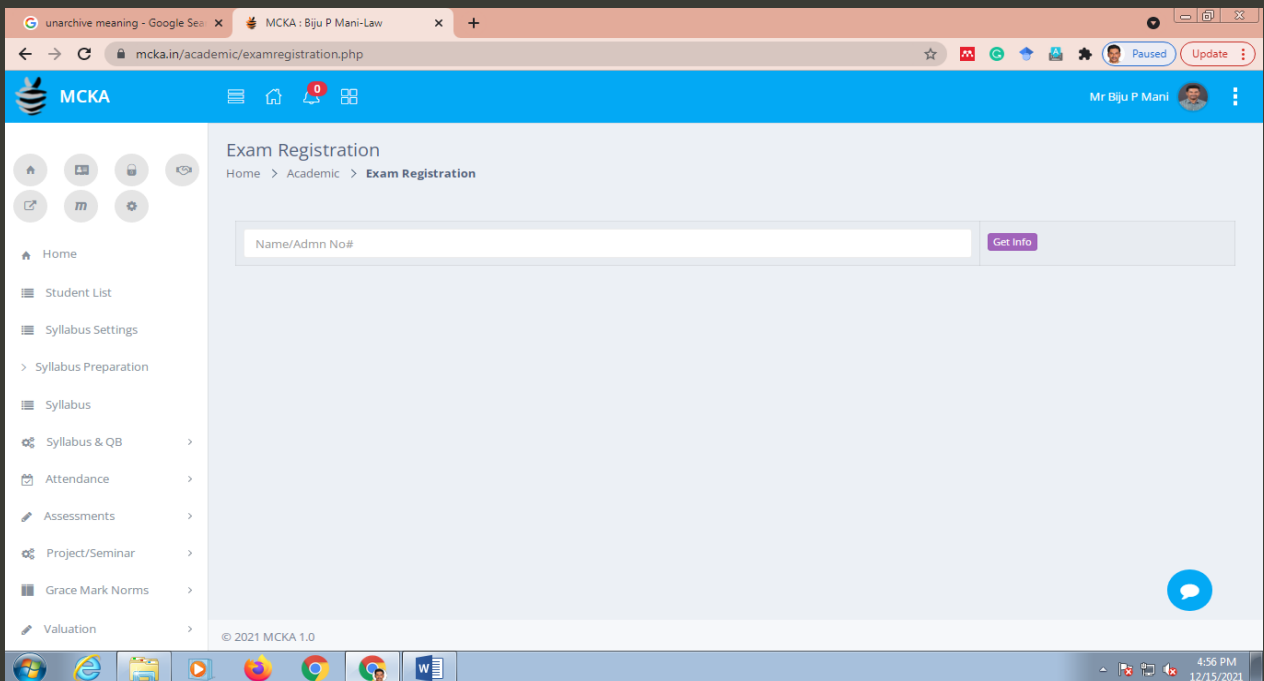
**13.2. Reservation List:** provision to select students for exam fee concession as per reservations



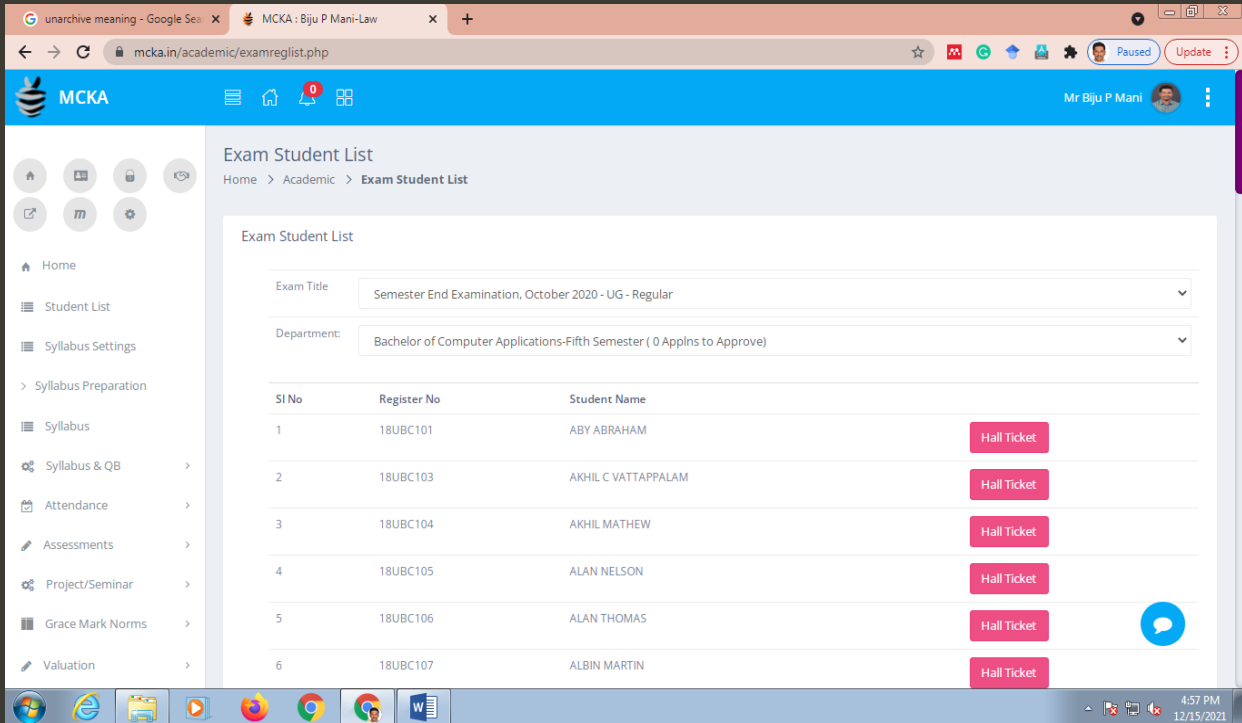
**13.3. Exam Approval:** details of the applicants to be approved by the CEO



