



## 5. EXAMINATION POLICY

### Statement

As per the B-Tech regulation the students registering for a course have to undergo continuous internal evaluation (CIE). In CIE, 50% of the mark is assessed through a test (Internal Examination). It is the responsibility of the institution to conduct the internal as well as external examinations by following the rules and regulations of university. The following sections describe the roles, responsibilities of the officials' procedures to be followed, and various steps to be taken at all the levels associated with the conduct of the internal examinations at TKM College of Engineering.

### Scope

The purpose of this policy is to help in the conduct of both internal and external examinations in a fair manner upholding academic integrity.

### Definitions

<b>Answer book</b>	Institution's designated answer booklet that contains a specific number of pages used for the internal examination.
<b>Answer script</b>	Answer book collected from students after the examination
<b>Bundle</b>	Packets of answer scripts for ease of transfer.
<b>Candidate</b>	Students in the roll list, to appear for an examination.
<b>Exam office</b>	Room where the activities of examination are monitored and controlled. Dy. CS office will be in this room.
<b>Course</b>	Subject of study either in theory or practical during an academic period/semester.
<b>College/Institution</b>	TKM College of Engineering, Kollam
<b>Faculty</b>	Refers to the Teaching Staff (Permanent and Adhoc)

<b>Invigilator</b>	Faculty of any Departments appointed by the CoE for the invigilation work.
<b>Program</b>	A set of several courses constitute a Program
<b>Session</b>	A period in Forenoon or Afternoon of a day during which examinations are conducted
<b>Exam Officials</b>	
	a. Chief Superintendent
	b. Dy. Chief Superintendent
	c. Department Representative
	d. Office Assistant

## Procedure

### Examination Management Committee (EMC)

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

The following officials constitute the EMC

1. Dy. Chief Superintendent
2. Department representative (One or Two faculty from each department)
3. Clerical staff

The Chief Superintendent shall constitute an examination management committee (EMC) for each academic year. The Head of the department shall nominate one/two faculty members as department representatives to the examination management committee for a tenure of one year. The nomination should be done by the respective Head of the Departments. If necessary, the term of the department representative can be extended by the respective department where they belong.

### Examination Timetable

Internal examination timetable should be prepared in line with the academic calendar of the university. Internal examination timetable should be finalized by the Dy Chief Superintendent, in consultation with Dean (Academics) Finalised timetable should be handed over to the Head of the departments for publishing at department level. The timetable should be published on the college website also.

## Question paper setting

Question papers are to be prepared at department level by the respective course faculty in approved format. The question paper prepared by the course faculty to be vetted by the stream/ expert faculty member and to be approved by DQAC. DQAC will ensure that the QPs are prepared following the principles of OBE. This includes the framing of questions with terms of Blooms taxonomy and attainment levels. Moreover, the aspects like even distribution of questions from the modules, difficulty levels, sufficiency of time in answering, clarity and understandability, typographical errors, pattern of questions, instructions are considered while approving the QPs. The approved QP should be collected by the department representatives for handing over the QP to Dy. CS for printing.

## Invigilator Posting

Based on the no. of students and the faculty availability of the department, session wise invigilation requirements are calculated by Dy. CS and the same should be handed over to respective department representatives.

- Department representatives in consultation with the respective head of the department, invigilation roster is to be prepared based on the requirement demanded by Dy. CS and the same shall be published at department level.
- Invigilation roster prepared and approved by the HoD's are to be handed over to the Dy.CS prior to the start of the scheduled internal examinations.
- Regular/Adhoc, faculty members and instructors are to be appointed as invigilators.
- Department representatives to ensure that the duty should be distributed equally among the faculty members of the same seniority. Workload should be decided based on the designation/seniority and the respective department policy (if any)
- Non-reporting of the invigilator should be reported immediately to CS and respective HoD's. In such cases, the reserve invigilator should be deputed for the duty. Dy.CS should ensure that no delay in the conduct of examination has happened due to this.
- Reserve invigilators should be available in the college for reporting to the duty at any time of their assigned session.

## Hall Arrangements

*Hall arrangements should be ensured by Dy.C S with the help of office assistants*

- ACoE should ensure that all the examination halls are clean and tidy.
- Sufficient furniture, desks, benches are provided to the candidates. The existing condition of drawing boards in the examination halls is to be cross-checked, and it should be confirmed that they are in very good condition to ensure the smooth conduct of examinations.
- It should be ensured that the atmosphere around the Examination Hall remains calm and

quiet.

- All the examination halls are to be provided with CCTV surveillance, which should be monitored in the service room.
- During the time of examination, the facility for drinking water is to be ensured.
- Special care may be taken to provide a seat to a candidate who suffers from any infectious disease not to cause an adverse effect on the other candidates.
- Candidates who cannot climb stairs due to their physical condition shall be provided seating arrangement in a hall on the Ground floor.

