

**Examination Policy and Assessment Structure
for Continuous Evaluation**

As per the provisions of the Ordinances

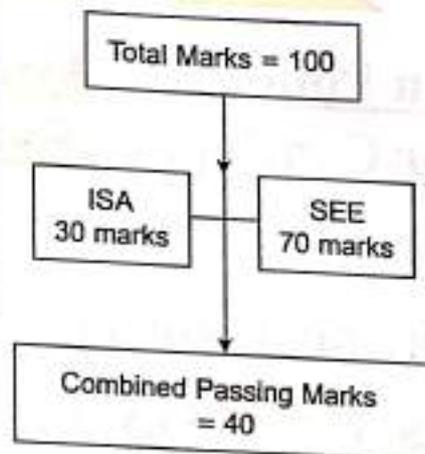
OA-5, OA-6, OA-12 and OC-54

of Goa University

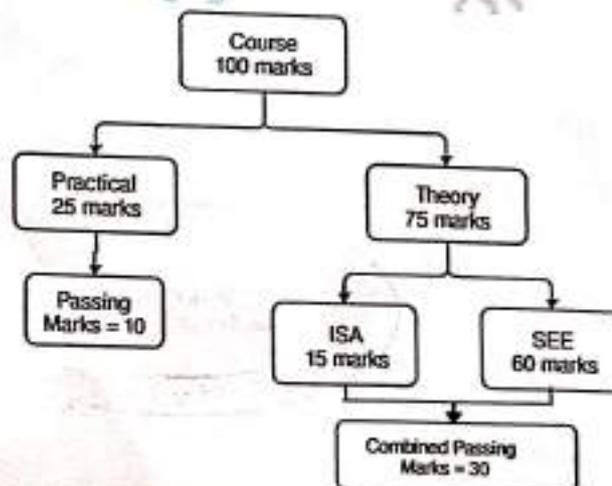


INTRA SEMESTER ASSESSMENT (ISA)

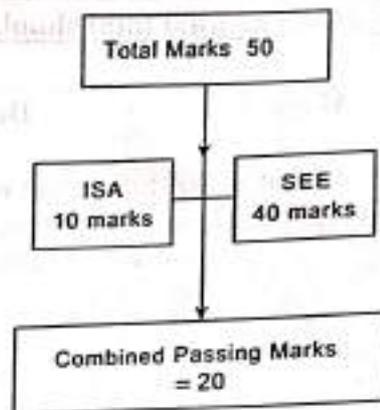
- i) Intra-Semester Assessment (ISA) serves as a vital component of continuous evaluation, aimed at monitoring student progress, encouraging consistent learning, and providing timely feedback throughout the semester.
- ii) Every course shall have a continuous Intra-Semester Assessment using various evaluation modes. **A written test shall be a mandatory component of this evaluation.**
- iii) The ISA components of 100-mark courses without a practical module shall carry 30 marks, and the SEE component shall carry 70 marks.



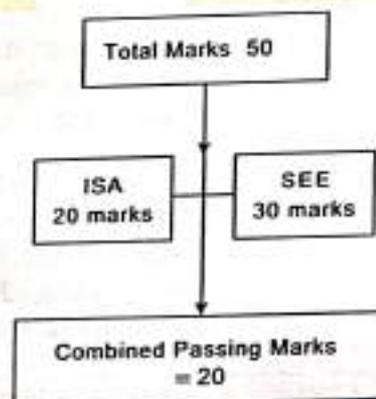
- iv) For 100-mark courses that include a practical module, the practical shall be assessed for 25 marks and shall constitute a separate passing head. The remaining 75 marks allocated to theory shall be divided into an ISA component carrying 15 marks and the SEE component carrying 60 marks.



- v) ISA components of Environmental studies in First Year and ICT in Second Year, shall carry 10 marks, with SEE carrying 40 marks.



- vi) ISA components of Methodology courses in Third and Fourth Year shall carry 20 marks, and the SEE component shall carry 30 marks.



- vii) All ISA marks must be displayed to students before being finalized.
- viii) The following tables provide a detailed structure of the Intra-Semester Assessment. These formats aim to move beyond traditional memory-based assessments and provide a balanced approach using multiple modes—written, oral, practical, and integrated. The tables categorize the weightage and components of ISA across various course types, ensuring alignment with learning outcomes while promoting active student engagement and diversified assessment methods. (Note that courses focused entirely on oral or performance-based skills—such as Spoken English, Performing Arts, and Fine Arts—are exempt from this mode of assessment.)

