



SAFA | COLLEGE OF ARTS AND SCIENCE

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EXAMINATION POLICY



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Internal Examination Policy

Revised Policy on Internal Examination w.e.f 2023-2024

- ✚ A minimum of two centralised internal examinations (theory and practical if any) are to be conducted every semester. The marks/grades of these internal examinations are considered for the internal assessment as per the regulations of the Calicut University
- ✚ In addition to centralised internal examinations the teachers in charge of the courses have to conduct one or more objective or descriptive test papers or Viva Voce in each semester.
- ✚ At the beginning of every academic year the principal has to constitute an Examination Cell consisting of a Controller, a Convenor, a Coordinator, an Assistant Coordinator and a minimum of Two faculty members in order to plan, coordinate and execute all the works in connection with centralised internal examinations and internal assessment evaluation.
- ✚ The tentative schedules of internal assessment including internal examinations are to be published in academic calendar & Examination calendar of the college in advance. The internal examination cell prepares and issues with the approval of principal the actual schedules of centralised internal examinations and evaluations consisting of timetable of examinations, the date of completion of valuation and the date of submitting the mark lists.
- ✚ 15 days before the commencement of the scheduled internal examinations the coordinator of internal examination cell has to issue a formal communication, with the approval of the principal, to faculty members for submitting one set soft and hard copy of question paper with answer key for each course. Question papers and answer keys of all courses are to be collected 5 days before the commencement of the scheduled internal examinations.
- ✚ The pattern of question paper in respect of the second centralised internal examination in each semester is to be exactly same as the pattern suggested in the university regulations.
- ✚ The printed question papers are to be distributed to the students in the examination hall within five minutes after the commencement of examination.

- ✚ After each exam, the answer scripts are gathered and sent to the department for evaluation by the course faculty. Valuation of the answer scripts is to be done within 7 days of each exam. After valuation of the answer scripts, the mark lists are to be prepared and submitted by the evaluator to Academic Performance and Evaluation Committee through the head of the departments.
- ✚ The evaluated answer scripts are to be returned to students by the concerned course faculty and the internal mark list should be published in the notice board of the concerned departments. The students having grievances regarding the valuation can inform the respective faculty and if necessary to the departmental /College grievance redressal committee.
- ✚ For the benefit of absentees in each centralised internal examinations, a repeat examination is conducted after analysing the reasons for their absence by Academic Performance and Evaluation Committee and as per the recommendations of Principal.

Rules and Regulations of Internal Examination for the Students

- ✚ Student Identity Card issued by the Institution is compulsory for the candidates appearing for the examination. In case any student fails to bring in his/her Identity Card, consensus of the HoD in the prescribed format shall be produced for admittance.
- ✚ Mobile phones and other electronic devices are not permitted in the examination hall. However the candidates are allowed to use nonprogrammable calculators.
- ✚ Exchange of instruments such as scale, pencil, calculator etc. is not permitted during examination and the same shall be considered as malpractice Candidate should occupy their allotted seat at least 5 minutes before the commencement of examination.
- ✚ Candidates who reach the examination hall 10 minutes after the commencement of the examination will not be permitted to appear for the same.
- ✚ Candidates who are found to committing any sort of malpractice is required to bring their guardian with an apology letter duly signed by the class advisor and the HoD and should submit the same to the IEC Convener; lest they should be disqualified from appearing for the examination.

- ✚ Candidates will be permitted to leave the examination hall only 45 minutes after the commencement of the examination.

Rules and Regulations of Internal Examination for the Invigilators

- ✚ The IEC shall prepare the Duty list of the invigilators.
- ✚ The Duty list shall be prepared corresponding to the hours allotted in the general timetable. In case any invigilator is on leave, he/she is required to intimate the same to the HoD and HoD shall make alternative arrangement. Invigilators are required to report at the IEC Office 15 minutes prior to the commencement of the examination.
- ✚ Invigilators are required to reach the exam hall at least 5 minutes prior to the commencement of the examination.
- ✚ It is mandatory that all the Invigilators wear IDENTITY CARDS, and also ensure all students wear the same.
- ✚ Before entering the class the Invigilator shall confirm if sufficient number of Question Papers, Main Answer Sheets, Additional Sheets and tags are provided. The Invigilators shall give instructions necessary for the candidates to fill-in the covering page of the Main Answer Sheet.
- ✚ Additional Sheets shall be issued only after the Invigilator putting his initials on the sheet along with the date of the examination. The format allotted for listing details of absentees and malpractices shall be duly filled in case of any such event.
- ✚ Candidates shall not be allowed to leave the examination hall until 45 minutes have past.
- ✚ Candidates shall not be allowed to continue after the time stipulated for the exam.

At the end of the examination, the invigilator shall sort the Answer Sheets, class and subject wise and submit the same to the IEC.

Grievance Action Taken Report

Sample of Grievance Action Taken Report related to Internal Assessment and Evaluation is given below



SCAS/IEC/ Response to GRF/20.../---

Date:---/---/-----

Action Taken Report

Ref: Complaint Received from -----Department (Form No: ----- Dated.....)

To,

Ms/Mr

Sub: Response to your grievance letter to IEC reg:

This is in response to your grievance letter to (Form No: ---Dated.....), GRC has carefully reviewed your letter and the response from the concerned subject faculty. It has been decided that Decisions, Reasons etc

Hence your grievance has been denied/solved/accepted with following instructions

Date of Resit, Revaluation, Approval for RESIT with letter from parents, etc

Copy to,

1. The Principal
2. Head of The Department
3. Dr/Mr/Mrs Faculty
4. IEC fil