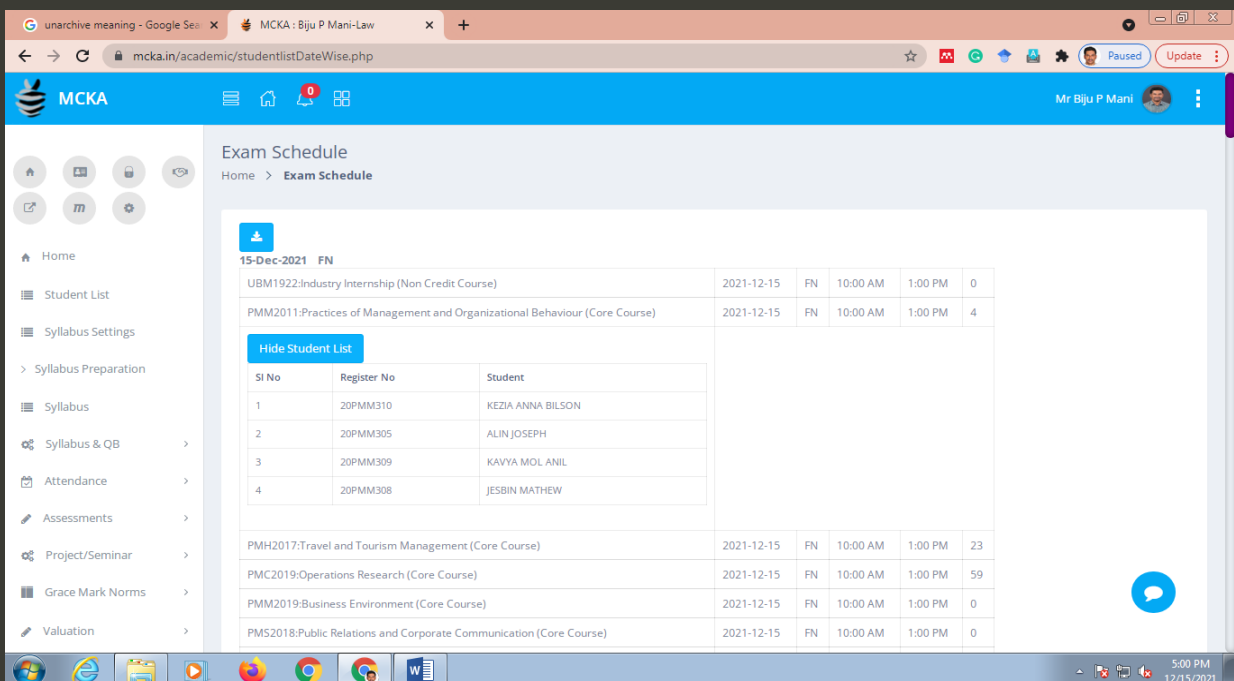
**13.4. Pay Exam Fees Offline:** Provision to pay the fees offline



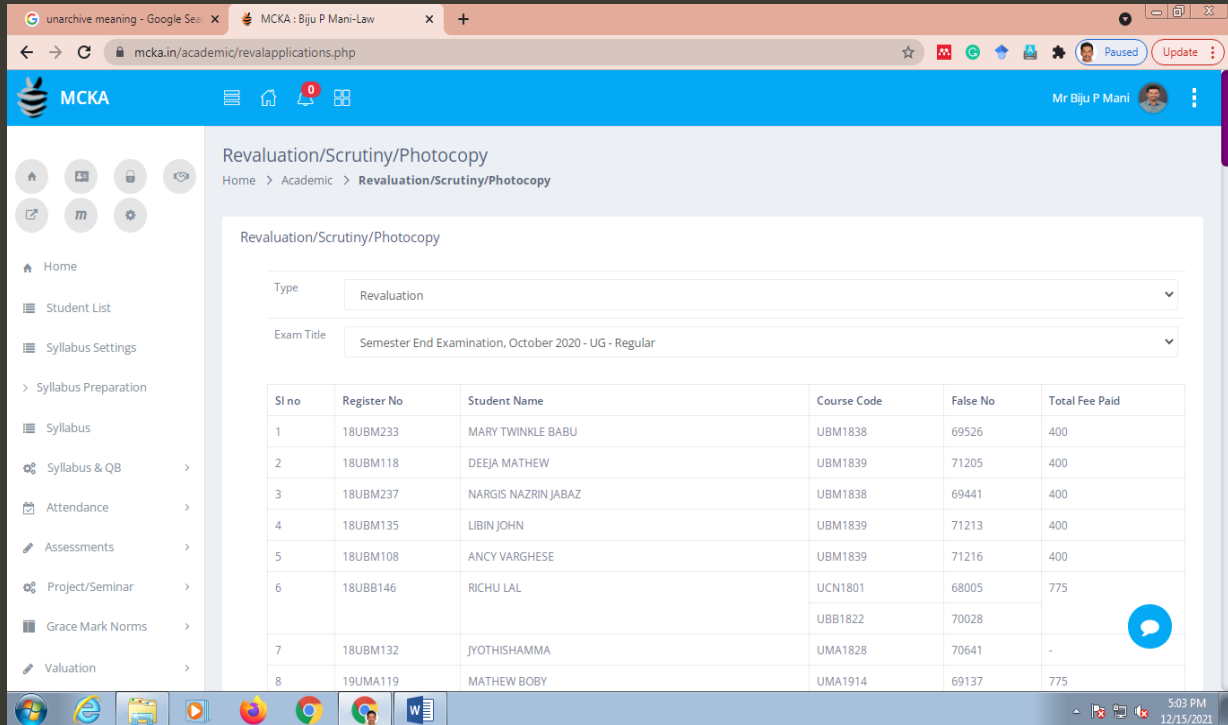
**13.5. Approved List:** options to view the list of students approved by the CEO, and to download hall tickets



