

EXAMINATION POLICY

PREFACE

The Examination policy of Naipunnya School of Management (NSMC) stands as a pivotal component of our academic infrastructure, dedicated to upholding the highest standards of integrity, transparency, and efficiency in the evaluation process. This policy document serves as a comprehensive guide, outlining the principles, procedures, and practices that govern the conduct of examinations within our institution. In an era marked by rapid advancements in education and technology, it is imperative that our examination cell evolves to meet the dynamic needs of our students, faculty, and stakeholders. This policy aims to create a robust framework that not only ensures the fair and accurate assessment of student performance but also embraces innovative approaches to enhance the overall examination experience. This policy has been crafted with inputs from the affiliating university and UGC. It reflects our collective commitment to fostering an environment where academic excellence can thrive. As we implement this policy, we remain dedicated to ongoing review and refinement, ensuring that it remains responsive to the evolving landscape of higher education. We believe that a fair and effective examination system is fundamental to our mission of nurturing knowledgeable, skilled, and ethical graduates who are well-prepared to contribute to society. NSMC has an examination cell that works in accordance with the policies of the college and University of Kerala. The cell constituted with the faculty members collaborate to conduct internal and model examination in a disciplined manner.



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1. SCOPE

The scope of an examination cell in a college includes overseeing the administration of exams, ensuring the integrity and security of examination processes, coordinating with faculty and departments for exam schedules, managing the evaluation and grading process, addressing student grievances related to exams, and maintaining accurate records of examination results.

2. GOALS OF THE POLICY

- i. To ensure efficient and transparent conduct of internal examinations in the best interest of students
- ii. To provide clear guidelines to students and teaching faculty regarding examinations.
- iii. To improve and control the quality of examinations conducted at the institute level.
- iv. To safeguard the quality of the examination procedures.
- v. Setting of the question papers.
- vi. To display the statement of internal marks on notice board and sending a mark sheet to respective Department.
- vii. To take measures against any misconduct regarding examinations.
- viii. Preparation and submission of annual report on internal examinations to principal.
- ix. Submission of internal marks to university.

3. EXAMINATION COMMITTEE (EC)

EC is constituted to coordinate activities like question paper printing, invigilation arrangements, hall and seating arrangement for the smooth conduct of all examinations.

The principal shall constitute an Examination Committee (EC)

The following officials constitute the EC

1. Principal shall act as the Chief Superintendent (CS) of examinations



2. A Controller of Examinations (CoE) appointed by the then Principal
 3. A Deputy Controller of Examinations (Dy.CoE) appointed by the then Principal
 4. Departments representatives nominated by the Heads of the Departments
 5. Examination cell staffs
- iii. Instead of his representation, The Head of the department can nominate one/two faculty members as department representatives to the examination management committee for a tenure of one year. If necessary, the term of the department representative can be extended by the respective department where they belong.
- iv. An Examination Committee term is for 3 years. but the CoE will remain unless she or he is dismissed by the principal.

3.1 Functions & responsibilities

- i. Announcement of examination timetable
- ii. Ensure the smooth conduct of the examination process.
- iii. Ensuring /Assigning an adequate number of invigilators for each session of examination.
- iv. Preparation of seating arrangements for all sessions/days of examination as per the roll list.
- v. Distribution of answer books to the invigilators and collection of answer scripts after the examination.

4. EXAMINATION TIME TABLE

The schedule for internal exams should be created in accordance with the university's academic calendar. The academic council should finalise the internal examination schedule after consulting with the CoE. The department heads should receive the finished schedule so they can publish it at the department level. Additionally, the schedule must to be posted on the college website.



5. QUESTION PAPER AND ANSWER KEY SETTING

The relevant course faculty are responsible for creating question papers at the departmental level using a format that has been authorised. The department head and DQAC coordinator shall see to it that the QPs are prepared in accordance with OBE guidelines.

This involves phrasing inquiries in relation to attainment levels and Bloom's taxonomy. Additionally, factors including the uniform distribution of questions across the modules, varying degrees of difficulty, adequate time allotted for answering, comprehensibility and clarity, typographical errors, question patterns, and instructions are taken into account while approving the QPs. Before being given to the CoE for printing, the department representatives shall gather the approved QP and answer key.

