

**Government Degree College(A),
Tuni, Kakinada District**
13. Examination and Evaluation Policy

13.1 Introduction

This examinations policy has been produced in order to streamline the various procedures associated with examinations, evaluation and declaration of results during the academic year.

In particular, the purpose of this policy is to:

- a) Ensure that the planning and management of exams are conducted efficiently and in the welfare of the students
- b) Ensure the operation of an efficient exam system with clear guidelines and procedures for all its stakeholders
- c) Ensure the all the Evaluation Procedures of the Examination System and procedure of declaring the results

It is the responsibility of everyone involved in the Examination section and Examinations conduction processes to read, understand and implement this policy.

This exam policy will be reviewed every year by the Principal ,COE and other Examination cell members. All correspondence relating to this policy document should be sent in the first instance, to the COE.

This document reflects on instructions for conducting examinations in accordance with the Guidelines issued by UGC, CCE, APSCHE and Affiliated University. The instructions are for use in all Semester End Examinations, Competitive Examinations and internal examinations. The instructions are additional to any guidelines or regulations the awarding bodies have issued in their booklets or specifications of the respective Competitive Examinations. If there is any conflict between guidelines of the college and the awarding bodies of the competitive examinations, the college regulations will prevail.

13.2 Exam responsibilities

- a) Head of the Institution (Principal)

Overall responsibility for the college as an exam centre. Chief Superintendent of all Examinations conducted in the college.

- b) Controller of Examinations(COE)

Head of the Examination Cell

Issues Notifications for Examination Fee collection, Plans the schedule, Arranges Question Papers for the all Examinations (Both Internal & External), carries out the Evaluation process, Declaration of Results and issues notifications for Revaluation and Script verification.

- a) Manages the administration of all final and internal exams
- b) Advises the teaching, administrative and other relevant support staff of Semester End examination time tables and application procedures
- c) Administration of all examinations, including liaison with the affiliated university examination section, ensuring that all entries are placed in accordance with deadlines.
- d) Production and distribution to staff and candidates of an annual calendar/schedule for all exams, in which candidates will be involved
- e) To remain on-site at all times, when exams are taking place
- f) Regular communication with all staff concerning imminent deadlines and events
- g) Ensure that candidates are informed of and understand those aspects of the exam timetable that will affect them
- h) Consult with teaching staff to ensure that necessary coursework is completed on time and in accordance with the guidelines and instructions issued by higher authorities
- i) Provides and confirms detailed data on estimated entries
- j) Receives, checks and stores securely, all exam papers and completed scripts
- k) The COE has entitled to modify any questions in the Question paper if any out of syllabus questions arises. However, this may be done upto 20% and also with the consultation of the concerned Question paper setter.

Additional Controller of Examinations(ACOE)

Second in-charge of the Examination cell Assists COE in all his examination duties and guides him Takes up the responsibilities and performs the functions of COE in the absence of the COE.

Ensure all members of staff and students are aware of exam protocols.

13.3 IN CHARGES OF DEPARTMENT

- a) Prepares the Internal Examination Question Papers as per the model given by the examination cell and handover them to the Examination Section within the specified period.
- b) Oversee and manage all exam entries, mark sheets and adherence to deadlines, as set by the Examination section of the college
- c) Takes up the responsibility of evaluating the Internal Answer Scripts and handing over the respective grade sheets to the examination cell within the timelines specified by the cell
- d) Collects all the Internal, Semester Marks lists of the students and note them in their respective departmental marks registers
- e) Provide guidance and pastoral oversight of candidates, who are unsure about exam entries or amendments to entries
- f) Involved in post-results procedures
- g) Conducts the BOS as per the schedule given by the Academic cell and hand over the syllabus copy to the Examination Section within the specified time lines

13.4 TEACHING STAFF

- a) Provide accurate and timely submission of all exam entries through Heads of Department/Curriculum Directors as appropriate
- b) Takes up the Invigilation duties as and when assigned to them by the Examination Section.