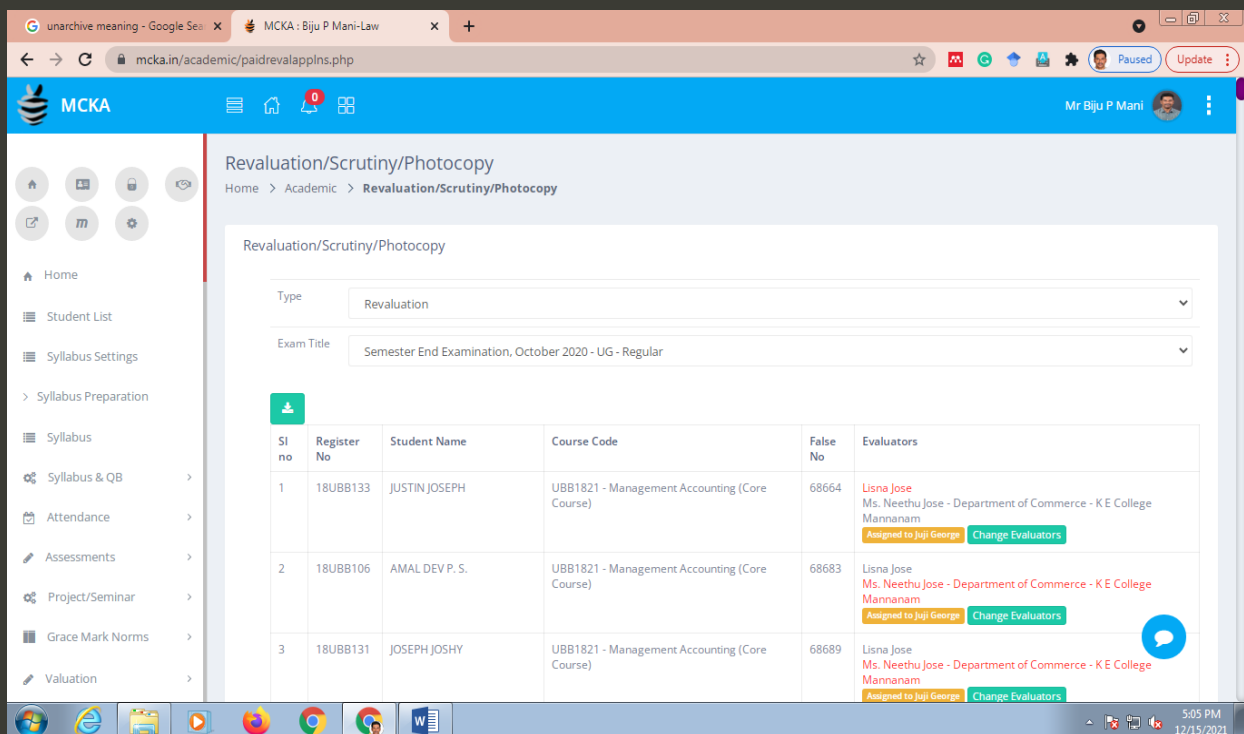
**13.6. Approved List Date wise:** list of students appearing for an exam scheduled on a date



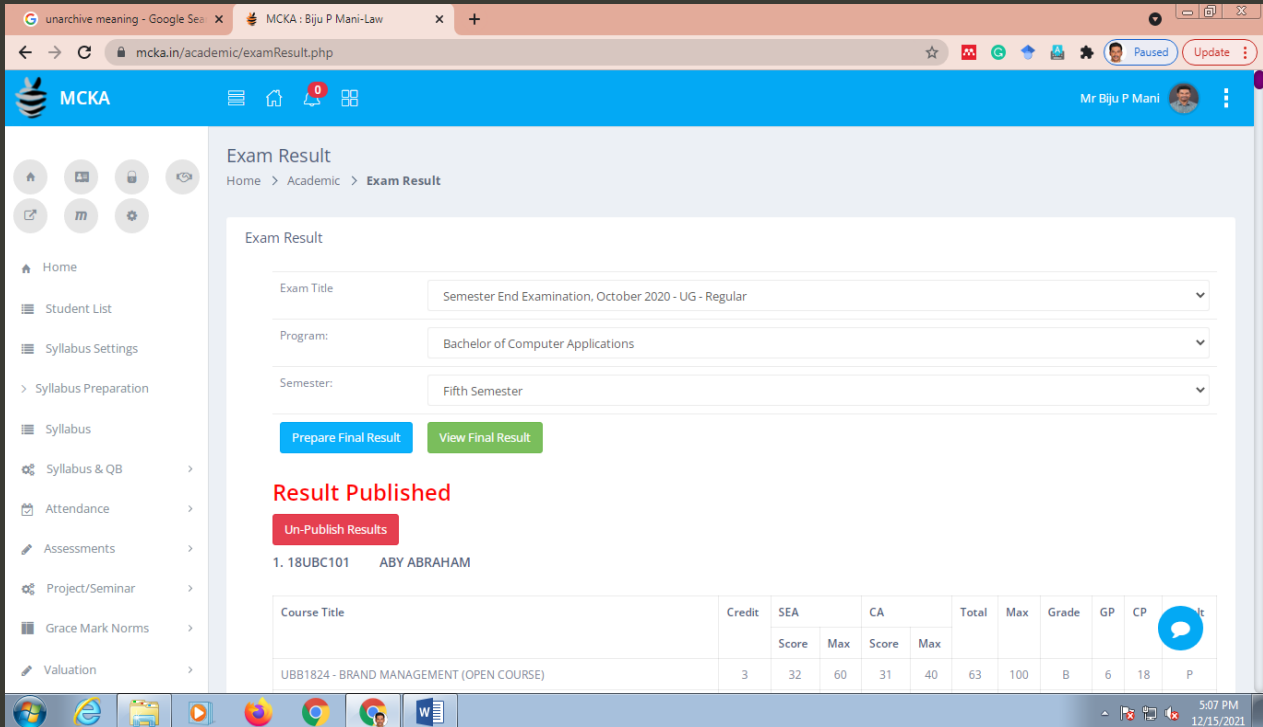
### 13.7. Revaluation / Scrutiny: List of students who applied for revaluation/scrutiny/ photocopy



