



N.K.T. NATIONAL COLLEGE OF EDUCATION FOR WOMEN

(Autonomous)

**No. 41, Dr. Besant Road,
Triplicane, Chennai-600 005**

INSTITUTIONAL POLICY GUIDELINES FOR EXAMINATION AND EVALUATION SYSTEM



TRANSFORMING STUDENTS TO GLOBAL EDUCATORS

Approved by the College Committee in its Meeting held on 12th May 2022

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Institutional Policy Guidelines for Examination and Evaluation

1. Background

N.K.T. National College of Education for Women established in the year 1966 by Sriman N.K. Thirumalachariar, a visionary and a philanthropist is situated at the heart of the Chennai city. Our College is housed in an area of 3.06 acres, where a model school is also attached. It has metamorphosed into a well-established, urban College catering to the educational needs of women from all sections of society and committed to its mission of empowering young women student-teachers to face life and its multifarious challenges at both personal and professional levels.

The College offers Graduate, Post Graduate and Research Programmes in Education with Autonomous status granted by the University Grants Commission in the year 1988, and has grown to greater heights as an Institution of higher learning in Teacher Education. In its continuous striving for excellence over decades, the Institution has been successful in achieving position “Second to None”, and has been upgrading its curricula and pedagogy on par with the global standards.

The Academic Council for this Institution has been constituted as per the UGC guidelines to decide upon academic policies and academic activities from time to time. With the approval from Academic Council and the College Governing Body the methodology for examination run by this institute are planned and conducted. Thus, the establishment of Examination Unit took place and it started working independently as a part of Autonomy. Under the Autonomy, the degree is awarded by Tamil Nadu Teachers Education University, Chennai to the Graduates and post graduate after successful completion of the Programmes.

The conduct of examinations and declaration of results is one of the important activities of the Examination Unit of N.K.T. National College of Education for Women. The Examination Unit is the backbone of the examination system. It is of paramount importance that the examinations are conducted with utmost precision, fairness and objectivity to gain public credibility and esteem. In order to achieve this, all rules and procedures relating to the examinations should be so well delineated as to leave nothing to chance and assumption. This Policy is an effort to define the

roles, responsibilities of the people involved, protocols, procedures to be followed and various steps that have to be taken at all levels associated with the conduct of examinations of the N.K.T. National College of Education for Women.

2. Purpose

Examination Policy refers to procedures governing question paper preparation, scrutinizing the same, determining whether a student meets the requirements with regard to knowledge, insight and skills which are laid down in the programme and examination regulations for obtaining internal marks. Examination Policy focuses on improving and controlling the quality of Internal and external examinations to be conducted at the institution, achieving objectivity in conduct of examinations, transparency in valuation and declaration of results and deciding measures against any misconduct.

3. Objectives

- To approve and finalize the dates of internal examinations;
- To approve board of examiners and question paper pattern;
- To appoint members for moderation committee;
- To create guidelines for examiners and students;
- To appoint invigilators;
- To extend provision for bilingual answering;
- To impose penalties for malpractices;
- To decide eligibility of students for appearing End Semester examinations;
- To maintain examination record and Inventory control of various materials required for exam section;
- To Submit exam records to University in scheduled time; and
- To address grievances of students related to examination.

4. Examination Committee

Examination Committee is a body which is authorized to make policy decisions in regard to organizing and holding examinations, improving systems of examinations,

moderations, preparing a schedule of examinations and declaring the results and addressing the grievances pertaining to examination.

The Examination Committee comprises of the Principal as the Chief Controller of Examinations, Controller of Examinations appointed and approved by the College Autonomous Governing Body and the College Committee, Faculty members nominated by the Principal. The Committee is responsible for appointment of officials and other staff required for conduct of examination and making arrangement for the work for dispatching of all examination material to Examination Halls and valuation centres.