- c) Maintains the Discipline in the examination duties
- d) Must be aware of the fact that Examination Duties are a part and parcel of their duties

13.5 IQAC Coordinator

- a) Prepares the Institutional Plan of the forth coming Academic Year
- b) Gives the temporary schedule of all the examinations of all the respective programmes / courses that have to be conducted during that academic year
- c) This will be finalized by the Academic Coordinator while preparing the Academic Calendar
- d) Collects the Results of all the Examinations conducted and keeps a record of it

13.6 Academic Coordinator

- a) Prepares the Academic Calendar
- b) Gets its approval in the Academic Council Meet
- c) Gives a Copy to the COE for issuing the notifications of all the examinations in that respective Academic year

13.7 Examination Technical Assistant (Clerk)

- a) Uploads all the data of the students appearing for the examinations in the examination software
- b) Makes necessary corrections with the suggestions of the COE
- c) Prepares the Notifications, Timetables and schedules of all the Examinations under the guidance of COE/ACOE
- d) Uploads all the Internal Examination Marks, Practical Examination Marks of all the students under the supervision of the COE/ACOE
- e) Assists the COE/ACOE during conduction of Examinations
- f) Coding / Decoding of the Semester End Answer Scripts
- g) Enters all the marks of the Coding Answer Scripts
- h) Runs the Results
- i) Accurate analysis of results and the preparation of all reports on examination results During Examinations

13.8 Responsibilities of INVIGILATORS

- a) Report to the Exams section / cell to sign in and out before and after each scheduled exam
- b) Collection and checking of exam papers and other exam material from the Exams section before 15 minutes of commencement of each exam
- c) Responsible for maintaining the integrity of the exam
- d) Distribution of exam papers within the exam hall in accordance with the seating plans
- e) Must Properly check the data on the Student Enrolment Form (SEF) with the hall ticket details and confirm the Photograph, Signature of the student before signing the Answer Booklet.
- f) Completion of Absentees Statement duly affixing their signatures.
- g) Responsible for recording the details of each exam in the Exam log book including full reports on any incidents of malpractice

- h) Collection of all exam papers and scripts in the correct order at the end of each exam and their safe return to the Exams Cell
- i) Comply with and uphold the 'Rules and Guidance for Invigilators' as outlined by the CS/COE and the 'Instructions for Conducting Examinations'
- j) Maintaining the discipline and decorum in the Examination Hall.

13.9 Responsibilities of Students

- a) Checking and confirmation of hall ticket/Admission Card entries before affixing their signature on the Hall ticket. If there is any discrepancy it must be brought to the notice of the COE for immediate modifications along with necessary proofs. It is the responsibility of the student for making the necessary correction in the hall tickets
- b) Responsible for checking their own exam timetables as per their Hall tickets and attending all scheduled exams
- c) Students must be in their respective allotted places before 10 minutes of the commencement of the examination
- d) Students must not bring any printed/ written/ photo-copied forbidden material to the examination hall. It is the responsibility of the student to check his allotted place whether any forbidden material is present or not. If anything such found, it must be handed over to the invigilator
- e) Students should not bring Cell Phones / Tablets or any other electronic gadgets to the Examination Hall. If any such devices are brought to the college, it is the responsibility of the students only to keep them in safe place before entering the Examination Hall. In case of any loss of such electronic device, neither the College nor the Examination section were responsible for that loss.
- f) It is the responsibility of the student to submit the Answer Booklet to the Invigilator before leaving the Examination Hall. If a student is found guilty by taking the Answer Booklet out of the Examination Hall then disciplinary action will be initiated against him.
- g) Candidates once entered the Examination Hall cannot leave the Examination Hall unless Half of the time was completed. After half of the time he can leave the examination Hall by hand overing the Answer Booklet along with the Question paper. He must leave the examination Hall with Question Paper before 30 minutes of the completion of the Examination.
- h) A candidate was not entitled to visit a toilet in the first Half an Hour of the Examination and frequent toilet visits are also prohibited.
- i) If any student found doing malpractice in the Examination Hall or having forbidden material in any form (Hand Written / Printed) then a proper disciplinary action may be initiated against him as per the existing rules.
- j) The student must be strictly act as per the instructions given by the Invigilator and must maintain the discipline during the Examination hours.
- k) Students must not argue with other students, Teaching, Non-teaching and other Supportive Staff who were involved with the Examinations.