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1. Courses with ISA component worth 30 marks (15 + 15).

(The same structure applies to courses with an ISA component of 15 marks. The final total should be divided by 2.)

S.No.	Component	Mode	Description	Weightage	
1.	ISA I	Written (Compulsory)	A full-length written examination comprising essay-type, short-answer, and/or objective-type questions. (The teacher may choose to adopt a best-of-two format, based on their discretion.)	15	
2.	ISA II	Evaluate the students in 2 or more of the following modes, ensuring total evaluation is out of 15 marks.			
		Written	Quiz (Online/In Class) / Open Book Test / Essay, Article Writing / Book, Article, Journal Review/ Case study / Report Writing, etc.	3-8	
		Oral	End of Class Quiz / Viva-Voce / Debates / Group discussions / Role Play / PowerPoint Presentations / Storytelling / Poetry Recitation / Extempore, etc.	3-8	
		Practical	Tasks involving data collection, observation, or field-based engagement / Mini Projects / Model Making / Mapwork / Book Dramatization / Virtual Lab / Interview Simulation / Documentary Making, etc.	3-8	
		Integrated	Paper Presentations / Poster Presentations / Lesson Plan + Microteaching / Book Review + Presentation, etc.	3-8	
	Total			30	

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2. Courses with ISA component worth 30 marks (10 + 10 + 10).

S.No.	Component	Mode	Description	Weightage (Marks)
1.	ISA I	Written (Compulsory)	A full-length written examination comprising essay-type, short-answer, and/or objective-type questions. (The teacher may choose to adopt a best-of-two format, based on their discretion.)	10
2.	ISA II and ISA III	Evaluate the students in 2 or more of the following modes, ensuring total evaluation is out of 20 marks.		
		Written	Quiz (Online/In Class) / Open Book Test / Essay, Article Writing / Book, Article, Journal Review/ Case study / Report Writing, etc.	4-10
		Oral	End of Class Quiz / Viva-Voce / Debates / Group discussions / Role Play / PowerPoint Presentations / Storytelling / Poetry Recitation / Extempore, etc.	4-10
		Practical	Tasks involving data collection, observation, or field-based engagement / Mini Projects / Model Making / Mapwork / Book Dramatization / Virtual Lab / Interview Simulation / Documentary Making, etc.	4-10
		Integrated	Paper Presentations / Poster Presentations / Lesson Plan + Microteaching / Book Review + Presentation, etc.	4-10
	Total			30

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3. Courses with ISA component worth 20 marks (10 + 10).

(The same structure applies to courses with an ISA component of 10 marks. The final total should be divided by 2.)

S.No.	Component	Mode	Description	Weightage	
1.	ISA I	Written (Compulsory)	A full-length written examination comprising essay-type, short-answer, and/or objective-type questions. (The teacher may choose to adopt a best-of-two format, based on their discretion.)	10	
2.	ISA II	Evaluate the students in 2 or more of the following modes, ensuring total evaluation is out of 10 marks.			
Written		Quiz (Online/In Class) / Open Book Test / Essay, Article Writing / Book, Article, Journal Review/ Case study / Report Writing, etc.	2-5		
Oral		End of Class Quiz / Viva-Voce / Debates / Group discussions / Role Play / PowerPoint Presentations / Storytelling / Poetry Recitation / Extempore, etc.	2-5		
Practical		Tasks involving data collection, observation, or field-based engagement / Mini Projects / Model Making / Mapwork / Book Dramatization / Virtual Lab / Interview Simulation / Documentary Making, etc.	2-5		
	Integrated	Paper Presentations / Poster Presentations / Lesson Plan + Microteaching / Book Review + Presentation, etc.	2-5		
	Total			20	