5. Work to be attended to by the Office of the Controller of Examinations

The following work shall be attended to by the Office of the Controller of Examinations:

- Issue of calendar of events and schedule of examination, notification of examination fees and inviting applications from candidates for admission into End Semester Examination, Convocation.
- Preparation of detailed Time-Tables and their publication in time.
- Setting up Examination Halls for theory and practical examinations.
- Scrutiny of examination application forms of candidates before the commencement of Theory and Practical examinations.
- Allotment of Register Numbers to the applicants. Preparation of statement of Examination fees.
- Printing and issuing of Examination Hall Tickets
- Preparation of Programme-wise, Course-wise and date-wise statement to print question papers with code. Question Papers to be printed shall be 20% in excess of what is actually required for each Course.
- The question paper packets shall indicate Name of the Examination, Course Code, Semester, Date of Examination, Time of Examination, Number of question papers in each packet.
- Maintenance of all records, statistics, stock registers and database of candidates pertinent to examinations.
- Processing and passing of Bills of Remuneration TA, DA, other

Conveyance/and maintenance of correspondence thereon.

- Registration, Distribution and dispatching of day to day communications/ letters.
- Appointment of Invigilators for each session of the examination for each of the examination halls and issue of instructions regarding the conduct of examinations.
- Announcement of selection and issue of appointment orders to the Chairperson, members and internal and external examiners and Paper setters etc.,
- Arrangement for conducting examination, collection of answer papers, valuation, processing and declaration of results
- Preservation and disposal of valued answer scripts at least for three years after the announcement of results.
- Arrangement for preparation and distribution of marks sheets and other certificates to the candidates.
- Collection and maintenance of statistical data regarding the number of examinations, number of candidates registered for each examination, regular candidates and repeaters, percentage of passes, receipts and expenditure on each category of examination etc.,
- Collection of work done statements from the Chairmen, Paper setters and Examiners and forwarding them to the Finance Section for payment of remuneration.
- Preparation of the lists of lapses and irregularities committed by the evaluators and others and forwarding the details for consideration and necessary action.
- Arranging for photo-copy/re-evaluation of valued answer-booklets requested by the candidates on prescribed application form with due fees.
- Scrutiny and passing of the bills of printing and purchase of stationery etc.
- Sanctioning of contingent expenditure for conduct of theory and practical examinations.
- Assisting Examination Committee to deal with all types of cases of misconduct/ malpractices, detected before, during and after examinations.
- Dealing with matters of examination fees and refunds if any.

- Passing of conveyance bills, postal reimbursement bills and such other remuneration matters.
- Announcement of results of examinations, dealing the cases of withheld results for future announcement and follow up work in cases of any discrepancies.
- Issue of duplicate marks sheet and consolidated marks sheet and pass certificate.
- Preparation of Merit scholarship lists.

6. Work related to Convocation

- Inviting applications for award of Degrees.
- Preparation of Eligibility lists for convocation, Programme -wise faculty wise and year wise.
- Receipt and scrutiny of applications for submitting to the parent university to receive the degree in person and *in absentia* at the Convocation that shall be held in the College.
- Preparation of Presentation lists, Programme-wise faculty wise, year wise, in person and *in absentia* separately.
- Preparation of lists of Prize and medal winners.
- Preparing the lists of students attending the convocation.
- Intimating the candidates about the date and venue of convocation.
- Distribution of admission cards and parent passes to candidates for the convocation.
- Seating arrangements in the convocation hall.
- To attend issues matters relating to examination, if any.

7. Powers and Functions of the Controller of Examinations (COE)

- The Controller of Examinations shall be the Principal officer-in-charge of the conduct of examinations of the College and declaration of the results. She shall be a part-time salaried officer of the College and shall work in co-ordination with the Chief Controller of Examinations.
- The Controller of Examinations shall be responsible for all the work that has to be attended to by the office of the Controller of Examinations as listed in

sections.

- She shall draw up and notify a Calendar of events for various examinations in the beginning of each Academic year. It is incumbent on the part of the Controller of Examinations to ensure adherence to the Calendar of events
- She shall arrange for printing of question papers and submit them to the Chief Superintendent in accordance with the time table laid down.
- The Controller of Examinations shall be responsible for maintenance of records, marks lists and valued answer scripts. The valued answer scripts shall be stored for three years after the announcement of results. She shall also be responsible for safe disposal/ destruction of the answer-scripts thereafter through tenders except the scripts regarding which court cases are pending.
- She shall arrange for the tabulation and announcement of results expeditiously and arrange for the distribution of Mark statements and Certificates.
- She shall arrange to prepare the eligibility list of candidates and presentation lists to the affiliating university for convocation and arrange to receive and distribute the Degree Certificates on the day of convocation held in the College.
- She shall arrange to prepare the merit rank lists and lists of prize and medal winners.
- She shall be responsible for the proper custody and maintenance of marks registers and other valuable and permanent records of the section.
- She shall monitor the passing of TA and DA and other remuneration bills of the staff drafted for the examination work subject to rules.
- She shall arrange for the photocopy of valued answer scripts, re- totaling in case of any reported totaling mistakes, re-valuation and redress the grievances of students.
- She shall arrange to make enquiries into all types of malpractices committed during examination, valuation, revaluation and processing of results. Through the Examination Committee.
- The Controller of Examinations shall keep a record of those persons who have committed lapses in discharging the examination related responsibilities entrusted to them and refer them to the Examination

Committee for appropriate action.