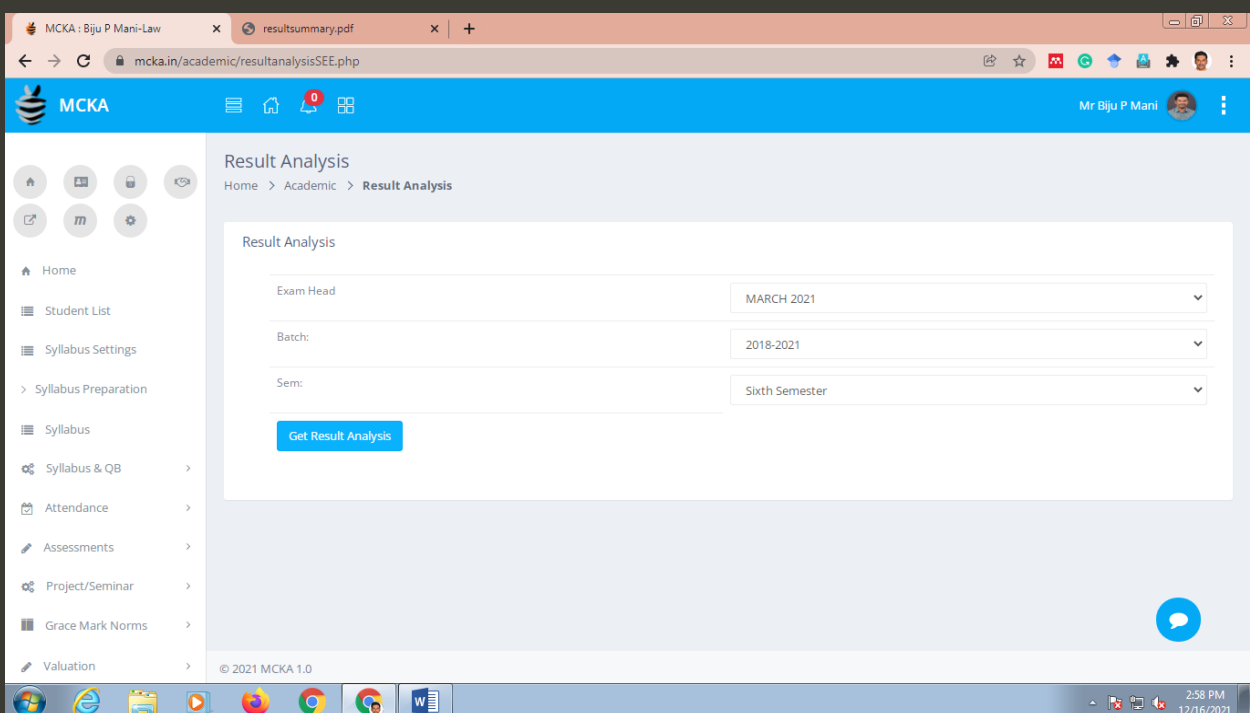
### 13.8. Paid Revaluation / Scrutiny: Provision to assign individual teachers to the students who apply for revaluation/scrutiny