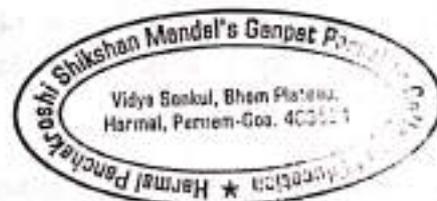
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- ix) Rubrics, or scoring guides, are essential tools in the assessment process. They define clear criteria and performance standards for evaluating student work, thereby promoting fairness, consistency, and transparency in grading. The use of rubrics ensures that all instructors assess student performance using the same benchmarks, which is particularly valuable in large-scale evaluations. Referring to rubrics also supports moderation of marks, aids in the analysis of student performance data, and streamlines the overall evaluation process. Teachers are encouraged to consistently refer to rubrics during assessment to uphold the principles of objectivity and standardization in academic evaluation. For more information, refer to the Handbook on Evaluation Reforms on the college website:
<https://gpcoe.edu.in/wp-content/uploads/2025/04/Evaluation-Reforms.pdf>
- x) A student who is unable to appear for an ISA due to a genuine reason shall be granted another opportunity. In such cases, the student must inform the subject teacher and submit a written application seeking permission to appear for the same.
- xi) **A student who fails to appear for either of ISA I or ISA II or both shall be deemed ineligible to appear for the Semester End Examination (SEE) of that course.**
- xii) If a student fails a course, the marks secured in the ISA of that course shall be carried forward for subsequent attempts.

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SEMESTER END EXAMINATION (SEE)

- i) A candidate shall be considered to have successfully fulfilled the requirements of a Semester and deemed eligible to appear for the Semester End Examination (SEE) provided he/she fulfils the ISA requirements, as well as the minimum attendance requirements as per Ordinance OA-17 of Goa University.
- ii) The SEE for Semesters V to VIII shall be conducted centrally by Goa University.
- iii) A student is required to score a minimum of 40% of the maximum marks in ISA and SEE components taken together, to pass a course in Semesters I to VIII. The practical examination shall be treated as an independent head of passing.
- iv) A student is required to score a minimum of 50% marks to pass in practicum of each of the semesters.
- v) There shall be no revaluation of answer books of the candidates at the Semester I to IV examinations. The provisions of Ordinance OA-5-15 for revaluation/verification of marks shall apply only for Semesters V to VIII. Students should contact the examination in-charge if they wish to apply for revaluation.
- vi) A candidate who fails a semester shall be exempt from reappearing in the courses that he/she has cleared during that semester.

General Grace Marks

- vii) If a candidate fails to secure the necessary marks to pass a course and hence the semester, he/she can be granted up to 15 general grace marks per semester.
- viii) General grace marks can be awarded in a semester to as many courses as necessary, as long as the total marks awarded for the semester do not exceed 15.
- ix) The details of general grace marks applicable to various course structures are as follows:

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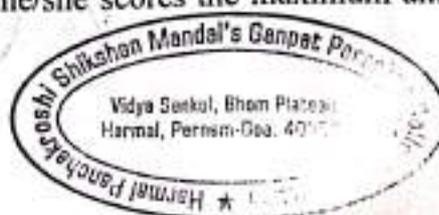


Courses structures	ISA	SEE	Maximum Grace Marks available for the course
	30	70	5
15	60	4	
10	40	3	
20	30	3	
Practical (25)			1

- x) While awarding grace marks for more than one course, the marks shall be awarded in the order of increasing grace marks required for the courses in question, keeping in mind that the total grace marks awarded shall not exceed 15 for the semester.
- xi) The unutilized general grace marks can be carried forward to the subsequent attempts of courses of the same semester.

Sports Merit Marks/ NCC Entitlement Marks

- xii) Candidates who have participated in NCC / Sports shall be entitled to marks, the details of which can be obtained from the College Director of Physical Education.
- xiii) A candidate shall be eligible for the Sports Merit Marks only after the completion of his/her performance in the event, and the marks so allotted shall be counted for his/her appearance at the respective Semester End Examination only. In the event of his/her performance in more than one category/sport, only the highest marks allotted in any one category/sport will be considered.
- xiv) A student shall be eligible for Sports Merit Marks to be applied for passing in a particular course, provided that he/she has obtained a minimum of 50% marks required to pass that course.
- xv) Sports Merit Marks allotted to a student passing on his/her own merit shall be indicated separately in the mark sheet and shall be counted for the purpose of class, honours, or distinction. However, unless otherwise eligible, the same shall not be counted for the purpose of obtaining any University scholarship, prizes, medals, or placement in order of merit/rank for the said exam.
- xvi) A student participating in Sports or NCC shall be eligible to get marks under only one category in whichever he/she scores the maximum amount of marks.

