

EXAMINATION POLICY

I. INTRODUCTION

The Policy Purpose

The purpose of this examination policy is:

- ✓ To ensure the planning and management of examinations are being organised efficiently and in the best interest of candidates, staff involved and the institution.
- ✓ To ensure the operation of an efficient examination system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the examination processes at St Alphonsa College of Arts & Science to read, understand and implement this policy.

The examination policy may be reviewed every year, if the need arises. The examination policy will be reviewed by the Principal, Chief Superintendent (If appointed by the Principal) and HoDs of all the Departments.

II. EXAMINATION RESPONSIBILITIES

Principal / Chief Superintendent is responsible for managing the administration of Semester Examinations and Continuous Internal Assessments. The responsibilities of the Principal / Chief Superintendent are:

- Advising the HoDs, Class Teachers, Office Superintendent and other office and support staff on Internal and Semester examination timetables and application procedures as set by the College / University.
- Overseeing the production and distribution to staff and students the annual calendar for all examinations and communicating regularly with the staff concerning imminent deadlines and events.

- Ensuring that students and their parents are informed of and understand those aspects of the examination timetable that will affect them.
- Consulting with teaching staff to ensure that necessary course work / controlled assessment are completed on time and in accordance with University guidelines.
- Providing and confirming detailed data on estimated entries.
- Ensuring the receipt, verification and storing confidentially all Semester examinations question papers. In this regard, a dual key system shall be followed - one each key in the custody of the Principal and the appointed / nominated Chief Superintendent.
- Ensuring the receipt, verification and safe custody of all examination papers and completed scripts with the support of other members of the Examination Committee or staff of the College so appointed for the purpose.
- Appointing our own faculty members as Exam Invigilators for Internal Examinations and requesting and appointing faculty from neighbouring Colleges as External Exam Invigilators for University Semester Examinations with consent letter received from the respective Colleges.
- Appointing both External and Internal Examiners for University Practical / Project examinations as per University guidelines.
- Maintaining the income and expenditures relating to semester examination costs / charges and submitting the same to the University within the stipulated time.
- Preparing and verification of the time tables for the Continuous Internal Assessment and disseminating the same on time to the students and staff of the College.
- Submitting students' internal assessment marks, and any other material required by the University on schedule.
- Entering the Internal marks in the University portal within the stipulated time through the help of faculty members and staff.
- Overseeing all results analysis for the College.
- Directing and advising on matters related to the enhancement of performance in all departmental examinations.
- Producing detailed analysis of the College's results for all key national measures and identifying the performance of students from all relevant sub-groups and summarise all departmental reports.

- Overseeing the dissemination and publication of results.
- Maintaining the systems and processes to support the timely entry of candidates for their examinations through subject teachers.
- Undertaking all necessary steps for the smooth conduct of examinations and resolving problems and difficulties that may be faced in the conduct of examinations in the College.

Heads of Departments / Faculty are responsible for following the examination guidelines for the smooth conduct of the examination. Their responsibilities are:

- Ensuring that all the students under their care are given the best opportunity possible to achieve in the expected outcome in the process of evaluation and examinations:
- Ensuring that all in their respective departments are familiar with the relevant assessment frameworks and objectives for all examinations.
- Ensuring that all relevant students are best prepared for internal and external assessments through:
 - Long and medium term planning;
 - Regular monitoring and formative assessment; and
 - Practice and intervention strategies.
- Ensuring that all examination entries are administered in a timely and efficient manner through:
 - Accurate completion of Internal Mark Sheets making the necessary entries in the Assessment Record;
 - Accurate completion of entry forms and all other mark sheets;
 - Adherence to deadlines as set by the University / Principal / Chief Superintendent.
- Ensuring that all possible steps are taken and assistance are provided for the conduct of all examinations as smoothly and effectively as possible:
- Analysing the performance of the students in the Continuous Internal Tests and take steps accordingly for improvement; analysing the result of the semester end University examinations and plan, strategise and implement corrective / additional measures in order to optimise the performance of the students.
- Facilitating order and discipline among the students during the examinations.

Subject Teachers are responsible for:

- Disseminating timely information on the time table of the Continuous Internal Assessments and Semester Examinations to the students.
- Fulfilling effectively the allotted duties as an Invigilator during Continuous Internal Assessments and University Examinations.
- Maintaining accurate records of students' progress, which helps in enabling accurate predictions of results.
- Notifying the head of department and Principal / Chief Superintendent the need for special assistance and arrangements for differently / physically challenged students / candidates.
- Completing and checking all examination related paperwork (Evaluation of Internal answer script / internal marks entries / maintenance of assessment records) in a timely fashion.

Lead Invigilator / Invigilators shall have duties such as:

- Collecting of examination papers and other examination related materials from the Examination Office by the time specified before the commencement of the examination.
- Overseeing Semester Examinations and Continuous Internal Assessments in line with University guidelines and as directed by the Principal / Chief Superintendent.
- Ensuring that the students / candidates are seated strictly on the allotted seats.
- Taking an accurate register of all students attending the examinations in the allotted hall.
- Collecting and arranging in order all examination papers at the end of the examination and ensuring their return to the Examinations Office.

III. Examination Committee

The Examination Committee shall consist of the following members from the College:

1. Principal
2. Chief Superintendent (if appointed / nominated)
3. Heads of Departments
4. Office Superintendent
5. Office Staff – Two members
6. Support Staff – Two members

IV. MANAGING INVIGILATORS

The following shall be kept in mind while making arrangements for invigilation in the examinations:

- External staffs are arranged to invigilate University Semester End Examinations, with internal staff used to invigilate Continuous Internal Assessments.
- Recruitment of invigilators is the responsibility of the Principal / Chief Superintendent with the Heads of Colleges in the neighbourhood / district.
- Invigilators are briefed on the first day of the commencement of the Examinations by the Principal / Chief Superintendent.
- Invigilators remuneration shall be paid as per the University guidelines for the External Examinations and the same may be managed with the advance from the University / College.

V. MALPRACTICE

The following important points may be noted in cases of malpractice.

- The University guidelines shall be strictly followed when cases of malpractice are identified.
- The Principal / Chief Superintendent is responsible for investigating suspected malpractice.
- The Principal / Chief Superintendent is responsible for informing the University of suspected malpractice and helping with the investigation.
- Staff committing malpractice shall be dealt with in accordance with the University Suspected Malpractice in Examinations and Assessments Policies and Procedures and / or as prescribed by the management of the College.

VI. RECEIPT AND STORAGE OF EXAM PAPERS

The following shall be kept in mind in the receipt and storage of University examination questions papers and answer scripts in the College:

- The examination secure storage follows the box within a box principle.
- The secure room has a strong solid door with a five lever mortice lock. Within the secure room is a non-portable security cabinet with locking.
- The two key holders for the secure examination storage room are the Principal and Chief Superintendent and / or as authorised by the Principal.

- On arrival at the College all materials will be signed for by the Principal / Chief Superintendent.
- These examination materials will be taken to the secure storage area by the Principal / Chief Superintendent where they will be locked in the secure metal filing cabinet.
- All materials will be noted on the booking in / returning of examinations template document in terms of date, time and who has stored them.
- In the case of internal assessment materials the same details will be recorded as well as who has used and returned them.
- This ongoing record will be kept by the Principal / Chief Superintendent.
- When materials need to be signed out of the secure storage area, the record will be updated accordingly.
- On completion of examinations, exam materials will be returned to the secure storage area in preparation for the safe secure exams pick-up service offered by the University. These will then be signed out again when the secure pick up service arrives on site.

