

**EXAMINATION AND
ASSESSMENT POLICY**



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ORGANIZATION OF THE EXAMINATION SECTION

Examination Committee

Examination Committee consists of the following: -

- a) Chief Superintend (Principal)
- b) Controller of examinations (CoE)
- c) Assistant controller examinations (ACE)
- d) Office Assistant

Duties of the Examination Committee (EC):

- a) The EC is responsible for ensuring the proper execution of all stages within the examination system.
- b) The EC is tasked with recommending examination reforms and implementing them following approval by the academic council.
- c) The EC will create a detailed examination timetable according to the schedule approved by the principal.
- d) The EC will organize strict monitoring during examinations to prevent any unfair practices by students, faculty, or invigilators.
- e) The EC members will convene at least twice during the academic year and additionally as needed.
- f) The EC will develop various formats for record-keeping and to monitor all examination-related activities.
- g) The Controller of Examinations will be supported by Assistant Controllers of Examinations (ACEs) in carrying out various duties.

3-153-5, Hospital Branch Road, Madanapalli-517325, Chittoor Dist. A.P

Ph:08571- 223199, 222215 Website: www.shrignanambicacollege.edu.in

Email: gnanambicadegreecollege@gmail.com

Duties of the Controller of Examinations (CoE):

The Controller of Examinations (CoE) is responsible for ensuring the smooth and proper conduct of examinations at the institute. The CoE will:

- i) Provide instructions to all Assistant Controllers of Examinations (ACEs) to ensure the smooth conduct of examinations.
- ii) Oversee the preparation of the examination schedule for the entire program and distribute copies to all Heads of Departments.
- iii) Handle cases of malpractice by forming committees to take necessary actions.
- iv) Receive the list of external examiners from the Heads of Departments for tasks such as question bank creation, paper evaluation, and overseeing external labs.
- v) Appoint invigilators for each examination based on the number of students taking the exam.
- vi) Ensure that there is one invigilator assigned for every group of 20 to 24 students.
- vii) Assign one reliever for every five classrooms, with a maximum of two relievers.
- viii) Select faculty members to serve as invigilators and relievers for examinations.

FUNCTIONS OF THE OFFICE OF THE CONTROLLER OF EXAMINATION

Allotting register number to the newly admitted students

The allotment of Register number to the new admission students should be done by office of the controller of examination, in accordance to the Guidelines of the college and in the following prescribed format.

- a. First the Institution Name: SGDC
- b. 1st digit – Course Code (Example 2 for B.Com., 3 for B.Sc., 4 for BCA., 5 for BBA)
- c. 2nd digit – Year of Admission (Example for 2024-25 – 24)
- d. 3rd to 5th digits – Running Number

Question Bank Setting

For each subject in a semester, the Question Bank for End Examinations will be developed by both internal and external faculty members. The Heads of Departments (HoDs) will submit a panel of four subject experts, including members from both inside and outside the college.

From this panel, one faculty member will be approved by the Chief Superintendent to prepare the Question Bank. After receiving input from both internal and external examiners, the final Question Bank will be compiled and reviewed by a subject expert for accuracy and quality.

Conduct of Internal Assessment Examinations

- **Question Papers:** One set of question papers is prepared. This should be signed by the Head of Department (HOD) and submitted to the exam cell on the specified date.
- **Question Paper Design:** Papers must be structured according to Bloom's Taxonomy.
- **Invigilation Duties:** If a faculty member cannot perform invigilation duties, they must arrange for a substitute. The Exam Cell will not arrange alternates for internal assessments Examinations.
- **Pre-Examination Procedures:** Invigilators are to collect the question papers and answer booklets from the exam cell 15 minutes before the exam. After collecting the materials, invigilators should proceed directly to the examination hall and refrain from going to their departments.
- **Post-Examination Procedures:** Invigilators must collect completed answer booklets from students and submit them to the exam cell.
- **Solution Set:** Faculty must prepare a solution set with a breakdown of marks for each test. This should be displayed on the department notice board immediately after the test and a copy submitted to the exam cell within 30 minutes.
- **Mark Entry:** Faculty members are required to enter marks into the “e-info” system within five days of the test's completion.