Eligibility for admission to Second Year B.A.B.Ed./ B.Sc.B.Ed.:

- xvii) Candidates who are eligible to appear for examinations of Semesters I and II shall be eligible for admission to the Second Year, irrespective of backlogs in Semesters I and II.

Eligibility for admission to Third Year B.A.B.Ed./ B.Sc.B.Ed.:

- xviii) Only those candidates who have passed Semesters I and II, fulfilled the attendance and ISA requirement of Semesters III and IV, and have not more than five papers as backlog from Semesters III and IV together, shall be considered eligible for admission to the Third Year.

Eligibility for admission to Fourth Year B.A.B.Ed./ B.Sc.B.Ed.:

- xix) Only those candidates who have passed Semesters I, II, III, and IV, fulfilled the attendance and ISA requirement of Semesters V and VI, and have not more than five papers as backlog from Semesters V and VI together, shall be considered eligible for admission to the Fourth Year.

Award of Class

- xx) To be eligible for a class, a student is required to complete the program in the minimum prescribed period and is required to pass all courses of Semesters V, VI, VII, and VIII in the first attempt.

- xxi) The class shall be awarded based on the aggregate total of marks scored at Semesters V, VI, VII, and VIII taken together as follows:

70% and above - Distinction.

60% to < 70% - First Class.

50% to < 60% - Second Class.

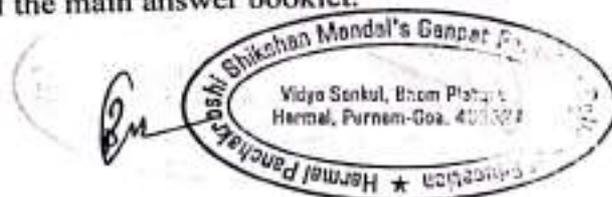
40% to < 50% - Pass Class.

- xxii) A candidate who does not clear all the courses of Semesters V, VI, VII, and VIII in the first attempt shall not be eligible for any Class and shall be declared as PASSES.



Instructions to be followed in the Examination Hall

- xxiii) Candidates should enter the examination hall only after the warning bell is sounded (10 minutes before commencement).
- xxiv) Items **STRICTLY FORBIDDEN** in the Examination Hall include:
1. Mobile phones, Smartwatches, Bluetooth devices, or any electronic gadgets
 2. Books, notes, printed or handwritten papers/chits.
 3. Programmable calculators.
 4. Earphones, headphones, or any communication devices
 5. White correction pens.
- xxv) Pens, pencils, erasers, rulers, and geometry instruments should be carried only in a transparent pouch. Water Bottles should be free of any labels.
- xxvi) Before entering your seat number and other particulars on the cover page, make sure that the answer book given to you bears the initials of the Junior Supervisor in the space provided on the cover page. If the answer book does not bear the initials of the Junior Supervisor, draw his attention to the fact. Also, please ensure that the college stamp is affixed on the main answer book.
- xxvii) Question papers shall be distributed only when the commencement bell sounds. Candidates should ensure they have received all the pages of the question paper.
- xxviii) It is advised that the candidate begins each MAIN question on a fresh page. For e.g., after the sub-questions 1a, 1b, 1c, etc. under Question No. 1 have been attempted, Question 2 should begin on a fresh page.
- xxix) **No candidate who arrives at the examination centre late by more than 30 minutes after the commencement of the concerned examination shall be admitted to the examination hall.**
- xxx) **No candidate shall be allowed to leave the examination hall in the first 30 minutes.**
- xxxi) **No supplements can be issued after the sounding of the warning bell, 10 minutes before the end.** Students should accurately write the total number of booklets, including the main answer book and all supplements, on the cover page of the main answer booklet.