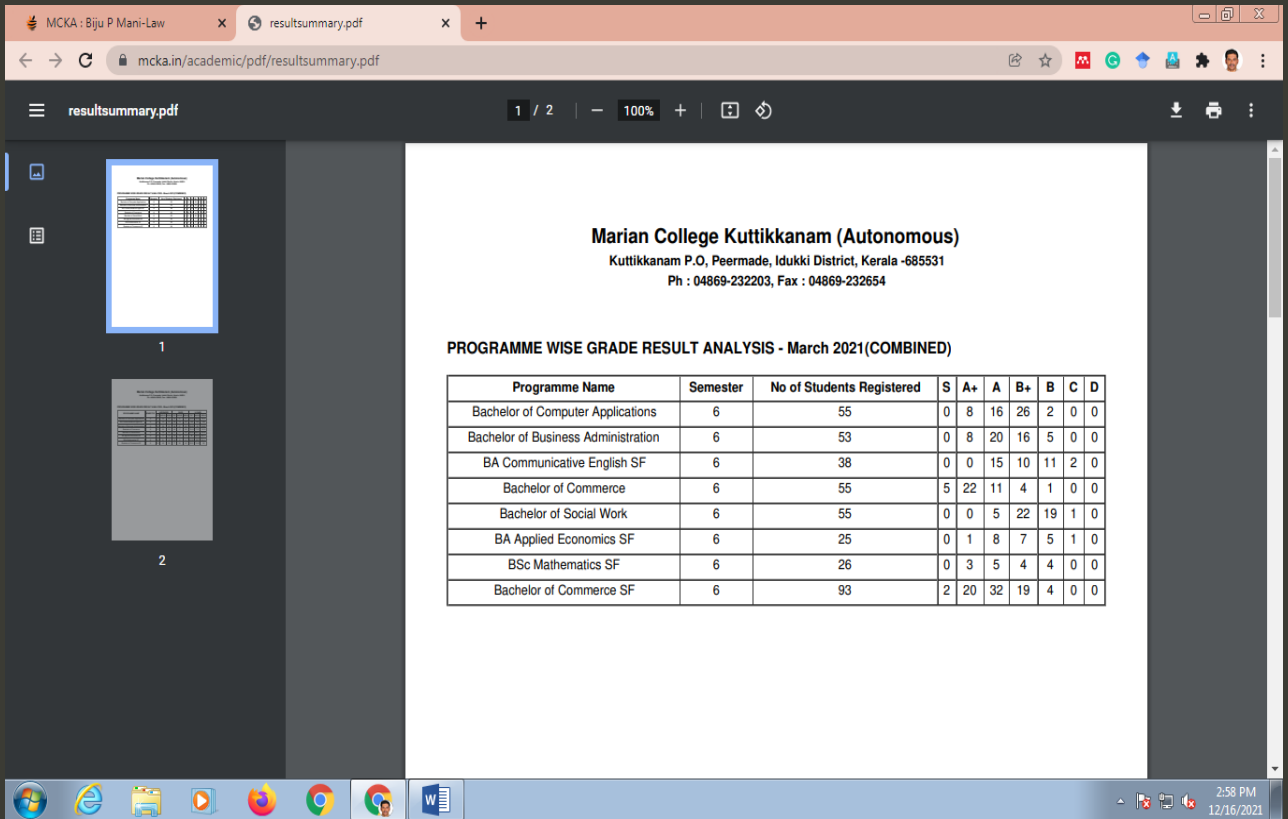


**14. Exam Result:** option to publish results of an exam by giving the title of exam, program, and semester

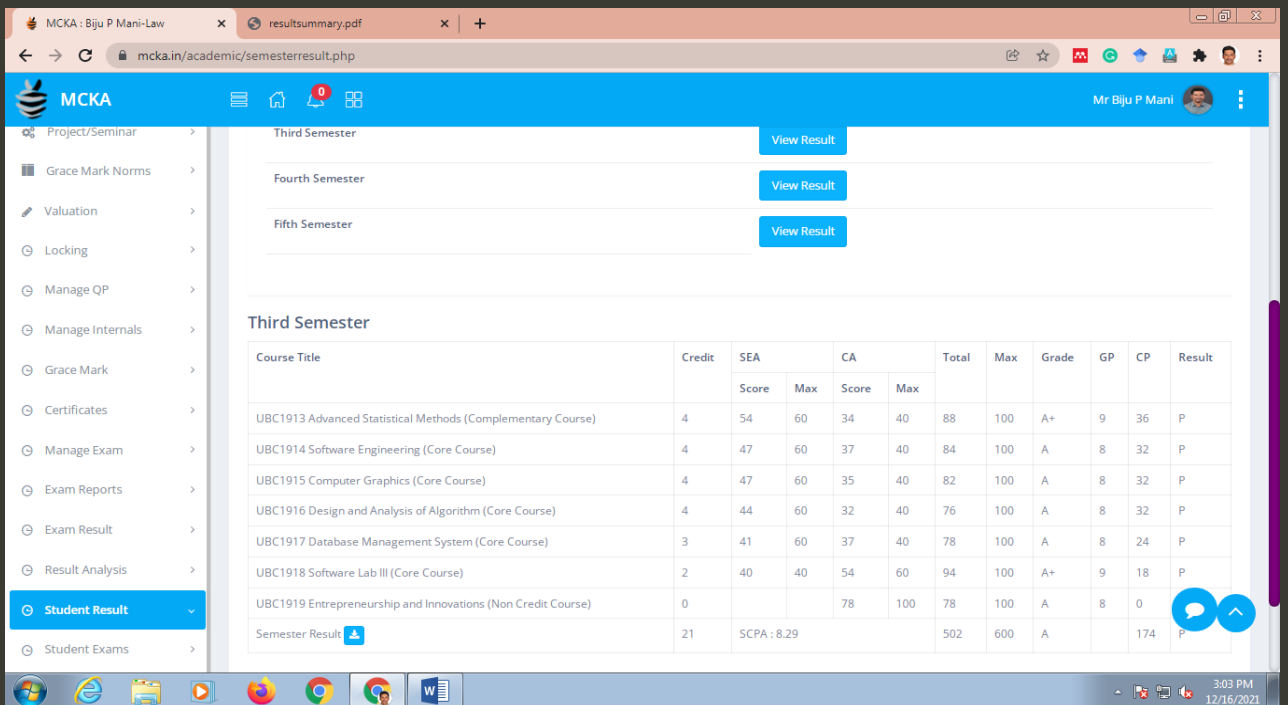


**15.Result Analysis:** provision to view and download detailed result analysis which gives grade ratios, and gender-based comparisons of pass percentage