6. INVIGILATOR SELECTION & POSTING

Based on the number of students and faculty availability, invigilation requirements are calculated and a duty schedule will be prepared by CoE.

- i. The invigilation roster, prepared by CoE and approved by CS, will be final.
- ii. All faculty members are to be appointed as invigilators.
- iii. Duty should be distributed equally among the faculty members. The workload should be decided based on the designation.
- iv. Duty lapse by the invigilator should be reported immediately to the CS and respective HoDs. In those cases, the head of the department must ensure that such an invigilator is replaced by another faculty member from the same department for the duty. CoE should ensure that no delay in the conduct of the examination has occurred due to this.
- v. Invigilators for relieving duty should be available in the college for reporting to duty at any time.



7. EXAMINATION HALL ARRANGEMENTS

Hall arrangements should be ensured by CoE with the help of office assistants.

- i. CoE should ensure that all the examination halls are clean and tidy.
- ii. Sufficient furniture, desks, benches and other requirements are provided to the candidates.
- iii. It should be ensured that the atmosphere around the Examination Hall remains calm and quiet.
- iv. All the examination halls are to be provided with CCTV surveillance, which should be monitored in the service room.
- v. During the time of examination, the facility for drinking water is to be ensured.
- vi. Special care may be taken to provide a seat to a candidate who suffers from any infectious disease so as to not to cause an adverse effect on the other candidates.
- vii. Candidates who cannot climb stairs due to their physical condition shall be provided seating arrangement in a hall on the Ground floor.

8. SEATING ARRANGEMENTS AND DISPLAY

- i. Seating arrangements should be double-checked to ensure that no eligible candidates are left out from the list/chart.
- ii. The maximum number of candidates permitted in an examination hall should not exceed 30 in a regular classroom. Candidates can be allotted to the seminar hall/auditorium depending on the existing seating capacity of the hall.
- iii. Candidates' allotment lists to various halls are to be displayed for all the sessions of examination in a common location of the institution one hour prior to the examination start time.
- iv. Seating Charts prepared for each hall are to be displayed in each examination hall.



- v. The same seating arrangement should not be followed for the next examination sessions. Exceptions are allowed in case of the seating arrangements of differently-abled candidates/candidates with illness.
- vi. The examination management committee should oversee all the activities related to the seating arrangements.
- vii. Seating arrangements and candidate hall allotment display are to be prepared the day before the commencement of the examination of each session.

9. EXAMINATION MATERIALS ARRANGEMENTS

- i. Attendance sheets in each of the examination halls are to be prepared based on the Program of study and Semester/ Year of study. The same shall be given to the invigilator at the time of collecting the answer booklet.
- ii. Invigilators are allowed to take charge of the Question paper, answer booklets, attendance sheet, and the hall seating arrangements 20 minutes prior to each session's start time of examination.
- iii. A specific number of Answer-booklets/drawing sheets shall be prepared hall-wise.

9.1 Question Paper Printing

- i. Department representative should collect the DQAC approved question papers from the respective departments
- ii. CoE can print the required number of QP using the printing facility of the examination office.
- iii. It should be verified that a sufficient number of printouts of the Question Papers of each course have been taken.

9.2 Attendance collection

The examination office supporting staff will collect the following items from the invigilators after half an hour of the commencement of the Examination

- i. Attendance sheets of candidates- Candidates, as well as the Invigilator, should sign these.

ii. Unused Answer Books and Questions Papers.



9.3 Return of answer script by the invigilator

- i. Immediately after the exam finish time, the invigilator themselves should collect the written answer scripts of all students allotted to his or her hall.
- ii. The invigilator should personally bring the written answer script to the examination office or the designated place by CoE.
- iii. It is the responsibility of the invigilator to ensure that the answer scripts are returned to the designated officials.

9.4 Handing over of answer script to Course faculty

- i. Upon receiving the answer booklets from invigilators, department representatives should prepare the course wise answer script bundle.
- ii. Department representatives should receive the concerned courses- answer script bundle and handover to the respective course faculty of the department.
- iii. Department representatives must ensure proper acknowledgement from the course faculty regarding the receipt of the answer booklet and handover the acknowledgement receipt to the CoE.

10. EXAMINATION SESSION TIMINGS

- i. The examination time period will be decided by the IEC.
- ii. The examination's timing will be published along with the timetable.