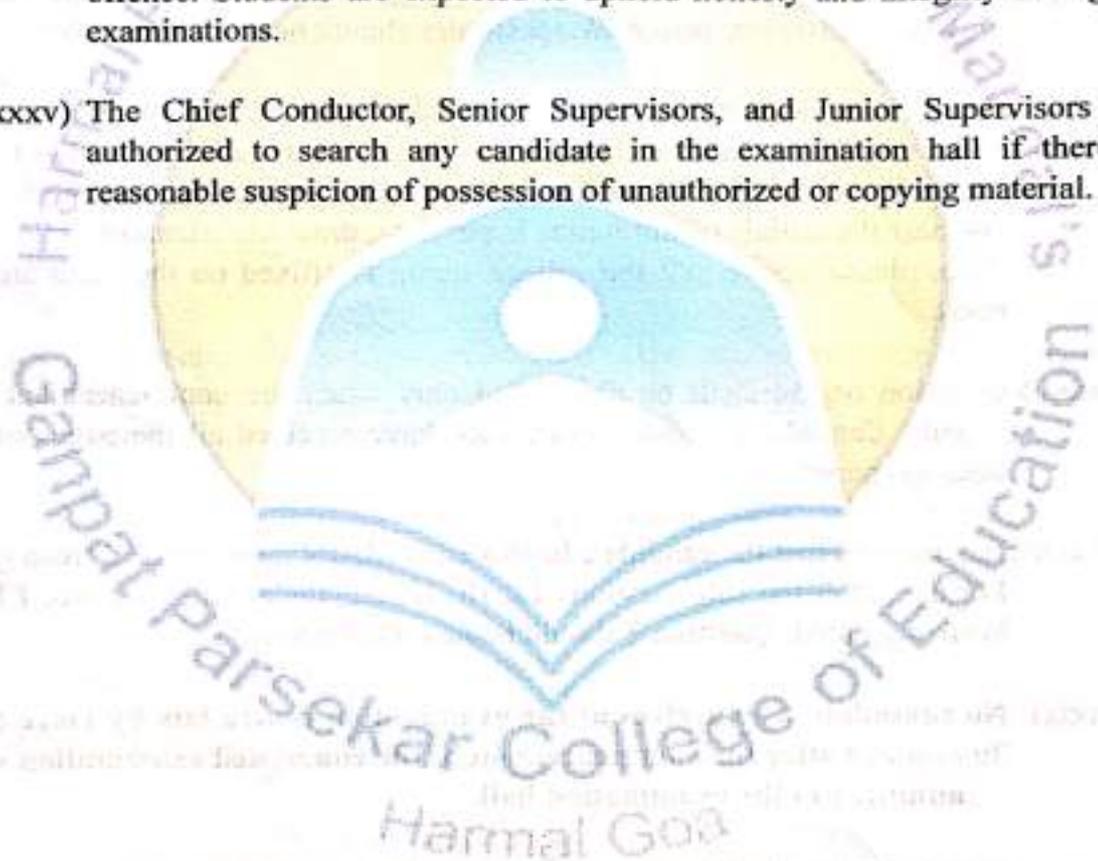


xxxii) **No candidate shall be allowed to leave the examination hall in the last 10 minutes of the examination.** Further, you will not be allowed to leave the examination hall after the final bell unless instructed by the junior supervisor.

xxxiii) Under no circumstances should any marks, comments, or identifying words be written on the answer books that could reveal the identity of the student.

xxxiv) Use of unfair means or involvement in any form of malpractice during examinations is strictly prohibited. This includes copying, carrying unauthorized material, impersonation, or tampering with answer books. Such actions will be dealt with seriously as per Ordinance OA-5.16 of Goa University, which outlines strict penalties depending on the severity of the offence. Students are expected to uphold honesty and integrity during all examinations.

xxxv) The Chief Conductor, Senior Supervisors, and Junior Supervisors are authorized to search any candidate in the examination hall if there is reasonable suspicion of possession of unauthorized or copying material.



Roles of the Chief Conductor

- i) The Chief Conductor shall be the overall in-charge and custodian of all matters relating to the examinations in his/her College. He/She shall ensure its smooth and efficient conduct. The appointment to that effect shall be made by the Controller of Examinations, Goa University.
- ii) It is mandatory on the part of the Chief Conductor to give a declaration to the Controller of Examinations along with the acceptance letter that his/her children, brother, sister, or spouse are not taking any University examination at that centre.
- iii) The Chief Conductor will make appointments of the Senior Supervisors and Junior Supervisors from among the teachers of his/her college. He/She can also appoint the Librarian and the College Director of Physical Education as Senior/Junior Supervisors. In exceptional cases, the Superintendent / Head Clerk / UDC can also be appointed as Junior Supervisors.
- iv) The appointment of the Senior Supervisors shall be made from amongst the senior teaching staff of the College by the Chief Conductor, on the following basis: -