13.10 Attendance

Attendance at all examinations is compulsory and any candidate who fails to present himself or herself for such an examination at the time and place published will be deemed to have failed in that part of the examination.

- a) Misreading of the examination timetable will not be regarded as sufficient cause
- b) Late arrival and early departure times will be stipulated for all examinations.

Candidates who arrive after the earliest permanent departure time for an examination (i.e. Half an Hour after the commencement of Examination) will not be permitted to sit the examination.

- c) Candidates must adhere to all general examination rules and conditions and familiarise themselves with these prior to the examination.
- d) Invigilators shall have the power to remove any candidate from the examination Hall for prevailing the discipline in the hall keeping in view of the remaining students welfare. Such issues must also be brought to the notice of Chief Superintendent or the COE immediately by the concerned Invigilator.

13.11 Examination Notifications and Schedules

The Examination section prepares the Notifications for all types of Examinations as per the Academic Calendar Prepared Regarding the Internal Examinations :

The Examination Cell issues the Timetable for conducting the Mid Semester Examinations by taking into consideration the whole college. The Examination Section gives the rough sketch of the Question Paper for these internal Examinations which is as follows:

I Mid : For 20 Marks

Consists of Three Sections

- Section – A : Consists of three Essay Questions and out of the student has to attempt one carrying Five Marks
- Section – B : Consists of Seven Short Answer Questions and out of the student has to attempt Five each carrying two Marks
- Section – C : Consists of Ten Very Short Answer Questions (Multiple Choice, True/False, Blanks, Match the Following etc.)and the student has to attempt all. Each carrying Half Mark

II Mid : For 15 Marks

Consists of Two of the following three Sections :

- Section – A : Consists of three Essay Questions and out of the student has to attempt one carrying Five Marks
- Section – B : Consists of Seven Short Answer Questions and out of the student has to attempt Five each carrying two Marks
- Section – C : Consists of Ten Very Short Answer Questions (Multiple Choice, True/False, Blanks, Match the Following etc.)and the student has to attempt all. Each carrying Half Mark

Besides there will be Five marks allotted for Assignments, Five marks for Departmental Activities like Quiz, Debate, Class room Seminar, Group Discussions, Field Trips etc and Five marks for Attendance, Participation in Clean and Green, NSS, Socio economic activities. The total Internal evaluation will be carried out fifty marks which will be scaled down to 30 marks Regarding the Semester End Examinations :

The Semester End Examinations will be conducted for 70 marks

Question Paper Setting will be done by the faculty of all the respective Government Degree colleges throughout the state. It is subjected to the decision of the Principal and COE to which faculty the question paper setting work was to be assigned. It is the responsibility of the COE to maintain the Confidentiality in this connection. The Question paper pattern will contain two sections :

Section A : Consists of Eight Questions among which the student has to attempt five with each carrying ten marks.

Section B : Consists of Six Questions among which the student has to attempt four with each carrying Five marks.

Regarding the Practical Examination Schedule :

The COE prepares the Practical Examination Schedules and get its approved with the Principal. After getting approval, Timetable is issued for the Semester End Practical Examinations. At the end of ODD Semester End Practical Examination, the evaluation will be done by the Internal Examiner only while in the case of the EVEN Semester End Practical Examination there will be External Examiner Evaluation. The respective in-charge of the Department will collect the Examination material including Answer Scripts, Grade Sheets, Attendance Sheets etc on the day before the commencement of the Practical Examination, conducts the Examinations as per the schedule and handovers all the examination material to the Examination Cell on the last day of Schedule. It is the responsibility of the respective in-charge of department to complete the Practical Examination as per the given schedule.