- She shall issue marks statement, duplicate marks statement and consolidated marks statement.
- Examination Committee may make any structural changes in the examination administration as and when required.

8. Declaration of Examination Schedule and Registration

- The examination schedule for all semester examinations for the year shall be notified in the College academic calendar at start of each academic year.
- Examination Registration forms shall be distributed 45 days prior to the date of examination enabling the students to submit them at the office of Controller of Examinations.
- The Office of Controller of Examinations thereafter shall plan, organize and conduct the examinations, get the answer books valued, prepare the tabulation report, publish the result, print mark sheets and issue the mark sheets within one month from the date of the last examination held adhering to statutory compliance, timeliness, confidentiality and objectivity.

9. Panel of Examiners

- The Chairman of the Board of Studies shall call for a list of all eligible examiners from various Colleges/ Institutions/ University departments every year which shall be duly forwarded by the respective head of the Institution.
- All such eligible list of examiners shall be placed in the respective Board of Studies for enrollment of the eligible examiners into the Panel of Examiners as per the University norms after due approval.
- The Board of Examiners shall be constituted by the Examination Committee from among the panel of Examiners prepared and submitted the Board of Studies for each Programme offered in the Institution.
- The Board of Examiners shall be appointed by the Examination Committee from the panel of examiners listed by the BoS and shall continue to function for three academic years. A new Board of Examiners shall be constituted for the subsequent period. Except in the case of non-availability of eligible

examiners, no person shall be reappointed as examiner in the same board for the same course.

9.1 Appointment of Paper Setters and Examiners

- The paper setting of End Semester Examinations shall be done by the external faculty who is teaching the course. The Office of Controller of Examinations shall collect and maintain panel of all eligible examiners drawn from various Colleges of Education in Tamil Nadu/University Departments for each course in all the programmes offered by the Institution every year. This step is necessary for gaining the confidence of the University and also of the society at large, on the fairness and transparency in the system.
- No one can claim appointment as paper setter/ scrutinizer or any other examination work as a matter of right. The Examination Committee shall finalize the question paper setters/ scrutinizers from the panel of examiners approved by Board of Studies, Academic Council and Governing Body of the College.
- No person shall be appointed as a paper-setter for an examination if any of his/her near relatives are appearing for that examination.
- The paper setters/ scrutinizers are required to submit their intention of acceptance/ decline of the offer. The acceptance of the offer may also be informed by email to the COE. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the paper setter/ scrutinizer.
- The Internal paper setters/ scrutinizers shall normally not decline the assignment of examination work except in extraordinary situations since examination duty is treated as an essential service by the Institution.

9.2 Preparation of Question papers

- The Controller of Examinations in consultation with members of Examination Committee shall finalize the names of paper setters /examiners from the panel of examiners

- All arrangements shall be made to get two sets of question papers with scoring keys for each course of examination sufficiently in advance to the commencement of the examination.
- The question paper(s) shall meet the specifications/ pattern as per the academic regulations of each programme of study in the Institution.
- The question paper-setters shall be communicated regarding their appointment together with necessary instructions, syllabus, model question papers, question paper pattern, forms of acceptance, inner cover and outer cloth cover, remuneration forms, postal claim forms and white paper.
- Whenever, a paper setter declines the offer, alternative arrangements shall be made expeditiously to get the paper set by a suitable alternative paper-setter.
- It shall be ensured that the examiners prepare two sets of question paper and the papers reach back Office of Controller of Examinations on time.
- One set shall be selected by conducting lot by the Examination Committee the other one will be kept sealed to meet any eventuality.
- The selected set shall be typed under the personal supervision of the Controller of Examinations maintaining absolute confidentiality.
- Proof reading and checking of compliance with syllabus and pattern shall be done thereafter by the Scrutinizing Committee consisting of Experts in the field of Education drawn from other Colleges of Education
- Question papers shall usually be printed a day before that particular exam to be held provided that if the number of question papers required are of very big quantity, printing may be done two days in advance.
- The question papers shall be packed in different packets with exact number of question papers required for each exam hall/ room in accordance with the seating plan given in advance by the Chief Superintendent of exams and keep them along with the excess 20% question papers printed in a separate sealed cover in the strong room after having them sealed.