101 to 250 candidates	→	1 Senior Supervisor
Up to 500 candidates	→	2 Senior Supervisors
Up to 750 candidates	→	3 Senior Supervisors
Up to 1000 candidates	→	4 Senior Supervisors

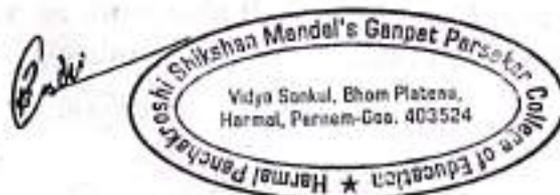
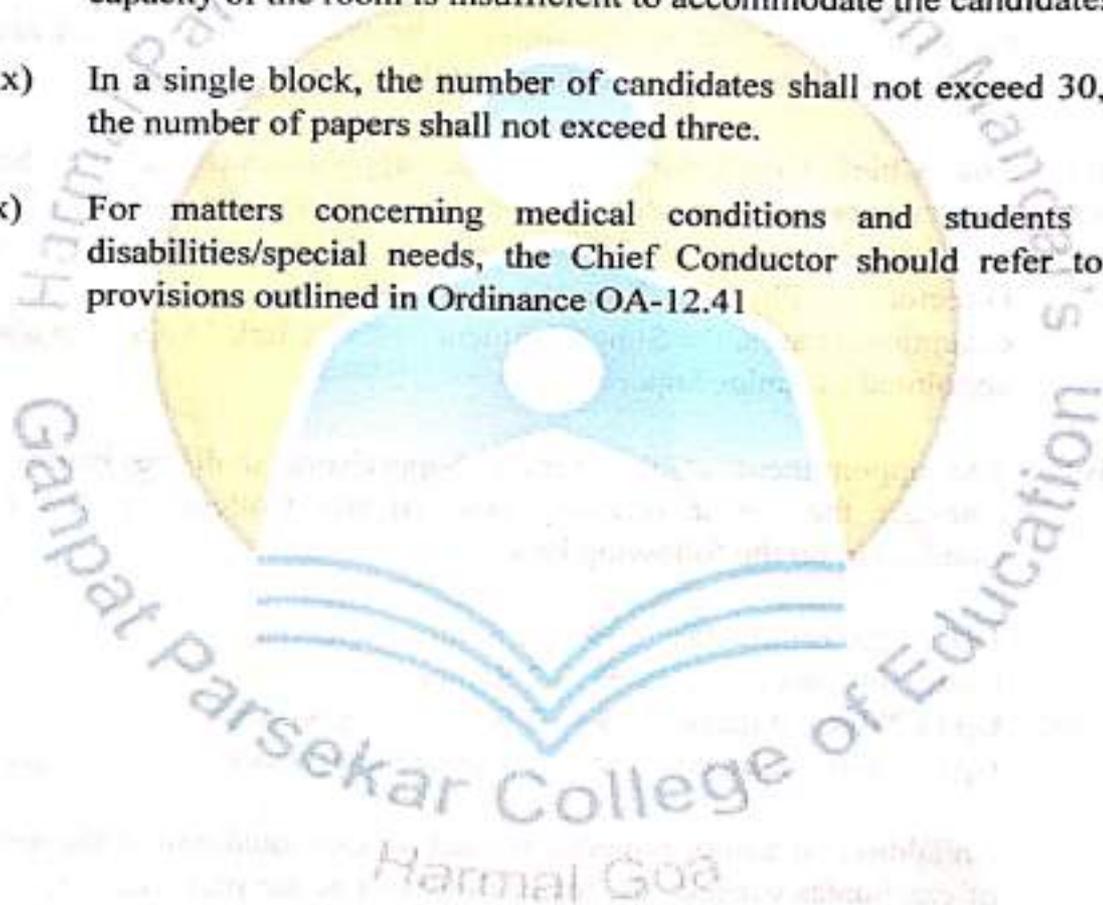
An additional Senior Supervisor shall be appointed only if the number of candidates exceeds the lower threshold of the previous range by at least 51 candidates. For instance, if the number of candidates is between 251 and 300 (both inclusive), only one Senior Supervisor shall be appointed, not two.

- v) The Chief Conductor shall also work as Senior Supervisor in addition to his/her own duties when the number of candidates is less than 100.

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- vi) One Junior Supervisor shall be appointed for each block.
- vii) The Chief Conductor, while making seating arrangements, shall ensure that the block does not exceed 30 and is not less than 20 for a paper without separate sections, and 25 and not less than 15 for a paper with sections, where the number of candidates appearing at the centre is sufficiently large.
- viii) However, the Principal/ Chief Conductor may arrange a block of fewer than 20 or 15 candidates, respectively, where the seating capacity of the room is insufficient to accommodate the candidates.
- ix) In a single block, the number of candidates shall not exceed 30, and the number of papers shall not exceed three.
- x) For matters concerning medical conditions and students with disabilities/special needs, the Chief Conductor should refer to the provisions outlined in Ordinance OA-12.41



Roles of the Senior Supervisors

- i) The Senior Supervisors shall be responsible for the conduct of the examination at the centre under the overall control of the Chief Conductor and shall be present during the entire duration of the University examinations for which he/she is appointed.
- ii) The Senior Supervisor shall display at a conspicuous place at the examination center the following instructions to the candidates: -
 - 1) Make sure that you do not have any material, such as books, scribble notes, cell phones, etc., which may assist in copying/malpractice.
 - 2) Do not carry answer books or supplements written in or blank while leaving the examination hall.
 - 3) Do not speak or communicate in any way with any other candidate in the examination hall or outside while the examination is going on.
 - 4) Do not disobey any instructions issued to you by the Junior Supervisor or the Senior Supervisor.
 - 5) Do not behave in a rude or disobedient manner.
 - 6) Failure to observe the above instructions may result in expulsion from the examination or a penalty deemed suitable by the University Authorities.
- iii) No persons apart from the candidates and those directly concerned with the conduct of the examinations shall be permitted to enter the premises where the University examinations are being conducted. The Senior Supervisor shall keep strict vigilance during the entire duration of the examination. He/she shall go round the blocks as often as necessary to ensure that the Junior Supervisors are on alert.
- iv) The Chief Conductor and Senior Supervisor shall both sign a certificate pasted on the master envelope of question papers stating the time of opening the envelope, and that the packets of question papers were intact and duly sealed. The master envelope should typically be opened 20 minutes before the commencement of the examination.

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- v) The Senior Supervisors shall hand over the question papers to the Junior Supervisors in their respective blocks at the sound of the warning bell and ensure that the question papers are distributed to the candidates as soon as the commencement bell sounds.
- vi) The Senior Supervisor shall ensure that surplus copies of the question papers are returned to him/her latest by half an hour after the commencement of the examination.
- vii) The Senior Supervisor shall circulate the absentee register in every block after 30 minutes of the commencement of the examination.
- viii) For university examinations, for each examination conducted on a given day, the Senior Supervisor shall place the original copies of the Supervisor's Report, the Confidential Report, and the Candidate Attendance Sheet in a separate sealed envelope. The answer booklets, along with a copy of the question paper and the supervisor's report, shall be sealed in a separate large envelope.
- ix) For university examinations, the Senior Supervisor must ensure that the Dispatch Notes are prepared at the end of each examination session, before the arrival of the delivery vehicle.
- x) In case of any malpractices or unfair means adopted by a candidate, the Senior Supervisor shall follow the procedure stated in ordinance OA-12.35.

Ganpat Parsekar College of Education
Harmal Goa

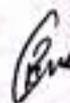
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Roles of the Junior Supervisors

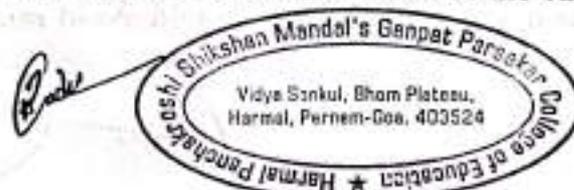
- i) The Junior Supervisors shall be in attendance at the control room and report to the Senior Supervisor at least 30 minutes before the commencement of the examination. All Junior Supervisors must compulsorily wear their Identity Card during invigilation duties.
- ii) They shall be present in the block allotted to them at least fifteen minutes before the examination commences. They should carry blank answer books, supervisors' report forms, students' attendance reports, and confidential reports. They shall go round the block and ensure that the examination hall is ready in all respects. Books, stray papers, written chits, etc., must be scrupulously removed from the hall.
- iii) They shall allow the candidates to enter the hall only after the warning bell is sounded (10 minutes before commencement), and make sure that no books, papers, etc., are carried into the hall. They shall supply to each candidate one main answer book (more than one in case of multiple sections), duly signed and dated on the cover page. They shall not supply additional blank supplements/main answer books than what is necessary.
- iv) The junior supervisor should ensure that the student fills out the details on the main answer booklet in the prescribed format. The senior supervisors may share a specimen copy of the answer booklet with them in advance.
- v) The junior supervisors shall start distributing question papers only when the commencement bell sounds. They shall instruct the candidates to ensure that they have received all the pages of the question paper and ensure that all the candidates are supplied with the question paper as per their subjects. They shall collect the answer booklets in the same order in which the question papers were distributed.
- vi) No candidate who arrives at the examination centre late by more than 30 minutes after the commencement of the concerned examination shall be admitted to the examination hall.
- vii) No candidate shall be allowed to leave the examination hall in the first 30 minutes.
- viii) Junior Supervisors should carry out their duties with vigilance and professionalism. They should avoid remaining seated for extended periods



and are expected to move around the examination hall at regular intervals to ensure effective supervision. While doing so, they must maintain silence and avoid causing any disturbance to the candidates.

ix) **Junior Supervisors should NOT: -**

- 1) Encourage the candidates to leave the examination hall during the examination period.
 - 2) Engage in conversation with candidates during the examination.
 - 3) Give any help, assistance, explanation, or answer enabling the candidate to answer the questions.
 - 4) Read what the candidates write in their answer book
 - 5) Carry messages from one candidate to another
 - 6) Engage in any office work or private work, or read books/newspapers.
 - 7) Permit copying, whispering, and talking among the candidates, exchange of writing material, stencils, mathematical instruments, etc., when the examination is in progress.
- x) The junior supervisors shall check the photo identity card and examination hall ticket of every candidate. They shall ensure that the candidate signs against their seat number on the attendance sheet, and that the serial number of the main answer booklet is entered into the confidential report against their seat number. They are also required to accurately complete the Supervisor's Report, clearly recording the seat numbers of both present and absent candidates.
- xi) Whenever a candidate requests a supplement, the junior supervisor shall ensure that the candidate is issued the supplement at the candidate's place, duly signed, dated, and properly numbered. The serial number of the supplement should be entered by the junior supervisor into the confidential report against their seat number. The candidate must fill in all the necessary details on the supplement.
- xii) If the Junior Supervisor suspects any malpractice, copying, or any other use of unfair means, he/she should immediately bring it to the notice of the Senior Supervisor and follow his/her instructions in the matter.
- xiii) In the event of any doubt concerning questions/instructions given in the question paper, the Junior Supervisor shall contact the Senior Supervisor, who in turn shall contact the Chief Conductor. The Chief Conductor shall contact the university for clarification. The clarifications/instructions so received will be immediately announced in the blocks for the information of the candidates.



Under no circumstances shall the Chief Conductor or Senior Supervisor announce any clarifications/instructions on his/her own.

- xiv) If any candidate wants to leave the examination hall before the closing time of the examination, the Junior Supervisor shall collect all his/her answer books, written as well as blank, before allowing him to leave the hall. He/she should ensure that the main answer books and supplements are tied together and that the details are entered on the cover pages. Details of such candidates are to be noted on page two of the Supervisor's Report.
- xv) **At the sounding of the warning bell, i.e., 10 minutes before the completion of the examination session, the Junior Supervisor shall not allow any candidate to leave the examination hall.**
- xvi) **No supplements can be issued after the sounding of the warning bell.** The Junior Supervisor shall instruct students to accurately write the total number of booklets, including the main answer book and all supplements, on the cover page of the main answer booklet. The Junior Supervisor must then verify this count and sign in the designated space.
- xvii) At the sounding of the completion bell, the Junior Supervisor shall collect the answer books and shall not allow any candidate to leave the hall till all the answer books of all the candidates are collected. He/she shall also collect all the blank answer books/supplements, if any, from the candidate.
- xviii) The Junior Supervisor shall deliver the answer book bundles and reports personally to the Senior Supervisor.

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