

Policy on Result Compilation – External Exams

1.1 - Policy

This policy articulates the guidelines on the compilation of student academic results in order to recognize the true efforts of the relevant teacher, Academic & ITD Heads.

1.2 - Objective

The purpose of this policy is compilation of system generated ICAP results in more organized and logical manner which will be used across all campuses and modes of delivery. The policy will help in identification and eradication of grey areas in order to assess true & equitable picture of ICAP result for comparison purposes. This in turn will bring growth and harmonization in the operations, helps in conversion and pooling of classes in deferred cases and in setting future course of actions.

1.3 - Procedure

Database Adjustments at Fraction

Database needs adjustments at different point of time over the period & can be classified under two categories;

Category #1: Cases With Financial Implication And Databases Needs To Be Adjusted At Fraction In The Database Without Any Delay.

- 1) Left Cases
- 2) Freeze Cases
- 3) Drop Cases
- 4) Ghost Students Cases
- 5) ICAP Paper Exemption

Category #2: Cases Having Non-Financial Implication & Therefore Data Bases Need To Be Adjusted For Reporting Of ICAP Result Only.

- 1) Zero-Attempt Cases
- 2) Absent Students In ICAP
- 3) Deferred Cases
- 4) Not Eligible
- 5) ICAP Paper Cancelled
- 6) Password Changed
- 7) Very low Attendance
- 8) Very Weak Performance/Tests
- 9) Invalid CRN

SPECIFIC ADJUSTMENT HAS BEEN MENTIONED AGAINST EACH CASE AS BELOW:**1. PASS: SECURE EQUAL TO OR MORE THAN 50% MARKS IN ICAP EXAMINATION.**

For the sake of punching always place number in the system either 50 for 100 marks paper or 25 for 50 marks papers. This type of head may be reported from the following sources:

- a) ICAP student result card
- b) ICAP PDF result file
- c) Input from relevant teacher (weak form)

Further, this type of head must be accounted for in the computation of ICAP results.

(Use as a numerator and denominator while computing ICAP results.)

2. FAIL: UNABLE TO SECURE EQUAL TO OR MORE THAN 50% MARKS IN ICAP EXAMINATION.

For the sake of punching always place number in the system from the student result card.

Further, this type of head must be accounted for in the computation of ICAP results.

(Use as a numerator and denominator while computing ICAP results)

3. ABSENT: ICAP EXAMINATION FEE DEPOSITED BUT NOT APPEARED IN EXAMINATION.

This type of head shall not be accounted for in the computation of ICAP result but may be used in the reporting of ICAP results. This information may be obtained from the ICAP student Result card.

(Do not use as a numerator / denominator while computing ICAP results)

4. NOT ELIGIBLE: THOSE WHO DON'T MEET THE ELIGIBILITY CRITERIA OF ICAP EXAMINATION.

Due to less marks in intermediate and not eligible for AFC but got admission OR offered fast track for CAF level but AFC not yet cleared. This type of head shall not be accounted for in the computation of ICAP result but may be used in the reporting of ICAP results.

(Do not use as a numerator / denominator while computing ICAP results)

5. LEFT: THOSE WHO LEFT THE INSTITUTE. (Got Admission In Army, Medical College etc.)

It must be done as per SOPs with formal approval from the relevant forum. This type of head shall not be accounted for in the computation of ICAP result but may be used in the reporting of ICAP results.

(Do not use as a numerator/ denominator while computing ICAP results)

6. DROP: THOSE WHO DON'T WANT TO APPEAR IN ICAP EXAMINATION OF SPECIFIC SUBJECT AND LEFT THE PAPER DURING THE SESSION

It must be done as per SOPs with formal approval from the relevant forum. For this type of head, timely adjustments shall be made by the coordinators and should not be accounted for in the computation of ICAP final result. If no adjustment is made during the period then it must be reported in the ICAP results and will be considered as negligence on the part of the coordinators.

(Do not use as a numerator/ denominator while computing ICAP results)

7. FREEZE: THOSE WHO DON'T WANT TO APPEAR IN ICAP EXAMINATION IN SPECIFIC SUBJECT AND WANT TO FREEZE THE INSTITUTE FEE AS WELL.

This is **time bound** and occur normally after ICAP result. It must be done as per SOPs with formal approval from the relevant forum.