10. Conducting of Examinations

- The sealed question papers shall be handed over to the Chief Superintendent of Examinations 30 minutes prior to the commencement of the exam.

- The question papers may be opened by Chief Superintendent of Examinations in the presence of an External Invigilator after having verified of any tampering with seal and obtained signature of two invigilators.
- The invigilators shall report to the Examination Unit and receive the answer books and other documentation papers half an hour before the commencement of the exam and proceed to their respective exam halls/rooms.
- The exam conducting team shall hand over the required question papers to each room 10 minutes prior to the commencement of the exam.
- A squad of designated senior teachers shall make surprise visits to exam halls/rooms occasionally during examinations.
- After the completion of the exam, invigilators shall report back to Chief Superintendent of exams in order to account for the question papers/Answer books they had received.
- The Chief Superintendent of exams shall complete the documentation process and the answer books shall be handed over to the Custodians after having bundled Course wise along with attendance roster and other reports.
- The Custodians shall verify each answer book in all bundles physically and hand them over to the office of the Controller of Examinations.

10.1 Conduct of Supplementary Examination

- The supplementary examination for the final semester of each programme shall be conducted usually 2 to 3 weeks after announcement of results to enable the students to pursue higher studies or seek employment without much time lag in their career.

10.2 Practical / Viva-voce Examination

- The College shall notify the examination schedule of conduct of Practical/Viva-voce examinations at least two weeks prior to the Practical examinations.
- The College shall appoint Examiners for Practical examinations for different programmes from the approved panel of examiners submitted by the respective Board of Studies. Whenever Internal Examiners are appointed, all

efforts should be made to appoint senior faculty who handled the programme during the respective academic period.

- Candidates shall be in possession of Hall Tickets on all the days of Practical examinations. In case of non possession or loss of Hall Tickets the Head of the Institution is empowered to permit the candidate to appear in the examination in exceptional circumstances and after verifying the identity of the candidate.
- Marks allotted by the examiners for the practical and viva-voce examination shall be entered in words and figures on prescribed format.

11. Central Valuation

- Assessment of answer books of end semester examinations, shall be done by external evaluators adhering to the scoring key provided by the Question paper setter.
- Double valuation shall be exercised for the Post Graduate programmes in which the first examiner shall be the External Examiner of the concerned course and the second examiner be the Internal faculty who transacted the curriculum of the course. The average of marks awarded by both the examiners shall be considered as the mark obtained by the candidate in that course.
- If the marks awarded in the Course by the two examiners varies by more than 10% then the answer script shall be subjected to third valuation by another examiner other than the two examiners who had already evaluated the answer script and the mark awarded by the third examiner will be considered to represent the correct valuation.
- Award step-wise marks for each solved question.
- Transfer marks carefully on the front page of the answer book and carry out total of marks correctly.
- The evaluator shall neither put any comment nor any markings in the answer script. He/she shall place the marks for answers in specified spaces provided on the cover page.
- He/she shall put signature with his/her name in the space provided on the cover page of the answer book.

- He/she, who handled the answer booklet, should hand over valued answer books to the concerned officials.
- A sample of 5% of the valued answer books shall be checked randomly to ascertain any discrepancies or anomalies and if found any, the Controller of Exams shall bring the matter to the notice of Examination Committee for necessary action including rechecking of those sets of answer books if deemed necessary.
- The Custodians shall check the correctness of the entry of marks by the evaluator on each answer sheet and thereafter pass them over to data entry section for entering the marks. The Custodians shall verify again the correctness of entries.

12. Preservation of assessed answer books

- All valued answer books shall be preserved for two consecutive semesters in strong room of Examination Unit.