VII. EXAMINATION DAYS

The following may be strictly adhered to on the examinations days:

- All the rooms with seating facilities according to the prepared seating arrangements shall be made ready at least one day ahead of the commencement of the examinations / assessments.
- The Principal / Chief Superintendent will book all examination rooms and split the question papers, other examination stationery and materials available for the invigilators.
- The Principal / Chief Superintendent and / or Lead Invigilator will start all examinations in accordance with University guidelines.
- Subject / department teachers may be present at the start of the examination to assist with identification of students but must not comment on the contents of the question paper or advise on which questions or sections are to be attempted.
- Subject / department teachers must not enter the examination room unless it has been pre-arranged with the Principal / Chief Superintendent. Only the Principal / Chief Superintendent and allotted Invigilators may enter the examination room whilst the examination is in progress.

- In practical examinations, subject teachers may be on hand in case of any technical difficulties. Examination papers must not be read by subject teachers or removed from the examination room before the end of a session.
- Papers will be distributed to subject teachers at the end of the examination session.
- A subject teacher may be available to read out any subject-specific instructions and start the examination, if required, but this must be pre-arranged with the Principal / Chief Superintendent.

VIII. CANDIDATES / STUDENTS

The students may be instructed on important guidelines to be followed in the examination halls in accordance with those provided by the University and the College. The following instructions may be provided to the students:

- The students shall be admitted to the examination only on production of the necessary hall tickets / College ID cards.
- The College published rules on acceptable dress, behaviour and students' use of mobile phones and other electronic devices apply at all times.
- Students' personal belongings remain their own responsibility and the College accepts no liability for their loss or damage.
- Disruptive students are dealt with in accordance with the University guidelines. Students / Candidates are expected to stay for the full examination time.
- Students / Candidates may only leave the examination room for a genuine purpose during the hours of the examination with prior permission from the Invigilator / Principal / Chief Superintendent and are required to return immediately to the examination room; while out of the examination hall, they must be accompanied by a member of staff at all times.
- The Principal / Chief Superintendent is responsible for handling late or absent students / candidates on examination day.

IX. SPECIAL CONSIDERATION

- Should a student / candidate be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the College, the Principal / Chief Superintendent, or the examination invigilator, to that effect.

- The student / candidate must support any special consideration claim with appropriate evidence within three days of the examination, for example by providing a letter from the student's / candidate's doctor. The Principal / Chief Superintendent will then forward a completed special consideration request to the University within seven days of the examination.

X. INTERNAL ASSESSMENTS AND APPEALS

- It is the duty of subject teachers to ensure that all internal assessments are ready for despatch at the correct time. The Principal / Chief Superintendent will assist by keeping a record of each despatch, including the recipient details and the date and time sent.
- It is the duty of the Principal / Chief Superintendent to ensure that despatches are sent to the correct destination within 24 hours of being received, and preferably on the same day.
- Marks for all internally assessed work are provided to the Principal / Chief Superintendent / Examination Cell by the subject teachers.
- The process for managing appeals against internal assessments is detailed below:
 - For the internal assessments, students are shown their answer scripts and correction and guidance provided accordingly by the subject teacher.
 - In case of any assessment related grievances, the students can approach the concerned teacher and clarify the same.
 - If the student is not satisfied, the student can approach the HoD and explain the case and get a resolution.
 - If the grievance is still not resolved, the student can give a written representation to the Principal.
 - The Principal may examine the case in discussion with the concerned HoD and the teacher(s) and if necessary take the opinion of a couple of other teachers and find an amicable resolution to the grievance. In exceptional cases, a committee may be set up to study the matter and report along with suggested measures.

XI. RESULTS, ENQUIRIES ABOUT RESULTS AND CERTIFICATES

- Students / Candidates will receive individual result through SMS from the University and also result will be available in the University Web Portal.

- In case of result with WWW (Withheld) or any other issues students shall be contact respective HoDs, who shall contact the Principal / Chief Superintendent / Office Superintendent seeking to take adequate steps for the resolution of the issues.
- On receipt of the certificates from the University it will be issued to the students / candidates after due acknowledgement being obtained.

The Examination Policy has been approved by the Governing Body of the College in its meeting on 23rd May, 2016.