11. FUNCTIONS AND RESPONSIBILITIES

A. Chief Superintendent (CS)

The Principal of the Institution shall be the Chief Superintendent

- A. CS shall be responsible for the preparation, scheduling, and conduct of all examinations of the College.
- B. CS should timely appoint the CoE, for the smooth functioning of the examination process.



- C. CS is responsible for the timely transfer of the decisions (if any) related to examinations to CoE and to ensure that the same is appropriately implemented.
- D. CS shall have the responsibility to provide enough manpower for the timely completion of work related to the conduct of examinations.

B. Controller of examinations (CoE)

The CoE shall be responsible for the conduct of all internal examinations of the institution. It shall be his/her duty to arrange for preparation, scheduling, the conduct of examinations of the institution, and all other contingent matters connected with examinations. The CoE shall report the periodic status of the work to the CS.

Duties are as follows:

- i. Prepare and publish the Examination Calendar
- ii. Direct superintending control over the examination process.
- iii. Making necessary arrangements for the safe custody of office files connected with the conduct of examinations, documents, etc.
- iv. To organise meetings and issue circulars related to examinations at necessary times.
- v. Maintain secrecy and confidentiality in connection with all examinations of the College.
- vi. Taking quick decisions as circumstances warrant.
- vii. Exercising control over the space allotted for the examination. Further, CoE should ensure that the rooms, buildings, etc., are well in order / prepared to conduct the examinations.
- viii. Timely monitoring and follow-up action of the activities planned in the examination process to streamline the activities.
- ix. Take necessary steps for display of hall arrangements.
- x. Printing, and distributing the question papers in time.
- xi. Resolve situations/errors like a serious misprint, wrong code, mistranslation, omissions or ambiguity, etc;

Depute the required number of Invigilators and Hall Assistants to each examination hall. One Invigilator shall be allotted for every 30 students or part thereof.



- xiii. Make sure that as far as possible, invigilators are allotted a hall at random and that no invigilator shall have prior information (prior to 20 minutes of commencement of examination) of the hall to which they shall be posted.
- xiv. Ensure sufficient answer book availability for examinations and arrangements of printing of answer books for various examinations. The unused answer booklets should be under the safe custody of CoE.
- xv. Arrange to collect back the undistributed question papers and the students' attendance sheets from the examination halls after 45 minutes from the commencement of the examination.
- xvi. Should maintain a record of the answer book.
- xvii. Arrangement to be made for the ringing of bells to mark the examination timings.
- xviii. Shall initiate action against a candidate indulging in malpractice or attempting to use unfair means, in the examination hall or within the premises of the examination centre and the same shall be reported to CS
- xix. During the examination, all the Answer scripts confiscated in malpractice cases should be packed separately in one bundle and marked "Malpractice Case" on the label. Such answer scripts shall NOT be mixed with the regular answer scripts.
- xx. Any incident or condition which could potentially cause disturbance or discomfort to students must be reported to CS.
- xxi. Ensure the availability of sufficient stationary materials required for all the three phases of the examination process.
- xxii. Supervising the office staff, casual labours posted for assisting the office works assigned
- xxiii. Ensure the appropriate infrastructure for generating question papers and other relevant confidential materials.

C. Department Representatives

- i. All departments should provide representatives for coordinating the internal examinations. Each department should be represented with a minimum one representative.

Assist the CoE in all his/her responsibility listed above for the smooth conduct of all the internal examinations.



- iii. Ensure the DQAC approved question paper from the respective departments are ready well in advance of each session of the internal examination.
- iv. Coordinate the sessions assigned by the CoE
- v. Handover the answer scripts to the faculty concerned in the respective departments

D. Invigilator

- i. Report to the Examination office 30 minutes before the scheduled start of the Examination
- ii. Collect the question papers, attendance sheet & answer book pertaining to the hall allotted
- iii. Before proceeding to the examination hall, Invigilator should verify that an adequate number of answer booklets and other requirements are supplied.
- iv. Invigilator is to ensure that the question paper provided is for his/her hall as per the list of students.
- v. Reach the examination hall 15 minutes before the scheduled start of the examination
- vi. The invigilator shall ensure satisfactory seating of candidates taking the examination and resolve any contingency issues in the seating arrangement. They shall ensure that all candidates are treated equally without any discrimination.
- vii. All the Invigilators must remain in the examination hall for the entire period of examination. Invigilators are advised to keep a constant vigil on the examinees in the hall.
- viii. The candidates shall be admitted into the examination hall 10 minutes before the commencement of the examination. The invigilator shall announce to the candidates to leave the books, papers, and other reference materials, etc., outside the examination hall.
- ix. The invigilator shall ensure that any undesired materials brought by the candidates are left outside the examination hall at his own risk. The invigilator should warn the candidates about the possession of Mobile phones, digital equipment, and other electronic gadgets