13. Passing Board of Examiners (BoE) Meeting

13.1 General Guidelines

- The Passing Board shall meet at within the College campus on the assigned day with select members as deciding the Examination Committee from the respective Board of Examiners.
- The members shall consider any moderation issues arising out of wrong/outof-syllabus questions/ unsolvable problems, etc. and the amount of marks to be awarded to the candidates affected by such issues.
- The members shall review the shortfall in marks of failed candidates for each Course and arrive at the criteria for awarding grace marks in such a manner that marginally failed candidates may clear the examinations. The award of grace marks shall be subject to the conditions given in the following section.

13.2 Award of Grace Mark/ Moderation of Marks

- Moderation of marks may be carried out in special/ unique circumstances such as, out-of-syllabus question, wrong question etc., so as to benefit all

the candidates in a Course of the examination irrespective of the marks secured by candidates individually.

- The moderation of marks may be done on the basis of the representation by the examinees concerned or on the basis of the unanimous decision of the Board of Examiners (BoE) concerned for valid reasons that have to be substantiated in the minutes of the BoE meeting.
- Grace marks to the extent of 1% of the aggregate/ total marks prescribed for an examination will be awarded to a candidate failing in not more than 2 theory Courses, as the case may be in which minimum pass marks have been prescribed; provided the candidate passes the examination by the award of such Grace marks. Such grace marks shall be split in a manner that may serve to pass both the Courses wherever applicable.
- If 1% of the aggregate marks work out in fraction, the same will be raised to the next whole number. For example, if the maximum aggregate marks prescribed for the examination are 450, grace marks to the extent of 5 will be awarded to the candidate.
- No grace marks shall be awarded in the case of failure in Practical examination(s).
- If a candidate who passes in all Courses and heads of passing in the examination without the benefit of any grace marks but misses Distinction or First class by marks less than 1% his/ her aggregate in the final examination, such grace marks shall be awarded to him/ her so as to entitle him for the respective higher division, as the case may be. Such marks shall be added to the Course in which he/ she gets the least marks in the final. The marks entered in the marks-sheet will be inclusive of such grace marks and it will not be shown separately.
- The Grace marks will be awarded only, if candidate appears in all the Courses prescribed for the examination in case of regular candidates or all the failed papers in case of candidates writing supplementary examinations. Absence of a candidate in any Course(s) that he or she has registered for the examination will make him ineligible for grace marks.
- The grace marks of Candidate(s) who have completed their period of study and yet could not clear one or more Courses shall be subjected to a maximum of 2% of the aggregate of the maximum marks in which he/ she

has altogether appeared in that examination. For example, if the aggregate marks of Courses written by him are 300, the maximum eligible grace shall not exceed 6 marks, which may be split according to the need.

- While awarding grace marks for more than one Courses, the Course of passing shall be selected for award of grace marks in the order of decreasing (maximum => minimum) grace marks required for obtaining the required marks for passing so as to give maximum benefit for the candidate.
- Grace marks shall be awarded only to the required extent to help the candidate pass the Courses and not more even if the candidate has a higher limit of eligible grace marks in that examination.

14. Declaration of Results

- A consolidated statement of marks shall be prepared and after having made a preliminary analysis, the Controller of Examinations shall appraise the Principal of the result for the final approval for declaring the result. On approval, after having made the Tabulation Report the result shall be declared.
- Commencement of the declaration of result shall be the latest by 21 days from the last date of examinations and declaration of all the results shall be completed within three weeks thereafter unless any unavoidable situation arises.
- Mark sheets shall be issued within two weeks from the publication of the result.
- The results of those who have been booked for unfair means or of those who had not complied with any requirements or formalities shall be withheld until decision on such matters are taken by competent authorities/Committees.

15. Complaints/ Grievances regarding Examinations

- Grievances/ Complaints if any regarding examinations may be brought to the notice of the Controller of Examinations in writing on the same day or the latest by the following office working day and they shall be referred to the Examination Committee for studying, investigating and deciding on the matter

and it shall be communicated to the aggrieved and redress them at the earliest but not later than ten working days from the date of the last exam or the receipt of the complaint/grievance whichever is later.

- The decision of the Examination Committee shall be final and binding.

16. Unfair means during examinations

- Students who have been booked for unfair means shall be given a show cause notice with an opportunity to defend themselves in writing. The invigilator concerned shall submit a report. Such cases shall be referred to the Examination Committee and their decision as per norms shall be executed

17. Viewing/ Re-totaling (Scrutiny) of answer books

- Students shall apply for viewing, i.e., by asking for Photo Copy of valued answer scripts within 7 days and for re-totaling (Scrutiny of answer books) within 15 days from the date of the declaration of the result along with the prescribed fee.
- If after viewing the answer book, it is felt by any student that the level of valuation is not up to the satisfaction of the candidate, he/she may apply for revaluation separately. The fee paid for viewing shall not be refunded /adjusted against the fee of revaluation.