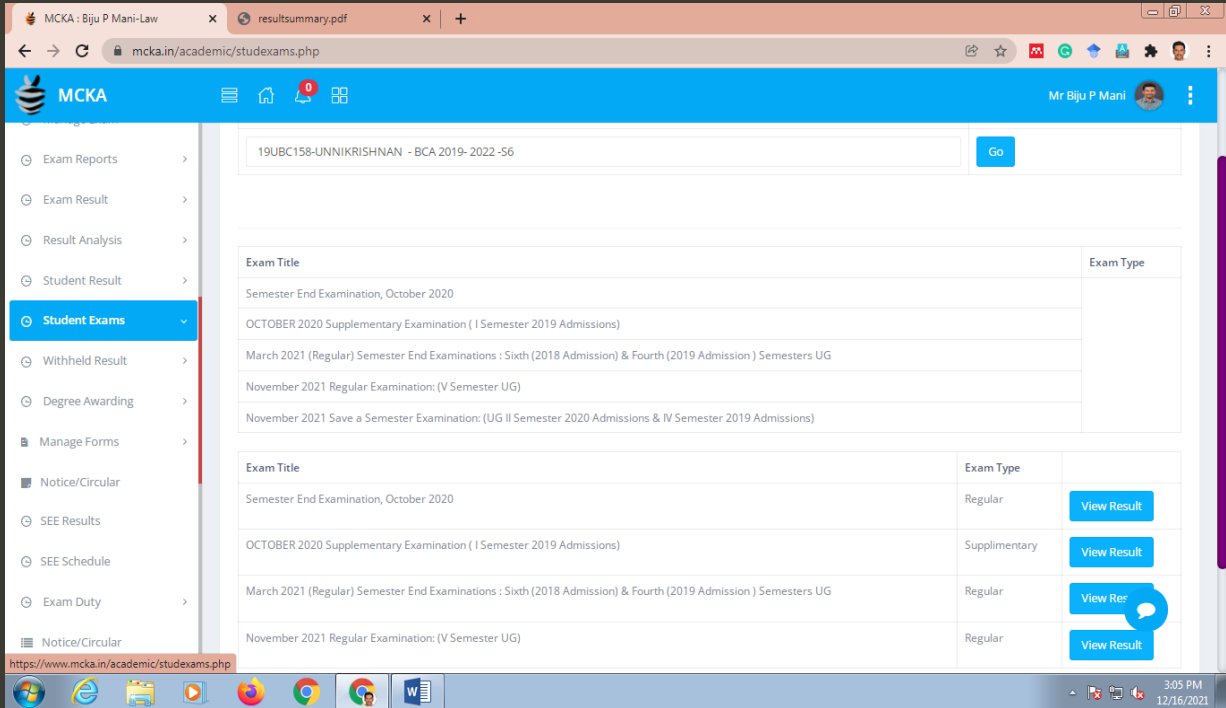


**16.Student Result** : options to view and download details of all consolidated semester grade sheets (for all completed exams)

