

## MANUAL OF INTERNAL EXAMINATIONS

### 1. EXAMINATION SYSTEM

The internal examinations are conducted by the college as per the Examination regulations and schemes of the University of Kerala and Kerala Technological University. For each course, the internal examination has an allocation of 33% of the total marks. There is a committee of the faculty members from all the departments, hereafter (the exam committee) to centrally organize the examinations of all the departments. The Committee is chaired by the Chief Superintendent of University examinations and the convener of the committee is the Senior Assistant Superintendent of Examinations. The committee meets before the commencement of the internal examinations. Necessary revisions of policies and procedures for the smooth conduct of the internal examinations are being adopted by the exam committee from time to time. The members of the exam committee are nominated by the departments and the Chief Superintendent is the college Principal. The principal appoints senior members of the faculty as the Chief Superintendent if he decides so. The Senior Assistant Superintendent is appointed by the Principal. For the smooth conduct of the University and internal examinations, the Principal also appoints two clerks and four peons to the examination cell.

The college uses answer books with cover page containing the details like name of the candidate, date of examination, time, batch of students, roll number, subject etc. The most important instructions to the candidates also are given on the front page of the answer book. The drawing sheets, graph papers, twine or pins are also provided by the examination cell. Special care is adopted to allocate seats in the ground floor to the physically challenged students.

The time table for the internal examination is prepared by the Examination Cell (with the approval of the Dean UG and PG) as per the dates prescribed in the Academic Calendar published at the beginning of each semester by the college on the college web site. The time table is sent to the departments for circulation among students and faculty and copies are published in the college website and Examination Cell Notice Board.

The room allotted for each candidate and the seating arrangements are prepared by the session in charge of the examination and they are displayed twenty minutes before the commencement of the examination near the Central Portico of the college.

Based on the total number of candidates for each session of the examination, the total number of invigilators is calculated at the rate of one invigilator for forty candidates. The number of invigilation per faculty is calculated from the total number of available faculty from all the departments. The number of invigilators from each department is calculated based on the faculty strength of the department. Accordingly, the number of invigilators required from each department is prepared by the Examination Cell and it is given to each examination committee member.

The examination committee member in the department in consultation with the Head of the department and Programme Coordinator prepares the list of invigilators for all the sessions of the examination and it is sent to the Examination Cell. It is published on the Department notice board also. The Examination Cell makes postings of invigilators for each session of the examination from the list received from each department. The invigilators are instructed to report fifteen minutes before the commencement of the examination. Senior Professors work as members of Malpractice prevention squad for the internal examinations on request by the Examination Cell.

For organizing each session's examination, duty is assigned to each department member and it is supervised by the Examination Cell. At the time of commencement of the examination, all the members assemble in the Examination Cell to monitor the collection of examination materials by the invigilators. At the closing time of the examination, the committee members assemble again in the collection room allotted for the purpose. Certificate regarding the receipt of answer books from each class, absentees list and receipt of answer book bundle of each class by the faculty member concerned or the committee member concerned is prepared by the session in charge and forwarded to the Examination Cell for filing.

## **2. INSTRUCTIONS TO CANDIDATES**

### **2.1 Reporting Time and Seating of the candidates**

Students should report at least five minutes in advance of the commencement of the examination. They are to be seated according to the seating arrangement exhibited by the invigilator in the hall. They can only change their seat based on convincing reasons approved by the invigilator for such changes. No candidate will be permitted to enter the examination hall after fifteen minutes from the commencement of the examination.

### **2.2 Duration of Examination**

Unless and otherwise specifically communicated to the students, the time allotted for the internal examination is two hours. Candidates are not allowed to exceed the time limit under any conditions other than the time relaxation permitted by the University for eligible candidates. For any reason, if the prescribed time for any one or more candidates reported in time could not be provided, measures are taken to ensure that the full time allotted for that examination is given to that candidate or candidates.

### **2.3 In the Examination hall**

Candidates have to observe strict silence in the examination hall. They will not be permitted to exchange any writing materials or data books. Data books are to be got attested by the faculty concerned. Candidates should not write anything other than their name and roll number on any part of the question papers. They should not exchange the question papers or answer books under or any other materials under any circumstances. They should not detach any paper from the answer book. Candidates should not write anything other than the answers and other details required to be filled up in the answer books. Candidates should not in any way communicate between themselves in the examination halls.

### **2.4 Discrepancy in the question papers**

If by any chance any candidate notes any discrepancy in question paper, they have to report it to the invigilator. They should not try to discuss it with each other.

**2.5 Leaving the exam hall**

Candidates will not be permitted to leave the examination hall before half an hour from the commencement of the examination. Also, those candidates leaving the exam halls before the last thirty minutes of the exam will have to surrender the question papers to the invigilator.

**2.6 Submission of Answer books**

Candidates should handover the answer book to the invigilator. Under no circumstances, the candidates are allowed to leave the answer books on the table or elsewhere.

**2.7 Mobile Phone Use**

Mobile phones should not be brought to the exam halls and even in the switched off mode mobile phones will not be permitted to keep in the examination halls. If it is reported by the invigilator that mobile phone was used in one way or other by any of the candidates, that phone will be seized by the exam cell and will not be returned to the candidate.

**2.8 Programmable calculators**

Use of programmable calculators or any other gadgets other than the scientific calculators will not be permitted in the examination hall.

**2.9 Malpractice**

The college follows zero tolerance to malpractices. Any candidate detected of malpractice in the examination hall will not be permitted to sit for the remaining papers/examinations. Based on the invigilator's report, further actions will be taken against the candidates. The invigilator should prepare a report of the malpractice and the answer book of such candidate along with the malpractice report should be forwarded to the exam cell for further action on that. The two member examination cell under the chairmanship of the Chief Superintendent will meet and the candidate will be summoned and his/her version will be heard and suitable decision will be taken.

### **3. INSTRUCTIONS TO INVIGILATORS**

#### **3.1 Collection of Examination materials**

The invigilators should ensure that all the materials including required number of question papers are collected by them from the Examination Cell.

#### **3.2 Attendance marking of the candidates**

The invigilator should verify the front page of the answer books of each candidate to ensure that he or she is the genuine candidate and the roll number has been written on the answer book properly. Also, make sure that he/she has signed in the attendance statement against his or her name and roll number.

#### **3.3 Collection of Answer books**

Invigilators should collect the answer books directly from the candidates. Under no circumstances, the candidates should be permitted to leave the answer books on the table or elsewhere. Invigilators should ensure that candidates are not taking any of the unused answer books or additional sheets from the exam halls.

#### **3.4 Collection of Answer books in the exam halls**

The invigilator should collect the answer books in the order of roll number of students and bundle them based on the list provided to them while they receive the examination materials and question papers from the examination office. The invigilator should take special care to ensure that the answer books of all the candidates who attended the exam have been collected and brought to the collection room.

#### **3.5 Leaving the exam hall**

Candidates should not be permitted to leave the examination hall before half an hour of the commencement of the examination. Also, those candidates leaving the exam halls before the last thirty minutes of the exam will have to surrender the question papers to the invigilator.

#### **3.6 Certificate of Receipt of Answer books**

Certificate regarding the receipt of answer books from each class, absentees list and receipt of answer book bundle of each class by the faculty member concerned or the

committee member concerned is prepared by the session in charge and forwarded to the Examination Cell for filing

### **3.7 Handling of question papers**

It is the responsibility of each member of the faculty involved in the examination process to keep the secrecy of the question papers. Under no circumstances, they should take the question papers outside the exam cell for any purpose like Xeroxing. Copying of question papers has to be done in the exam cell itself. Utmost care has to be taken while taking exam materials including question papers to the exam hall to avoid their loss. After Xeroxing the question papers, it should be ensured that the copies are sealed in covers with labels on the covers. It is the duty of the session in charge of the exam committee to file sample question papers of their session in the files kept in the exam cell for that purpose.

### **3.8 Discrepancy in the question papers**

If by any chance any candidate reports any discrepancy in the question paper, the invigilator should report it immediately to the examination cell.

### **3.9 In the Examination hall**

The invigilators should not use mobile phones in the examination halls while attending invigilation duty. They are also requested not to do any other work like working on lap tops, discussion with other people including students either inside the hall or outside etc. In the case of examination halls with more than one invigilator, please ensure the presence of all invigilators all the time.

Signed by

Chief Superintendent of Examinations

Principal