13.12 Examination Notifications

The Examination cell prepares the notifications, get its approved by the Principal and releases the notifications for the Semester End Examinations. The examination fee will be collected from the students through the bank. As per the notification, Fines will be collected as per the schedule but it is left over to the discretionary powers of the Principal.

Instant Examinations

Instant Examinations are conducted for the final year students who are having backlogs in 1 or 2 subjects (Theory and/or Practicals) in V and VI Semester put together is to be continued for that current academic year, subject to the condition that the student should have passed in all the four semesters (I to IV) in order to appear for the instant examination. This is done for the benefit of students only Resolution: The purpose is to give an opportunity to go for higher education without wasting the year and at the same time discourage students appearing for the instant examinations under semester system.

13.13 Evaluation and Declaration of Results

Transport of Answer Scripts for valuation Semester End Examination Answer Scripts Evaluation will be done by the faculty of various Government Degree Colleges of the State. This will be carried out by as per the wish of COE and it will be discussed with the Principal only. This must be maintained with high confidentiality. The transport and receiving of these answer scripts to various colleges will be done by using road transport or by Courier facility.

Scrutiny

After the receiving the valued answer scripts from the respective colleges, the examination section will scrutinize them by taking the help of faculty of this college. While scrutinizing them, care will be taken that a particular subject of scripts will not be scrutinized by the same subject faculty. During scrutinizing the postings of marks and totals will be checked only and if there is any discrepancy in posting or total then it will be marked by the concerned scrutinizer by

authorising it with a signature. There is no provision for making any type of changes in marks or re-correction of answer scripts during the time of scrutiny.

13.14 Result Declaration

Decoding will be done by the Examination section immediately after the scrutinizing the answer scripts. When decoding will be completed for all the subjects the result will be prepared subject wise. After preparing the result, it will be handed over to the Principal for release. The Principal officially releases the result it is made it immediately available for the students on the college notice boards and Website. For Semester End Exams during the final year only maximum of 4 Grace marks can be added to the subject(s) wherever it needs to get pass. The minimum percentage of marks for qualifying is 35% in Semester End Examinations in each paper (SEE) w.e.f. the Academic year 2021-22 while it is 40% before the specified Academic Year. There is no minimum percentage of marks for qualifying in Continuous Internal Assessment (CIA). The minimum percentage of marks for promotion to next semester is 40% (CIA + SEE)

13.15 CREDIT BASED GRADING SYSTEM

a) Credit: Credit is used to denote a unit of learning, usually measured in hours of study or achievement of threshold standard or both. A credit is the value assigned to a course, usually one credit equals one hour class period per week.

AWARD OF GRADES

Range of Marks	Grade	Grade Points
90 - 100	O	10
80 - 89	A ⁺	9
70 - 79	A	8
60 - 69	B ⁺	7
55 - 59	B	6
50 - 54	C	5
40 - 49	D	4
<40	F	0

b) Semester Grade Point Average (SGPA): It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$SGPA(S_i) = \frac{\sum(C_i * G_i)}{\sum C_i}, C_i = \text{is the number of credits of the } i^{th} \text{ course}$$

G_i is the grade point scored by the student in ith course

Semester Grade Point Average (SGPA) is awarded to a candidate who passes in all the subject papers in the Semester

c) Cumulative Grade Point Average (CGPA): It is calculated by the end of third year using similar formula provided a candidate passes in all subject papers of all the three years. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\frac{\sum(C_i * S_i)}{\sum C_i}, C_i = \text{is the number of credits of the } i^{\text{th}} \text{ Semester}$$

S_i is the SGPA scored by the student in ith Semester

13.16 Revaluation and Script verification.

At the time of release of results only, the notification for Revaluation and Script Verification will be released. For Revaluation, the concerned student has to submit the application in hand written mode in a prescribed pattern by paying the prescribed fee and within the given schedule. For Revaluation the prescribed fee will be decided by the Examination section in consultation with the Principal.