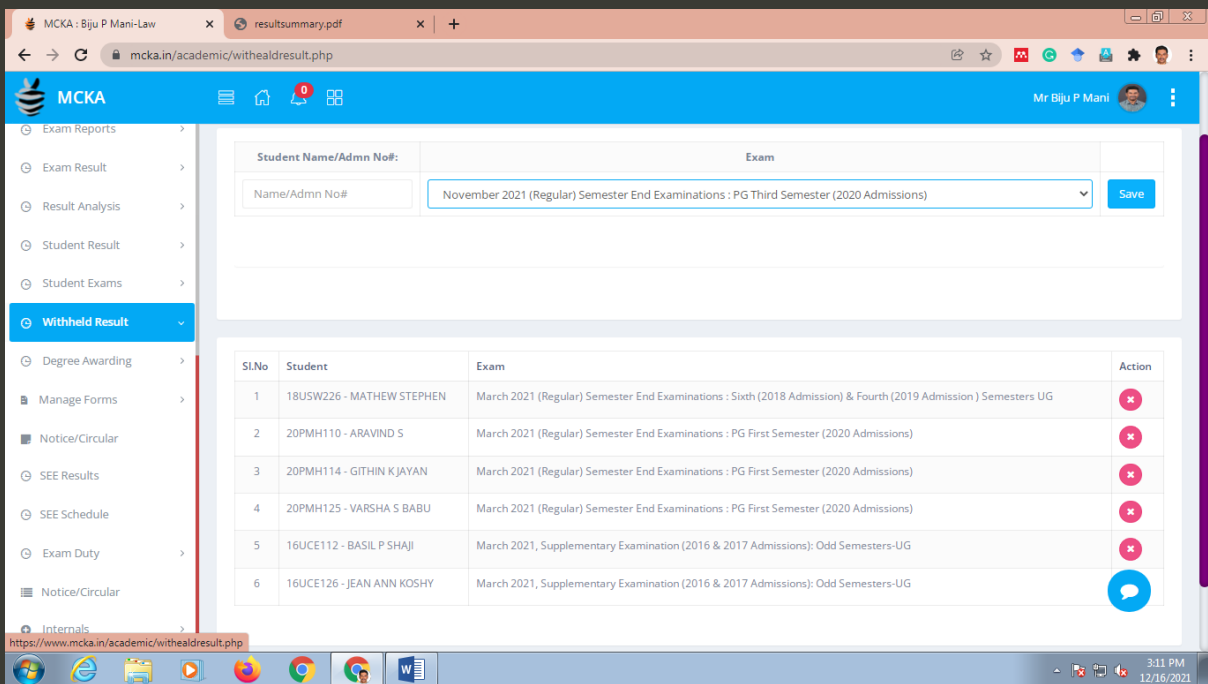




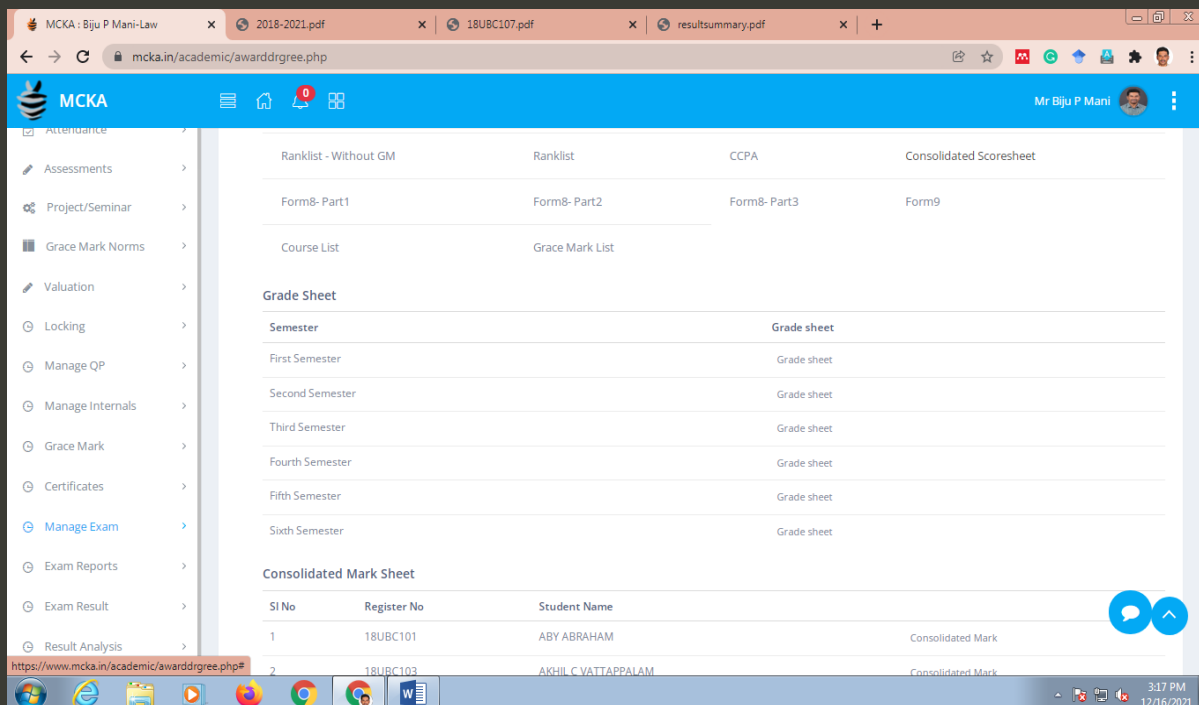
**17. Student Exams:** Details of all the exams attempted by students



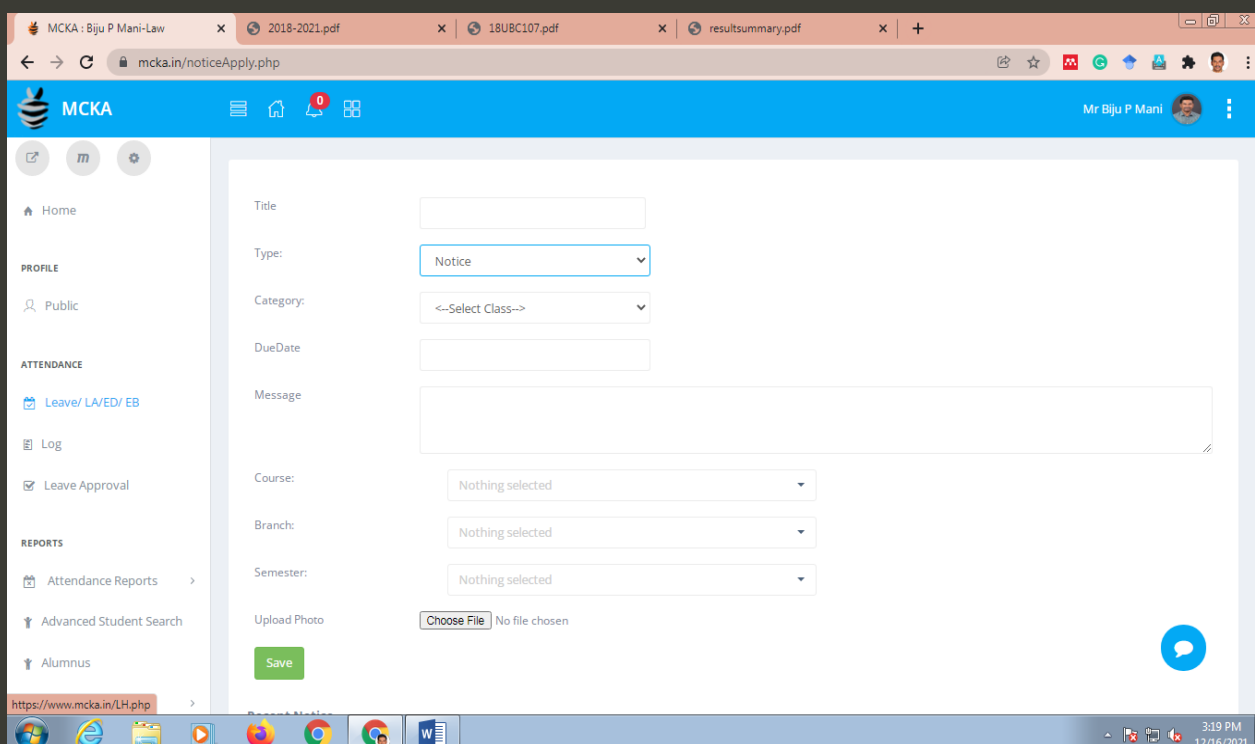
**18. Withheld Results:** List of results withheld for technical reasons (hide the details of students)