(Do not use as a numerator/ denominator while computing ICAP results)

8. LOW ATTENDANCE/LOW PERFORMANCE: THOSE WITH LOW ATTENDANCE//LOW PERFORMANCE IN CLASS.

Further, this type of head must be accounted for in the computation of ICAP results unless & until there is timely/ documented strong follow up then it shall not be accounted for while computing the ICAP results but disclosed as a line item. This head of variable must be used with due care and skill and therefore, full documented efforts must be demonstrated by all relevant departments (Coordination + Teachers + HOA + ITD+ Online Manager & Vice Principal/ Principal) during the session and this must be in action if attendance, TOT and PTM policies have been duly implemented in all such claims. Further, this claim will be entertained by the HOA if the relevant teachers will also conduct the Closing Session End Review Report before ONE MONTH closing of the session. For this a “Single Thread Mail Culture” should be used Per Session. E.g., “Shahryar-Mar-2021” and so on.

(Use as a numerator and denominator while computing ICAP results)

9. GHOST STUDENTS:

Those who don't deposit the full tuition fee and leave the campus OR have only paid 50% fee in advance and have taken few classes then disappeared from the class.

The teacher himself added in the system for the purpose of testing.

Discrepancies in different paper for example if a student is appearing in one paper but not with other teachers will also be considered as ghost.

(Do not use as a numerator/ denominator while computing ICAP results)

10. INVALID CRN: THOSE WHO'S CRN NUMBER IS NOT UPDATED IN THE DATA BASE BY THE COORDINATORS.

Theoretically this type of head will be disappeared in future, due diligence must be performed on the part of coordinators. It is strongly recommended that IT, Software team create online facility in the student portal in the form of application in which to provide CRN number and date of birth, name, father name and contact numbers. Also provide the provision to update the password if changed by the student. **(Must provide before 10 days of ICAP exams with correct DOB)**

(Do not use as a numerator/ denominator while computing ICAP results)

11. PASSWORD CHANGED: THOSE WHO THEMSELVES CHANGE THEIR ICAP ID PASSWORD.

The student must be instructed to update the password in the stated above online form. Theoretically this type of head will also be eliminated in future. **(by applying the Close Loop Concept and use the Concept of Circle of Influence by the coordinators + 3 teachers etc.)**

(Do not use as a numerator/ denominator while computing ICAP results)

12. ZERO ATTEMPT:

Those who don't appear in the specific subject of ICAP Examination. Even though his/her attempt was due. This type of information can be obtained from the ICAP student portal.

(Do not use as a numerator/ denominator while computing ICAP results)

13. DEFERRED STUDENTS: THOSE WHO DON'T APPEAR IN THE RELEVANT ICAP EXAMINATION.

This will be applicable for those students who opted fast track for both AFC and CAF level. For example, if a student enrolled him/herself for March of coming year attempt but opted to appear in December of the current year attempt, but somehow due to any reason he or she decided not to appear in December attempt, will fall under this category.

(Do not use as a numerator/ denominator while computing ICAP results)

14. ICAP EXEMPTION:

Those who availed exemption in specific subjects from ICAP, and need adjustment before the extraction of the sheet from the database in excel form, therefore, database needs to be adjusted.

(Do not use as a numerator/ denominator while computing ICAP results)

15. ICAP PAPER CANCELLED:

Those students whose paper was cancelled by ICAP. This type of information will be obtained from the ICAP result card and theoretically these types of cases will be very rare.

(Do not use as a numerator/ denominator while computing ICAP results)

16. Result Not Found:

If the student information lack the following;

- Father name missing
- RNF-CRN invalid
- RNF- Wrong DOB
- RNF-Password changed

(Do not use as a numerator/ denominator while computing ICAP results)

17. Result Awaiting:

This new head will be used where E-sheets are not be uploaded on the ICAP student Portal by the ICAP.

Further, this head will help to present the ICAP AFC results on the same date. Life of this head will be for one or two days after the ICAP result.

(Do not use as a numerator/ denominator while computing ICAP results)

1.4 - STEPS TO FOLLOW - AT COORDINATION LEVEL:

At coordinator level, to ensure that following steps have been duly fulfilled.

Step No 1: Conduct Closing session review/expected ICAP result as per policy dated 15th March, 2021

Before ONE MONTH of ICAP exams. (Assist Manager Exams/ITD)

Step No 2: Have the CRN number and Date of birth DOB (**at the time of admission**) of all relevant batches entered in Data base before one month/ before 10 days of ICAP exam?