except for a simple wristwatch and nonprogrammable scientific calculator. The candidates should be advised to keep such things outside the examination hall at their own risk. Candidates can take the duly attested documents permitted as per the course syllabus/instructions in the question.

- xi. The invigilator shall ensure that candidates are seated before the commencement of the examination. No candidate is allowed to enter the examination hall after the first 30 minutes for whatever reason.
- xii. The invigilator shall distribute the Answer Booklets ten minutes before the commencement of examination (or upon ringing the bell), only to candidates seated in the examination hall and are not to be placed on the vacant seat.
- xiii. The invigilator should read out the instruction note: "You should follow the instructions printed on the facing sheet of the answer-booklet. You should search your pockets, desks, and tables and hand over to the Invigilator any paper/ book/ notes/ manuscripts/ photocopies/ electronic gadgets which you may find there and close surroundings, before receiving the question paper".
- xiv. The invigilator shall ensure that no candidate is allowed to leave the examination hall within 30 minutes of the commencement of the examination.
- xv. The invigilator should get the signature of the student on the attendance sheet.
- xvi. When candidates seek clarification on a question paper that the invigilator cannot deal with in the Examination Hall, the invigilator shall immediately notify the CoE, who will endeavour to obtain and convey the necessary information to the student(s).
- xvii. The invigilator should not allow extra time at the end of the examination to account for the late arrival of those candidates permitted within the first 30 minutes.
- xviii. The invigilator shall NOT accept the answer script of any examinee without ensuring that it bears the candidate's name and roll number, other information asked on the title page of the answer script and



that the candidate with a pen crosses out the blank pages in the answer scripts.

- xix. The invigilator shall remain alert in the examination hall and shall attend to the candidates' requests for the supply of the graph sheets & other relevant material throughout the exam.
- xx. The candidate visiting the toilet should be properly escorted; however, frequent visits to the toilet should be discouraged. No student will be allowed to go to the toilet in the first half an hour.
- xxi. The invigilator shall alert the examinees about the time remaining for the examination session whenever the warning bell sounds.
- xxii. The invigilator shall ensure that there is no communication among the candidates in the examination hall. The invigilator shall not allow the candidate to use unfair means in the examination hall. Smoking, chewing tobacco/ paan, etc., is strictly prohibited in the examination hall while the examination is in progress.
- xxiii. The invigilator should report to the CoE about the insolent, indecent, undisciplined, and undignified behaviour of candidates.
- xxiv. The invigilator shall arrange the answer scripts returned by the candidates at the end of the examination in proper order for each course and program and tally the same with the attendance of the candidates. They shall be responsible for the safe possession of all Answer script until it is handed over to the receiving staff in the exam office. The receiving staff shall receive the Answer-scripts after due verification and tally with the attendance.
- xxv. While making rounds of the examination hall, if the invigilator notices that any candidate is indulging in copying or possessing a manuscript or Answer Booklet other than that of the candidate, any written material on calculator/ geometry box/scale, he/ she shall immediately take in his/ her possession the candidate's Answer script, question paper, and the materials which he/she has used or intended to use for copying and immediately report to the CoE. They should not allow the candidate to leave the examination hall till the authorized person by CoE comes to the examination hall and takes charge.



- xxvi. When any candidate feels extremely sick/ distressed, the invigilator may request the CoE office to make arrangements to escort the ill candidate to medical support with necessary transport arrangements.

12. POLICY REVIEW

This policy shall be reviewed annually and may be amended as and when required to retain its contemporary relevance. Any stakeholder of the institution may submit proposal for the improvement of policy to the IQAC. The proposed changes shall be reviewed by IQAC and, if found suitable, shall be forwarded to the higher authorities for consideration.

Person in charge: 1) Principal 2) IQAC Coordinator



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