Semester End Examinations

- a) Regular theory examinations will be held at the end of each semester, with a minimum of one week allotted for preparation.
- b) Semester-end lab examinations will take place after the theory exams have been completed.
- c) External examiners for theory exams, lab exams, main project work, and the Comprehensive Viva Voce will be appointed by the principal based on a panel of experts provided by the respective HoDs.

Conduct of Semester End Examinations

Theory Courses

The semester-end examination for theory courses will last three hours and account for 70% of the total marks.

The process for conducting these exams includes:

- i) The CoE or Chief Superintendent will generate the relevant question papers from the question bank at least one hour before the start of each examination, according to the exam schedule.
- ii) The CoE/Chief Superintendent, with the assistance of additional controllers, will arrange for the printing of the necessary number of question papers. These papers will be distributed to students 10 minutes before the exam begins.
- iii) An inspection squad, led by the Chief Superintendent and formed specifically to monitor the examinations, will visit all exam halls to ensure adherence to examination regulations.
- iv) Coding of answer scripts will be completed on the same day or the following day of the exam, after which the coded scripts are sent to the spot valuation coordinator.
- v) The CoE/Chief Superintendent will appoint examiners for each subject from a panel of experts recommended by the respective HoDs.
- vi) The spot valuation process will be completed within 20 days of the examination.
- vii) Results will be announced within 10 days after the completion of the spot valuation.

Laboratory Courses

The semester-end lab examination will last three hours and carry a maximum of 50 marks.

The process for conducting these exams includes:

- a) A common schedule for semester-end lab exams will be published in the academic calendar.
- b) The Chief Superintendent of Examinations will nominate an external examiner from the panel of experts provided by the HoD.
- c) Both internal and external examiners will jointly evaluate the lab exams for a maximum of 50 marks.

d) Results must be submitted to the examination section in a sealed cover immediately after the lab exam is completed.

Instructions to Examiners (Valuators)

- a) Examiners must maintain strict confidentiality as this is a confidential assignment.
- b) Examiners should have a minimum of three years of teaching experience.
- c) Examiners must not have any close relatives appearing for the exam in the same subject.
- d) Examiners may value a maximum of 75 answer scripts per day, with 25 scripts per session, dedicating 3 to 4 hours per session.
- e) Examiners must adhere strictly to the valuation scheme when awarding marks, ensuring consistency across all scripts. Marks should be assigned separately for each part of a question on the evaluation sheet, and the final marks should be recorded in the award list.
- f) All blank pages and unused portions of the answer booklets must be crossed out by the examiner using a red ballpoint pen.

Evaluation Procedure for Theory Courses

The evaluation process includes:

- a) Appointments for internal spot valuation are made by the CoE, who nominates a Spot Valuation Coordinator and one or two Additional Controllers as in-charge on a rotating basis. The CoE also appoints examiners from a panel of experts submitted by the HoD, who must have at least three years of teaching experience. Faculty members with at least five years of teaching experience who have taught the subject at least three times may be appointed as Chief Examiners by the Chief Superintendent of Examinations.
- b) For the spot valuation system, internal examiners will prepare the valuation scheme, which will be finalized by the Chief Superintendent. Before evaluation, the examiner for each subject will convene a pre-evaluation meeting with all associated examiners to discuss the valuation process.
- c) Marks will be determined by averaging the scores from two valuations. If the difference between the two scores exceeds 20%, a third examiner will evaluate the script. The final score will be the average of the third evaluation and the closest score from the first two evaluations.

d) The Institute will adopt an external spot evaluation centre for the second evaluation of answer scripts, with the principal appointing a faculty coordinator from a reputed institution to oversee this process.

The CoE will appoint scrutinizers/tabulators to review the answer scripts and compile the marks lists.

Moderation Rules

Moderation rules will be applied as needed with the approval of the University Nominee, following the SGDC Moderation rules currently in effect.

Declaration of Results

After incorporating the recommendations of the moderation committee, the results are sent to the results committee (nominated by the principal) for final approval. Once approved, the results will be declared and displayed on notice boards and the college website.

Revaluation/Recounting

a) Revaluation/recounting requests must be submitted in the prescribed format along with the required fees.

b) If the grade improves or changes from fail to pass (or vice versa) after revaluation/recounting, the revised grade will be final.

Advanced supplementary and Supplementary examinations:

In order to provide students with an opportunity to clear backlogs without waiting for the next academic year, the following rules have been made to the examination policy:

Advanced Supplementary after First Year:

An advanced supplementary examination will be conducted for courses from the First and Second Semesters after the completion of the First Year.