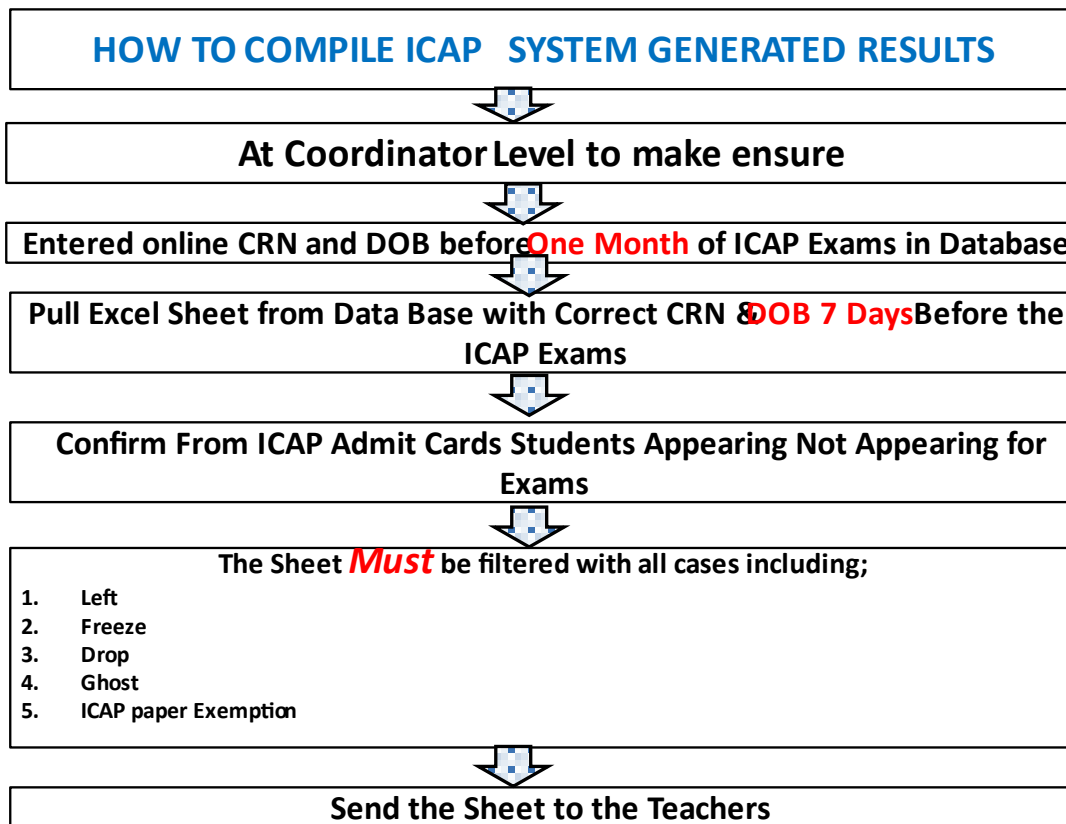
Step No 3: Pull the Excel sheet from the data base name of the report is "**ICAP REG**" before 7 days of ICAP Exam.

Step No 4: Confirm from ICAP admit card from the student portal regarding students are appearing or not appearing in the exam. (before 7 days of ICAP Exam)

Step No 5: Must filter the sheet subject to the following adjustments including;

1. Left
2. Freeze (**Explicit and Implicit**)
3. Drop
4. **Deferred paper (applicable for AFC Fast Track)**
5. Ghost
6. ICAP paper Exemption
7. Zero-attempt (CAF level applicable)
8. **Batch Transfer**
9. **Course Transfer (From CA to ACCA or other course)**

Step No 6: Send this adjusted **SUBJECT-WISE** excel sheet to the relevant teacher.



1.5 - OUTCOME OF EXCEL SHEET

This type of sheet will be sent by the coordinator to the relevant teacher. If we review this file as an example this extracted file of QMS batch number 5 teacher name Maria Qurban, ICAP exam held dated 21st to 31st December, 2020. Total students of this batch were 29, where 4 students were enrolled with system-based registration number rather it must be as per ICAP CRN number. 10 Students have changed their password DOB. Mr. Farhan (assistant Coordinator) approached the students and provided passwords of four students and rest of the students' passwords were provided by the relevant teachers Ms. Maria, another example of similar case was done by Dr. Mazhar a QMS teacher who guided his students to again maintain the same passwords for ICAP portal so students listen to his/her teachers and changed their passwords. Hence, strong loop with the students both at coordination and teacher's level makes it possible and organizes their batches in good way.