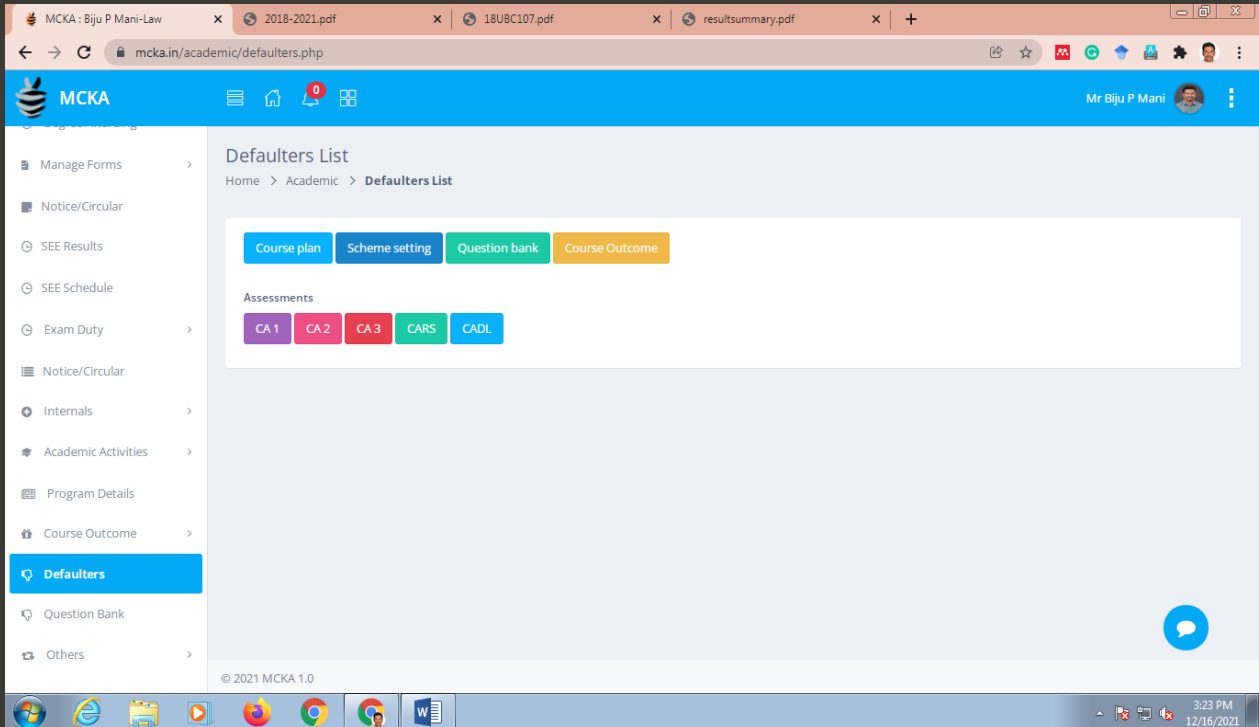
**19. Degree Awarding:** provisions to generate, view, and download the consolidated marks of separate semesters, and the final consolidated mark sheets of students; separate options to download the consolidated mark sheet of a given batch as well as individual students



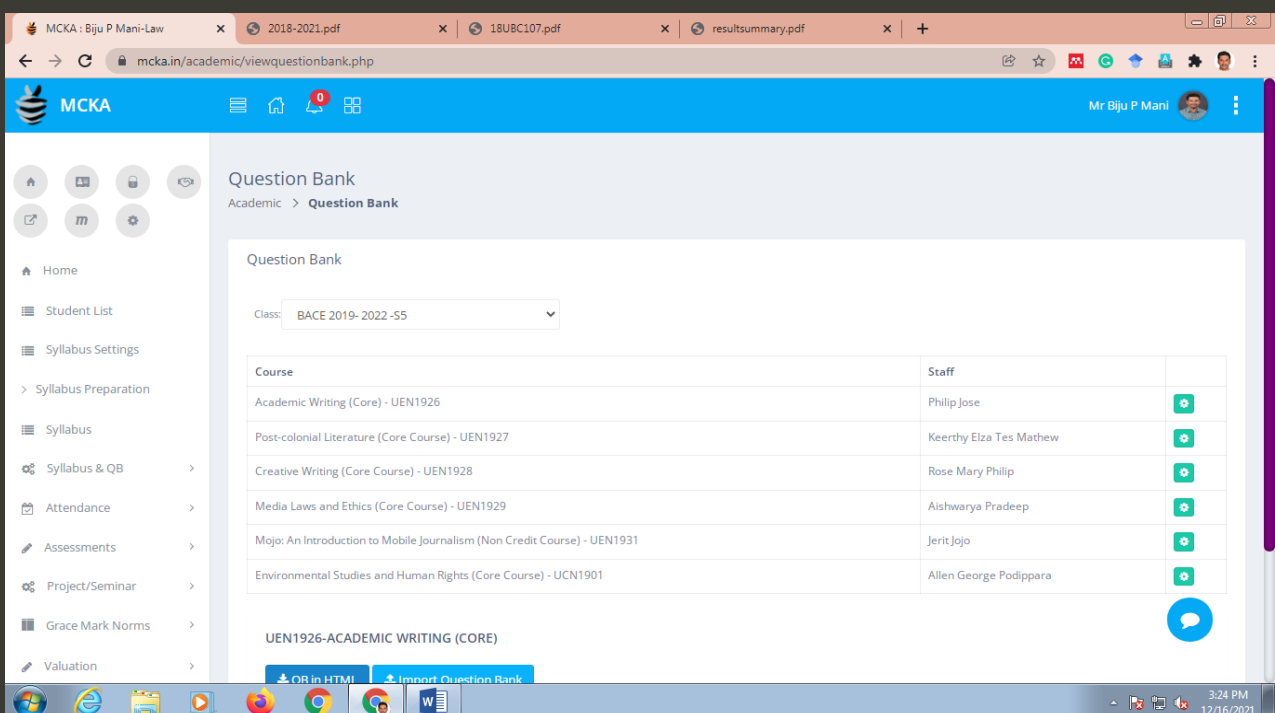
**20. Notice/ Circulars:** lets the CEO generate and notify the students exam related circulars and notices



**21. Defaulters:** option to find the defaulters who fail to upload internal marks, question bank, course plan, and course outcomes



**22. Question Bank:** lets the CEO view and download the question banks of individual courses



### 23. Exam Duty: lets CEO apportion exam duties automatically

