

**S V R K GOVERNMENT DEGREE COLLEGE
NIDADAVOLE – 534301**

EXAMINATION POLICY



**INTERNAL QUALITY ASSURANCE CELL
(IQAC)**

2021-2022

EXAMINATION POLICY

OBJECTIVE OF THE COLLEGE EXAMINATION POLICY

The objective of formulation of examination policy is conduction of the internal and external exams in an effective manner and implementation of examination reforms from time to time.

Salient Features of Examination Policy:

Principal is the chief controller of examination. He appoints examination committee with a convenor for monitoring of examination system and allied processes in an efficient manner. The Convenor of examination, along with all the members of examination cell including teaching and administrative staff will be responsible for following examination related matters:

- (a) Paper setting and evaluation of answer sheets of internal examinations.
- (b) Preparation of internal examination results and their declaration.
- (c) Organizing and conducting meetings with staff members.
- (d) Revaluation and re-totaling of answer sheets internal examinations.
- (e) Decisions regarding unfair means cases.
- (f) Audit of income and expenditure statement of fund generated from the examination fee.
- (g) Conduct of Practical examinations as per the affiliated university guidelines.
- (h) Conduct of external examinations as per the exam time table issued the affiliated university from time to time.
- (i) Preservation and maintenance of answer sheets/answer booklets
- (j) Collection of internal and practical marks awards list from faculty/departments and sending the same to the affiliated university.

Instructions for students

- ❖ Students must leave all materials that are not specifically permitted materials outside the classroom, however not limited to, backpacks, computer bags, cell phones, notebooks, texts, papers, electronic devices, iPod, headphones, purses, and bags. The college authorities take no responsibility for the safety of any of these items.
- ❖ Once the Invigilator begins handing out the answer sheets / question papers students may not write anything except instructed by the Invigilator.

- ❖ When the Invigilator requests the students to start the exam the students will do so.
- ❖ Students must check to ensure they have all pages of the question paper, must fill in their examination seat numbers and other details in the appropriate columns, and must read the instruction page(s) of the exam.
- ❖ Students must refrain from communicating with any other student in any circumstance. If a student needs to borrow a drawing tool or eraser or any such item of stationery, they must inform and request the invigilator to arrange for the same.
- ❖ In the case of examinations that require additional materials such as graph paper / calculators or log books, the invigilator must ensure that these materials are made available in the classroom well in advance.
- ❖ Students will be notified / given a reminder ten minutes prior to the conclusion of the examination and when the stipulated time has been completed. Immediately upon the sounding of the final bell, all writing or typing must stop and all pens / pencils must be put down.
- ❖ A student is not permitted to leave the examination room or immediate proximity of the exam room until the invigilator has counted all the papers and has given the permission to leave the classroom.
- ❖ Once the answer sheets have been collected they may not be retrieved by the candidate under any circumstance.
- ❖ In case of an emergency or serious illness that will prevent a student from reaching the college to be present for an examination, he or she must immediately contact the Principal / Vice Principal or in her absence the Examination Committee.
- ❖ Students must be punctual and on time for examinations (May be five minutes early).
- ❖ Students will not be allowed to enter the examination hall 30 minutes after the commencement of the exam. Such a student will not be given extra time to complete the examination.
- ❖ In the event of a student late by more than 30 minutes for an examination, he or she must report immediately to the Principal / Vice Principal or, in her absence, to the Examination Committee and specify the cause for the late arrival.
- ❖ A request for the stipulated time period to complete the examination will be granted only upon verification of facts under extraordinary circumstance beyond a student's control. This will be solely at the discretion of the Principal or in her absence, the next in line of authority.
- ❖ Talking in the examination room is not permitted.
- ❖ Students taking the exam who need to leave the examination room to use the rest room facility on emergency grounds or step out of the examination room for a few minutes due to other health reasons

during the exam must be accompanied / chaperoned by a member of the faculty or non- teaching staff and must not speak to anyone.

- ❖ On completion of an examination students who desire to leave the room early, must quietly and unobtrusively leave the examination room after handing over their answer sheet to the invigilator and move out in silence so as not to disturb those continuing to answer.
- ❖ For any query, requirements or any of the above reasons, students will silently raise their hand and wait for the invigilator to come to their seat.
- ❖ Students must not congregate outside the examination room.

Instructions to invigilators

- Invigilators must report to the exam committee member in charge for the day / session at least 30 minutes before the commencement of examination.
- Invigilators must collect the seating arrangement, examination stationery, answer booklets and be present at the respective hall / classroom at least 15 minutes prior to the commencement of the examination.
- Invigilators must ensure that the candidate does not carry any material into the exam room except the hall ticket, ID card and non-programmable calculator and writing stationery.
- Programmable Calculators, Cell Phones and other electronic items are not allowed into the examination room.
- Ensure that the relevant question papers are given for distribution in the hall.
- Candidates are not allowed to leave the examination hall before half an hour after the commencement of the examination and during the last 10 minutes of the time limit.
- Invigilators must count and ascertain all candidates have handed over their answer booklets before allowing the students to leave the room.
- Cases of malpractices / cheating, if any, should be reported to the Chief Superintendent / Examination Committee immediately. Invigilators should not take the liberty of condoning the defaulters by giving oral warning or seek to resolve the issue. The candidate must be asked to step out of the exam room quietly and handed over to those dealing with the issue.

Norms for conducting University Practical Examinations

- ✓ Practical examinations have to be conducted in the respective laboratories only.
- ✓ Two examiners, as internal and an external examiner must have to assess the students. Each examiner will assess 50% of total marks assigned for the practical. Internal examiners have to brief the

external examiners regarding allocation of marks for each component of practical activity.

- ✓ Marks must be noted on the answer sheets clearly indicating the marks awarded for each component of practical activity.
- ✓ Both the examiners must sign on the answer sheets as well as on the mark sheet.
- ✓ The BA / BSc / B.Com Project Viva-Voce for the project will be conducted according to the rules and code of conduct prescribed by the affiliated University.

CONVENOR
EXAMINATIONS SECTION

IQAC COORDINATOR

PRINCIPAL