FatherName	RegNo	DOB		New Password
Abdul Qayyum	122767	06-Jan-2004	Appear in DEC session	
Abdul Ghafoor	122679	27-Feb-2001	Appear in D	Password changed chiriyamuq123
Tariq Javed	122082	17-Mar-2003	Appear in DEC session	
Sajjad akhtar	360816	25-Aug-2001	Appear in March session	
Rehmat Ali	123353	01-Oct-1999	Appear in D	Password changed alibhatti077
Abdus Sami	121943	21-Aug-2002	Appear in M	Password changed Chartered1
Muhammad Ali Kh	122290	01-Jul-2001	Appear in D	Password changed
Haq Nawaz Khan	122027	01-Jul-2001	Appear in DEC session	
Mubashir Hasan	123392	29-Jun-2002	Appear in March session	
Ilyas khan	123221	05-Mar-2002	Appear in DEC session	
Rashid Hussain	360873	03-Oct-2001	Appear in DEC session	

1.6 - SOLUTION TO THE PROBLEM

First Solution:

Upon receiving the registration card from ICAP, database must be adjusted by the coordinator with reference to the CRN number and then issued the registration card to the student. This is simple solution.

Second Solution:

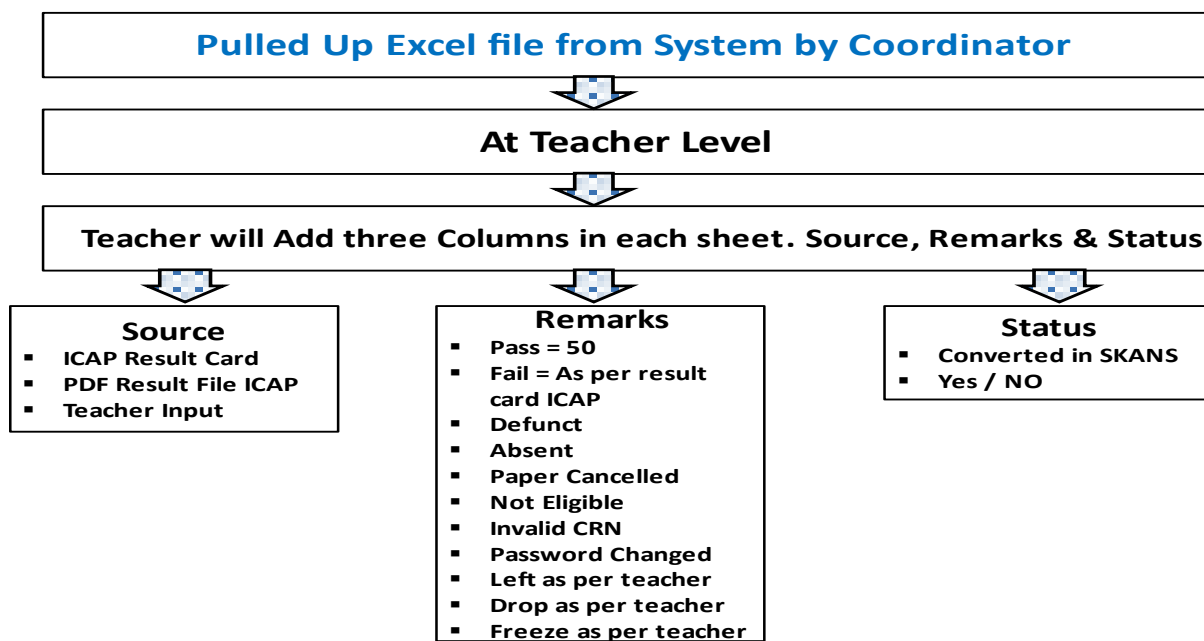
If student receives direct his/her registration card from ICAP, for such cases an application must be uploaded on the student portal to instruct the student to provide the ICAP CRN number on the student portal. In this way our ICAP registration list will be updated. This clause must be added in the student undertaking form.

Third Solution:

If student receives direct his/her registration card from ICAP, for such cases an application must be uploaded on the student portal in order to reset the SKANS student portal password with ICAP CRN number as a new password for SKANS portal.

1.7 - STEPS TO FOLLOW – AT TEACHER LEVEL:

On receiving the sheet from the coordinator, the teacher will provide three columns Source Remarks and Status. Teacher will also provide the missing CRN number and passwords if any and update the sheet at his/her end. Fill the above stated columns as per the options given in flow chart below.



FatherName	Mobile	RegNo	DOB	
Abdul Qay	031446548	122767	06-Jan-2004	Appear in DEC session
Abdul Gha	031759503	122679	27-Feb-2001	Appear in DEC session
Tariq Jave	033522555	122082	17-Mar-2003	Appear in DEC session
Sajjad akh	034857879	360816	25-Aug-2001	Appear in March session
Rehmat A	031104411	123353	01-Oct-1999	Appear in DEC session
Abdus Sar	034154250	121943	21-Aug-2002	Appear in March session
Muhamm	034896513	122290	01-Jul-2001	Appear in DEC session
Haq Nawa	031504224	122027	01-Jul-2001	Appear in DEC session

PUNCHING AT TEACHER LEVEL IN DATABASE THROUGH TEACHER PORTAL

Data will be punched in the teacher portal from this excel sheet as per steps given in the below mentioned flow chart.

After Completion of sheet, Teachers will punch the results in SKANS Portal

Step-1 Teacher will access the SKANS portal through his/her user id and password

Step-2 Go to the internal test Tab

Step-3 Click and enter into the tab

Step-4 Select session, paper, batch put total marks say 50/100 passing marks 25/50

Step-5 Nature of test in the bottom we have ICAP exam select this

Step-6 Entered ICAP result date

Step-7 Remarks you can write Low-session-2020-Covid-online-classes

NOW YOU CAN GET YOUR STUDENTS LIST

Step-1 For P place number say 25/100

Step-2 For F place number from the students ICAP result Cards say 22

Step-3 For rest of entries just press tab Key and get Absent

Remarks column you can enter

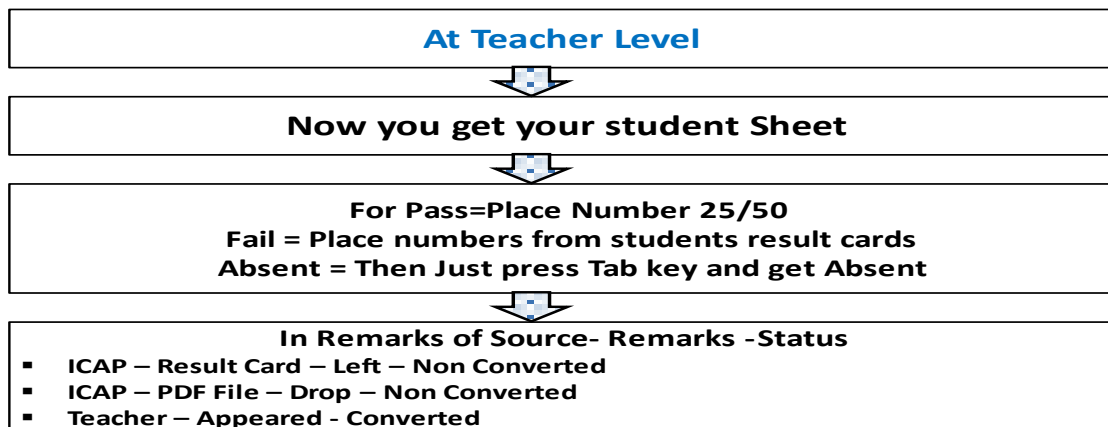
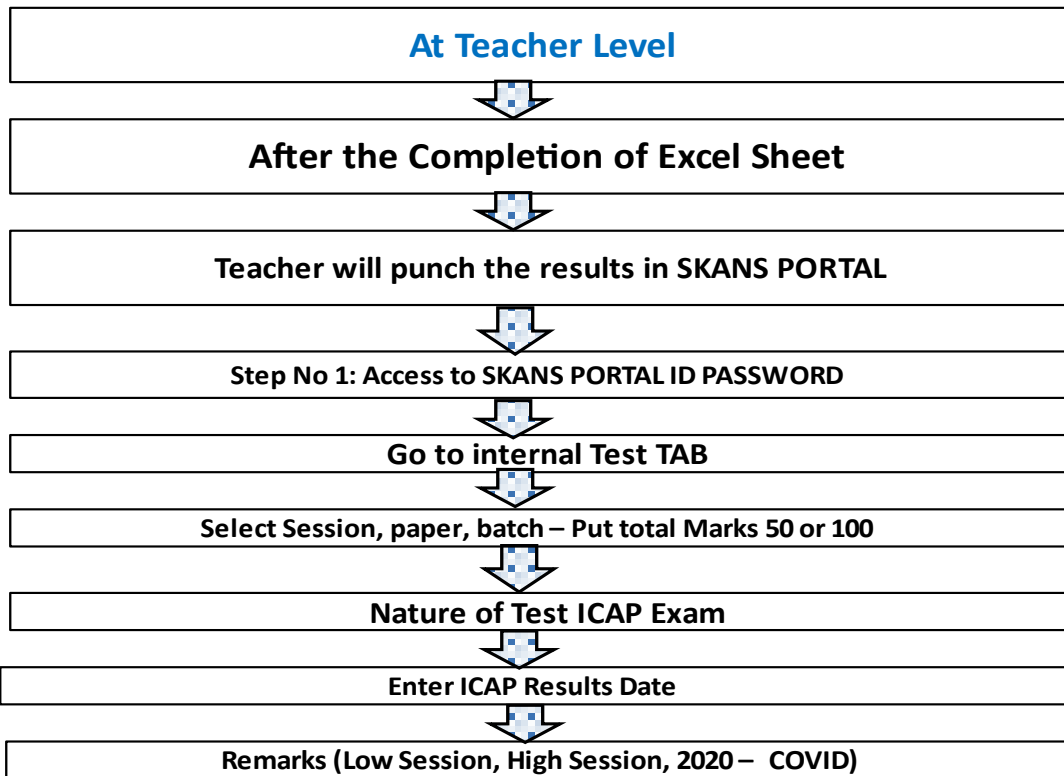
Source+ Remarks Status