Advanced Supplementary after Second Year:

An advanced supplementary examination will be conducted for courses from the Third and Fourth Semesters after the completion of the Second Year.

Advanced Supplementary after Third Year:

An advanced supplementary examination will be conducted for courses from the Fifth and Sixth Semesters after the completion of the Third Year.

Schedule of Advanced Supplementary Examinations:

advanced supplementary examinations will be held one month after the announcement of the regular examination results.

Supplementary Examinations:

Students who are unable to pass the advanced supplementary examination will be required to appear for the subject(s) as supplementary examinations in the subsequent academic years as per the standard academic schedule.

Malpractice

The CoE will refer suspected cases of malpractice during mid-term and semester-end exams to a Malpractice Enquiry Committee formed by the Institute. This committee will follow the approved guidelines for determining penalties, and the principal will take action against students based on the committee's recommendations.

Permission for Assistance with Scribe for Examinations

Candidates requiring a scribe must apply in writing, providing a valid reason and the necessary evidence, including:

- a) A medical certificate issued by a Civil Surgeon from a Government Hospital.
- b) Details of the proposed scribe, including name, address, qualifications, photo, and current occupation. The scribe's qualifications must not exceed the intermediate level.
- c) A letter from the scribe stating their willingness to assist as a scribe.
- d) A copy of the scribe's qualification certificate.

The principal will verify the evidence and, if satisfied, will grant permission for the use of a scribe.

Award of Grades and Classes

Grades are numerical weights allotted on a 10-point scale. Internal marks (maximum 30 for UG) are added to external marks (maximum 70), and the total (out of 100) is converted to a letter grade. The 10-point scale grade points correspond to the following performance classifications:

- 95-100: O (Outstanding, Distinction)
- 85-94: E (Excellent, Distinction)
- 75-84: A (Very Good, First Class)
- 60-74: B (Good, First Class)
- 50-59: C (Average, Second Class)
- 40-49: D (Pass, Third Class)
- <40: F (Fail, Fail)

Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

The Grade Point Average (GPA) for each semester and Cumulative Grade Point Average (CGPA) up to any semester is calculated as follows:

i) Semester Grade Point Average will be computed as follows:

$$GPA = \frac{\sum_1^n C_j \times GP_j}{\sum_1^n C_j}$$

Where, n is the number of subjects in that semester. C_j is Credits for the subjects. GP_j is the grade point obtained for the subject and the summation is over all the subjects in that semester.

ii) A Cumulative Grade Point Average (CGPA) will be computed for every student at the end of each semester. The CGPA would give the cumulative performance of the student from the first semester up to the end of the semester to which it refers to and is calculated as follows:

$$CGPA = \frac{\sum_1^m GPA_j \times TC_j}{\sum_1^m TC_j}$$

Where 'm' is the number of semesters under consideration. TC_j the total number of credits for a jth semester and GPA_j is the Grade Point Average of the jth semester. Both GPA and CGPA will be rounded off to the second digit after decimal and recorded as such. While computing

the GPA / CGPA, the subjects in which the student is awarded zero grade points will also be included.

For any academic/employment purpose the following formulae shall be used for conversion of CGPA to % of marks. % of marks = (CGPA - 0.5) x 10.

Disciplinary Action for Malpractices

Nature of Malpractices /Improper Conduct	Punishment
Possession of unauthorized material	Cancellation of the specific exam in which the malpractice occurred, with a possibility of further disciplinary action depending on the severity.
Copying from unauthorized material or another candidate	Cancellation of the exam in question and disqualification from all exams in that semester.
Impersonation	Cancellation of all exams in that semester and expulsion from the institution.
Misbehaviour with invigilators or exam staff	Cancellation of the specific exam, with the possibility of suspension for the subsequent semester or expulsion depending on the gravity of the offense.
Using electronic devices without permission	Confiscation of the device, cancellation of the specific exam, and potential suspension from future exams.
Tampering with answer scripts or exam materials	Cancellation of all exams in that semester and disqualification from future exams for a specified period, depending on the severity.
Threatening or bribing exam officials	Cancellation of all exams in the current and subsequent semester, with possible expulsion from the institution.




PRINCIPAL

Principal
Sri Gnanambica Degree College
Madanapalle - 517 325