For Script Verification, the student has to submit the application in hand written mode in a prescribed pattern by paying the prescribed fee and within the given schedule. For Script verification also, the prescribed fee will be decided by the Examination section in consultation with the Principal. A photo-stat copy of his answer script will be given to the student during this process and revaluation will not be done. The photo-stat copies of the scripts will be given after the completion of the Revaluation and Script verification schedule given by the examination cell. However, if majority of students submitted an application in ink signed copy stating that there is an under valuation in a prescribed subject to the Principal and the pass percentage will be increased if the valuation is done correctly then it must be treated as a Grievance. In this case, the Principal along with the consultation of Examination section can issue directions for the Revaluation of Answer Scripts of the entire subject without charging a penny from the students keeping in view of the students welfare. However this is left with the discretionary powers of the Principal.

For Revaluation, Script verification, the student has to submit an ink signed copy in a prescribed pattern, by paying the prescribed fee and within the prescribed schedule. Any application, letter sent through the Social media or application received after the prescribed schedule or without paying the prescribed fee cannot be taken into consideration.

13.17 RESULTS

- a) Students results will be displayed on the college notice boards and on the college website
- b) All individual candidate statement of results (Marks Memos) can receive personally from the college examination section after signing in the Marks Memo issue register.
- c) A parent, if authorised by the student, can receive the statement of results on behalf of the student.
- d) The college will not forward results to any other party.

13.18 CERTIFICATES

- a) All type of Certificates (CMMs, Marks Memos, Provisional Certificates, ODs etc) must be collected personally by the students after signing in the Certificates Issue Register from the examination section.

- b) They will not be sent through postal service or any courier services.
- c) A parent, if authorised by the student, can receive the certificates on behalf of the student.
- d) Certificates may not be collected on behalf of a candidate by a third party
- e) Certificates will be issued only once to the students and issue of the certificates for the second time is left over to the discretion of the Principal.

Examination Seasons and Timetables

13.19 EXAM SEASONS

Internal and Practical exams are scheduled as announced in the Annual Academic Calendar for the college. External exams are scheduled as per the completion of syllabus.

13.20 TIMETABLES

Once confirmed, the Exams Officer will circulate exam timetables for all internal and external exams. These will be sent out by circulars to classes for students & teachers, and will also be available on College Website and the Examinations notice board.

For Differently Abled persons - Special Needs And Access Arrangements

13.21 Differently Abled means

According to Section 2(r) of the Rights of Persons with Disabilities Act, 2016, a “person with benchmark disability “ means a person with not less than forty percent of a specified disability, as certified by the certifying authority. 21 types of disabilities have been covered under the Act.

Key points :

- a) The facility of Scribe/Reader/Lab Assistant will be provide to any person with benchmark disability on producing the Medical Certificate from a component authority as per the Government prescribed format along with his request letter.
- b) The candidate should oblige the Scribe/Reader/Lab assistant provided at his request the examination cell.
- c) The disability certificate issued by the competent medical authority at any place should be accepted across the country.
- d) The qualification of the scribe should be one step below the qualification of the candidates taking examination.
- e) The examining body should ensure availability of question papers in the same format as other candidates but with a suitable seating arrangement for giving examination.
- f) As far as possible the examination for persons with disabilities should be held at the ground floor. The examination centres should be accessible for persons with disabilities.
- g) This Policy should also have flexibility to accommodate the specific needs on case-to-case basis.
- h) Compensatory time of not less than 30 minutes per hour of examination to be given for persons who are allowed use of scribe/reader/lab assistant.

13.22 MALPRACTICES RULES DISCIPLINARY ACTION FOR MALPRACTICE/

IMPROPER CONDUCT IN EXAMINATIONS

If any candidate:

S.No.	Nature of Malpractices/Improper conduct	Punishment
1(a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject.
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled.
3	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat
4	Uses objectionable, abusive or offensive	Cancellation of the performance in that

	language in the answer paper or in letters to the examiners or writes to examiner requesting him to award pass marks	subject
5	<p>Refuses to obey the orders of the Chief Superintendent/Assistant – Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or</p> <p>written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination</p>	<p>In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of three years. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.</p>
6	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
7	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations