

VIT Online Learning Institute (VITOL)

Assessment Policy and Evaluation Framework

1. Purpose

This document outlines the Assessment Policy and Evaluation Framework for programmes offered through VIT Online Learning Institute (VITOL). The policy is framed in accordance with the **UGC Regulations on Online Education and Open and Distance Learning (ODL)** and aims to ensure transparency, fairness, academic rigour, credibility of assessment, and compliance with statutory requirements. The framework supports outcome-based education and continuous learner engagement.

2. Assessment Structure Overview

In accordance with UGC guidelines, learner performance is evaluated using a **100-mark assessment framework**, comprising Continuous Assessment and End-Semester Examination components, ensuring an appropriate balance between formative and summative assessment.

- **Continuous Assessment (CA): 30%**
Conducted throughout the semester to assess learner engagement, progress, and attainment of learning outcomes. **Minimum 50% required.**
- **Final Assessment Test (FAT): 70%**
Conducted at the end of the semester to evaluate comprehensive achievement of course outcomes. **Minimum 40% is required.**

3. Continuous Assessment (30%)

Continuous Assessment shall be conducted during the instructional period of the semester and shall account for **30% of the total marks**. It comprises the following components:

3.1 Weekly Rolling Quizzes – 10%

- Conducted weekly through the Learning Management System (LMS).
- A total of 12 quizzes are administered during the semester.
- The best 10 quiz scores are considered for final evaluation.

These quizzes promote continuous learning and regular academic engagement.

3.2 Midterm Examination – 10%

- **Scheduled:** 7th week of the semester
- **Marks:** Conducted for 40 marks and scaled to 10 marks
- **Duration:** 90 minutes
- **Mode:** Online digital examination

The midterm examination evaluates learners' understanding and application of concepts covered up to the midpoint of the course.

3.3 Digital Assignment – 10%

- **Scheduled:** 10th week of the semester
- **Marks:** Conducted for 50 marks and scaled to 10 marks
- **Mode:** Online submission through the LMS

Assignments are designed to assess higher-order learning outcomes such as analysis, application, and problem-solving through case studies, projects, or domain-specific tasks.

4. Final Assessment Test (FAT) – 70%

The Final Assessment Test (FAT) constitutes the **End-Semester Examination** and carries **70% weightage**, in compliance with UGC norms. The FAT is conducted under the supervision of the **Controller of Examinations (COE), VIT**, ensuring transparency, security, and academic integrity.

- **Scheduled:** After the last instructional day
- **Marks:** 70
- **Duration:** 150 minutes

4.1 Eligibility to Appear for the FAT

Learners must demonstrate a **minimum of 75% participation** in course-related academic activities to be eligible to appear for the Final Assessment Test.

Participation / Attendance Weightage Criteria:

Activity	Attending Synchronous class	Self-Learning through Recorded Video materials	Attending Quizzes	Learning through Reading materials	Engagement in Discussion forum
Weightage(100%)	40%	20%	20%	10%	10%

4.2 Learner-wise Examination Mode

- **Indian Learners:**
End-Semester Examinations are conducted as **centre-based, technology-enabled digital examinations** at designated examination centres across India.
- **International Learners:**
Learners holding a valid foreign passport, work visa, or proof of NRI status may appear for **online proctored examinations**, subject to eligibility verification and strict adherence to prescribed proctoring and examination guidelines.
Such learners must take the examination **from outside India**. Non-compliance shall result in cancellation of the examination.

The FAT assesses comprehensive understanding of the course syllabus and evaluates higher-order cognitive skills, including critical thinking, synthesis, and integration of knowledge.

4.3 Grading structure

Letter Grade	S	A	B	C	D	E	F	N
Grade point	10	9	8	7	6	5	0	0
F Grade	Failed in a course							
N Grade	Absent / Debarred in Final Assessment Test/Course Incomplete							
P Grade	Passed in a Pass / Fail Course							
U Grade	Successfully completed an Audit Course							

**Grades S, A, B, C, D, E, P and U indicate successful completion of the course.

5. Examination Centres

In compliance with UGC norms for maintaining examination integrity, FAT examinations under VITOL are conducted through **Pan-India centre-based examinations**.

Approved Examination Centres* include:

Ahmedabad, Bangalore, Bhubaneswar, Chandigarh, Chennai, Coimbatore, Ernakulam, Guwahati, Hyderabad, Indore, Jaipur, Kolkata, Lucknow, Madurai, Mumbai, Nagpur, New Delhi, Noida, Patna, Pondicherry, Pune, Salem, Thiruvananthapuram, Tirupati, Vellore, Vijayawada, Visakhapatnam.

*Additional centres, if approved, will be notified to learners during FAT registration.

6. Arrear Examination and Re-registration Policy

The provisions for arrear examinations and re-registration are framed in alignment with institutional norms and UGC regulations.

- Learners with **75% or more participation** who are unable to appear for the FAT due to valid and documented reasons are eligible to apply for an **arrear examination**.
- Learners who have appeared for the FAT but have secured **less than 50% marks** and are awarded a **Fail grade** are eligible to apply for an arrear examination.
- Learners who fail to meet the **minimum participation requirement of 75%** and are debarred from appearing for the FAT are **not eligible for an arrear examination** and must **re-register for the course** and complete it afresh.
- Learners debarred due to **indiscipline, unfair means, or examination malpractices** are not eligible for an arrear examination and must re-register for the course.
- Application for arrear examinations and re-registration shall be subject to payment of the **prescribed fees**, as notified by VITOL.

- The schedule for arrear examination registration and re-registration shall be communicated to learners in due course.
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