

2.5.3 Standard Operating Procedures employed for continuous (internal) assessment followed by the Institution

The formative assessment of evaluation in PSSOU is done strictly as per the regulations prescribed in Open and Distance Learning Regulations 2020. The formative or continuous assessment is done for 30 percentage weightage.

Learners in a remote learning system, have limited chances to meet their instructors. Furthermore, their presence at the counselling meetings is not mandatory except for the laboratory based counselling. As a result, two-way communication through assignments seems to be very important in the ODL system. Assignments are completed by the learners on their own in a self-placed. It helps them to remain engaged with studies, preparation for TEE and it gives an opportunity to them to learn from the mistakes committed during the writing of assignments.

When it comes to overall grades at the University, the assignments carry the weightage of thirty percent in the beginning of the academic year, assignment question papers are developed. Before assigning the assignment papers, great effort is made to guarantee that more focus is placed on the value of the assignments from the standpoint of effective learning. To ensure that the question papers are adequately prepared, the Examination Department pays close attention to every detail, from the design of the question paper up to its printing.

Following the conclusion of the enrollment procedures, assignment question papers for all courses are uploaded in the PSSOU'S, website (<http://www.pssou.ac.in>) and it is accessible to the learners even in the remote locations. The question papers for Home Assignments are developed in the same manner as the question papers for term end examinations, i.e., the questions are set by authorised paper-setters, which are moderated by a moderator, and the question papers are reviewed by internal faculty members before being placed on the websites. After completion of the enrollment procedure, assignment response sheets / answer scripts are sent to the admitted learners through the postal means with the Self Learning Materials (SLM). The Department of Examinations prepares the timetable, and the learners are notified as soon as it is finalised. The examiners are arranged by the Learner Support Centers (LSCs)/study centres for evaluating the assignment response scripts submitted by students. As a result, the required instructors at the study centres are for evaluating the students' answer scripts. Learners have to deposit their filled

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in assignment sheets of various programmes/ courses before the specified dates at their respective study centres/ Learners support centres (LSC). The schedule for the submission is duly mentioned in the academic calendar, which is provided to the learners via the prospectus of the University, both in hard and soft copies (placed at the University website) for the academic year. Due notification is also provided by the examination section of the University concerning the Last date (on or before) of submission of answer scripts by the learners at the LSC/study centre. Extension of dates is also made by the University in specific circumstances considering the unavoidable and genuine reasons of the learners into account. However, the extension dates are limited to a short extension of the time only.

Because the submission of an assignment is a pre requisite for completing a specific course and programme by the learner, the learner must adhere to the deadlines specified as per notification of the University. To ensure that tasks retain their uniqueness and relevance, the best period to complete them is before or after the immediate commencement of the contact or counselling sessions. After evaluation, the learners' assignment marks are displayed at their respective study centre/ Learners support center (LSC). The learners benefit from the critical guidance provided by the assessors to enhance their performance in the next term-end exams. These insightful remarks and recommendations are beneficial to them in their future studies. Once the assignment answer booklets/scripts are submitted, they will not be able to resubmit. Finally, the formative assessment results through assignment are represented in the final marks sheet and the progress report.

Apart from the above process followed by the University for professional programmes like B.Ed. and D.El.Ed. learners are accessed by their mentors during contact classes. For this purpose some marks are also assigned.

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