18. Revaluation of Answer Books

- A candidate, whose result of examination has been declared, may apply to the Controller of Examinations for the revaluation of any of his/her answer books (Only theory Examination) in the prescribed form within 15 days from the date of declaration of the result with the prescribed fee.
- No revaluation shall be allowed in case of scripts of practical, field work, seminar, sessional work, CCE/IA, tests and thesis/dissertation/project report submitted at the examination and also for the supplementary examination.
- Retotaling (scrutiny) of marks shall be done before the answer-books are sent for revaluation without the candidate applying for it and if any change is found, necessary action to revise the marks will be taken accordingly and revaluation

will be undertaken if the candidate still desires to get his/her answer-books revalued.

- Where a candidate applies for revaluation the answer-book in which revaluation is sought will be sent for valuation to an examiner (other than the one who initially valued it). If necessary five answer books valued by the same examiner and a copy of the memorandum of instruction for the guidance of examiners (if prepared by the paper setter) may be sent to that examiner to enable him/her to evaluate the answer book concerned in the light of standard set by the examiner and the memorandum of instructions. The mark awarded by the newly appointed examiner will be taken to represent the correct valuation.
- If it is found during the process of revaluation that the variation of marks awarded by the original examiner and by the other examiner is very large (more than 20%), giving rise to the suspicion that either the original examiner or other examiners have not valued the answer books properly and fairly, the Principal may get such cases scrutinized thoroughly and may take such necessary action, which is necessary to arrive at correct valuation of such answer scripts.

19. Miscellaneous

19.1 Internal Assessment Marks

- The Internal Assessment marks shall be awarded as per the academic regulations of the individual programme.
- The Internal Assessment marks shall be submitted to the Controller of Examinations at the end of each academic session before the commencement of the University Examinations in the prescribed format provided by the COE.

19.2 Post-evaluation Custody and Disposal of Answer-scripts

- The evaluated Answer-scripts shall be preserved safely for a period of at least three years from the date of publication of results in their original packets bundled together. The bundles are to be stacked in racks with proper ventilation and free from termites/ pests. The answer-book storage area to be fumigated and aired periodically so that they are preserved without any damage.
- Appropriate staff shall be assigned the responsibility of safe-keeping of the answer-scripts till they are approved by the Principal for safe disposal.
- Records of all such bundles shall be maintained in appropriate computer database/ Register for easy retrieval at a later stage if necessary. Any retrieval and return of the answer-script(s) shall also be documented with date and time in the Register/ database.
- Answer-scripts shall be made available from the storage area for purposes such as Photocopying/ Re-totaling/ Re-evaluation etc. Such transactions shall be recorded.
- The details of all Answer-scripts so shredded/ destroyed/ disposed shall be documented and certified by the COE

20. Scribes for Disabled Candidates

- The facility of Scribe/Reader/Lab Assistant may be allowed to any person who has disability of 40% or more if so desired by the person. Such candidates may be given compensatory time of one hour for examination of 3 hours duration.

21. Examination Audit

- Efforts shall be made to audit critical processes in the entire examination system by appropriate/ designated team of academicians drawn from the senior faculty of sister Institutions and or University.
- Efforts shall be made to audit the evaluation of theory answer scripts by examiners on a regular basis. Answer-scripts awarded with high, average and low marks shall be randomly sampled for such process. The marks

- shall be masked before the auditing, which shall be carried out by external examiners who shall not be the original examiner evaluating the Answer-scripts.

22. Responsibilities of Institution

The Institutional Policy Guidelines for Examination and Evaluation shall be prepared/ reviewed by the Examination Committee of the College.

The Policy shall be reviewed, once in three years, to ascertain the effectiveness of the conduct of examination and evaluation practices and to explore changes, if any, to be included in the Policy for improving the existing practices.

The Policy shall be appraised and approved by the College Committee and implemented by the Principal.

Policy Confirmed by



Dr. M. Arumugam

Secretary

Policy Approved by



Dr. (Mrs.) Mano Bakthavatsalam

President