ICAP-result card-left-converted

ICAP-PDF-file-Drop-Converted

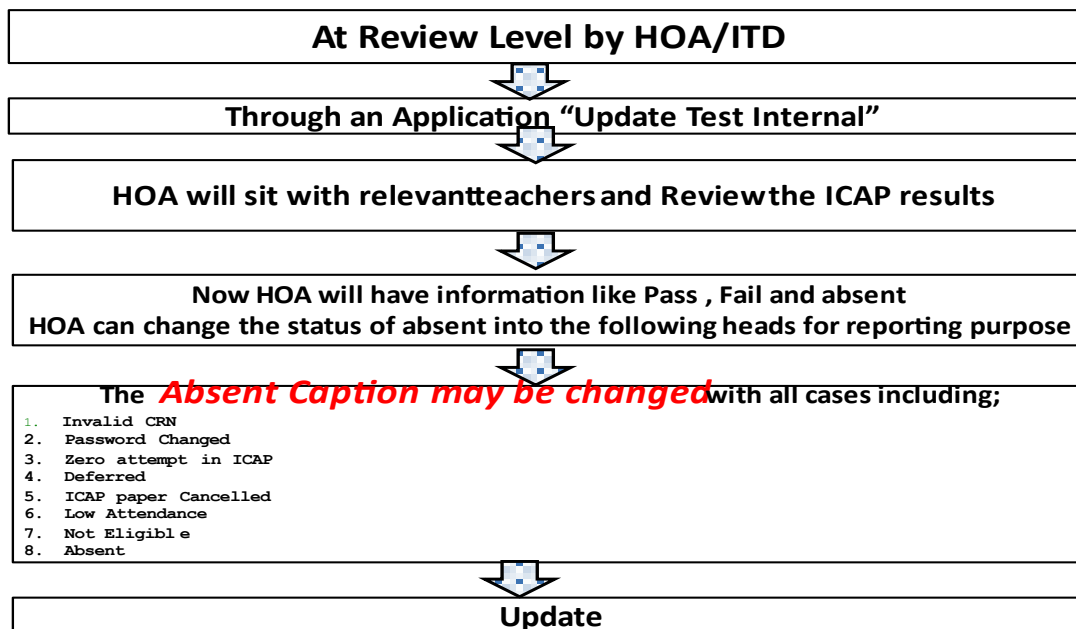
Teacher Input- Appeared-Not Converted

Name	FatherName	RegNo	DOB	PapN	BtTeache	Batch	Remarks	Source
Amber Ifti	Iftikhar Hu	318856	#####	BC	Raheel Kh	1	Invalid CR	PDF File
Ayesha Kh	Khalid Sae	121059	#####	BC	Raheel Kh	1	Password	PDF File
Hassaan A	Muhamm	121051	#####	BC	Raheel Kh	1	25	PDF File
Huzaiifa Al	Gulzar Hu	121017	#####	BC	Raheel Kh	1	25	PDF File
Momina F	Fayyaz Ah	121058	#####	BC	Raheel Kh	1	25	PDF File
Muhamm	Ehsan Ul H	120940	#####	BC	Raheel Kh	1	25	PDF File
Muhamm	Muhamm	121104	#####	BC	Raheel Kh	1	25	PDF File
Muhamm	Fiaz Ali Sh	121197	#####	BC	Raheel Kh	1	25	PDF File
MUHAMM	MUHAMM	121056	#####	BC	Raheel Kh	1	25	PDF File
Muhamm	Muhamm	326989	#####	BC	Raheel Kh	1	Invalid CR	PDF File



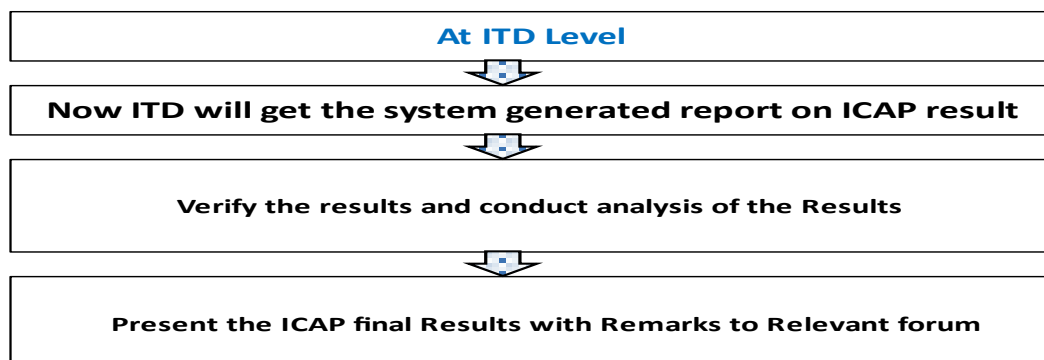
1.8 - STEPS TO FOLLOW - AT HOA LEVEL REVIEW

At this level the HOA will conduct the review through application named Update Test Internal along with relevant teacher. While reviewing **Absent Caption** will be changed as per the list given below in flowchart from 1-8.



1.9 - STEPS TO FOLLOW - AT ITD LEVEL

ITD will verify the ICAP result as per KPIs.



1.10 - REPORT ON ICAP RESULT:

At the end system generated ICAP result report will be produced. For this request to Mr. Salman Saeed to provide such types of reports which will show the results in two forms.

1. **Report # 1:** Result based on the distribution of students----- **Internal Reporting**
"ICAP Results Disclosures Report-March-2021-High session-COVID-19-Online-Classes"
2. **Report # 2:** Result based on the adjusted data base. -----**External Reporting**
"ICAP Results Disclosures Report-March-2021-High Session-COVID-19-Online-Classes"

		Source ICAP Result Card		
Teachers Name	Subjects	Absent in ICAP	ICAP EXEMPT	Zero Attempt
Raheel	FE	0	0	0
Raheel	BC	0	0	0
Mazhar	QMS	0	0	4
Hamid	IT	0	0	2

CEO Pass/Total (Internal Reporting)
SHUJA Pass/(Pass+ Fail+ Low attendance+ Low performance (External Reporting)

(If documented record is not kept during the session in thread mails including CC to the Principal + HOA+ Coordination along with the action as per existing SOPs for testing and attendance at all relevant departments at their end and further did not conduct documented session end review with HOA) + Any other variable which shows continuous weakness and lack of team work may be added in the **denominator**)

Remarks by the relevant teachers on his/her Results

Remarks by the Coordinators on the Results

Remarks by the R&D on the Results

Remarks by the ITD on the Results

Remarks by the HOA on the Results

Remarks by the Online Manager

Remarks by the Vice Principal

Remarks by the Principal

Remarks by the CEO

Compliance:

This SOP must be complied with a zero percent tolerance level at all Levels.