### **Seating Arrangements and Display**

- The number of Candidates, day-wise, session-wise, shall be ascertained on the basis of the Roll list of students obtained from the Academic section.
- Seating arrangements should be double-checked to ensure that no eligible candidates are left out from the list/chart.
- The maximum number of candidates permitted in an examination hall should not exceed 45 in a regular coursework classroom. Candidates can be allotted to the studio/drawing hall depending on the existing seating capacity of the hall.
- 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.
- Seating Charts prepared for each hall are to be displayed in each examination hall.
- The same seating arrangement should not be followed for the different examination sessions. Exceptions are allowed in case of the seating arrangements of differently-abled candidates/candidates with illness.
- The examination management committee should oversee all the activities related to the seating arrangements.
- Seating arrangements and candidate hall allotment display are to be prepared the day before the commencement of the examination of each session.

### **Examination Materials Arrangements**

- 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 receiving the answer booklet.
- 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.

- A specific number of Answer-booklets/drawing sheets shall be prepared hall-wise.

### **Question paper printing**

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

### **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:
- Attendance sheets of candidates. Candidates, as well as the Invigilator, should sign these.
- Unused Answer Books and Questions Papers.
- A consolidated list of exams of attended students, hall-wise, course-wise, and program-wise, is to be prepared and given to the answer script collection team to verify the number of answer scripts returned by the invigilator.

### **Return of answer script by the invigilator**

- Immediately after the exam finish time, the invigilator themselves should collect the written answer script of all students allotted to his hall.
- The invigilator should personally bring the written answer script to the examination office or the designated place by Dy CS.
- It is the responsibility of the invigilator to ensure that the answer scripts are returned to designated officials.
- Upon submission and verification of the number of answer scripts returned, an acknowledgment of the same should be obtained by the invigilator from the official who received the answer script.

### **Handing over of answer script to Course faculty**

- Upon receiving the answer booklets from invigilators, department representatives should prepare the course wise answer script bundle.
- Details like course name, no. of answer books, absentees roll list are to affix with each answer script bundle.
- Department representatives should receive the concerned courses- answer script bundle and handover to the respective course faculty of the department.

- Department representatives should provide an acknowledgement to the Dy. CS about the receipt of the answer scripts.
- Department representatives may ensure proper acknowledgement from the course faculty regarding the receipt of the answer booklet.

### **Examination session timings and bell alerts**

- The examination's general timing will be as follows: The forenoon session starts at 10.00 am, and the afternoon session examination starts at 2.00 pm. The duration of the examination will be 2:00 hours unless otherwise specified in the question paper.
- The above timing can be changed depending on the situation, and the same will be notified well before the examination by Dy CS.
- The ringing of bells will be according to the time indicated by the watch/clock in the examination office. Different watches may show different times but, for the purpose of the examination, the watch/clock of the examination office will be treated as authentic.

## **Functions & Responsibilities**

### **Examination Management Committee (EMC)**

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

### **Chief Superintendent (CS)**

The principal of the institution shall be the Chief Superintendent

- CS shall be responsible for the preparation, scheduling, and conduct of all examinations of the College.
- CS should timely appoint the Dy. Chief superintendent, for the smooth functioning of the examination process.
- CS is responsible for the timely transfer of the decisions (if any) related to examinations to Dy. CS and to ensure that the same is appropriately implemented.
- CS shall have the responsibility to provide enough manpower for the timely completion of work related to the conduct of examinations.

### **Dy. Chief Superintendent (Dy. CS)**

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

- Prepare and publish the Examination Calendar
- Direct superintending control over the examination process.
- Making necessary arrangements for the safe custody of office files connected with the conduct of examinations, documents, etc.
- Convene meetings and issue circular related to examination.
- Maintain secrecy and confidentiality in connection with all examinations of the College.
- Payment of remuneration related to examination.
- Taking quick decisions as circumstances warrant.
- Exercising control over the space allotted for the examination. Further, they should ensure that the rooms, buildings, etc., are well in order / prepared to conduct the examinations.
- Timely monitoring and follow-up action of the activities planned in the examination process to streamline the activities as scheduled examination.
- Take necessary steps for display of hall arrangements.
- Printing, and distributing the question papers in time.
- Resolve situations/errors like a serious misprint, wrong code, mistranslation, omissions or ambiguity, etc; noticed or reported to him in the question papers by referring to the original scripts of the respective question paper. ACoE shall not, on his own accord or at the instance of any other person, give any clarification, unless it is a clear case of an apparent misprint. The severe disparity in the question paper shall be immediately reported to the CoE, and the issue resolved according to their instructions.
- Depute the required number of Invigilators and Hall Assistants to each examination hall. One Invigilator shall be allotted for every 45 students or part thereof.
- 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.
- 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 Dy CS.

- Arrange to collect back the undistributed question papers and the students' attendance sheets from the examination halls after 60 minutes from the commencement of the examination.
- Should maintain a record of the answer book.
- Arrangement to be made for the ringing of bells to mark the examination timings.
- In a scenario where a student forgets to bring their hall ticket or the courses listed on the hall ticket do not match; the Dy CS shall obtain an undertaking and fees from the candidate before releasing the temporary/provisional hall ticket. Such interim permission is subject to the approval of the CS after the examination. The priority in this process should be to allow the student to write the examination without wasting time. The student should always be informed that their answer script may not be valued if the candidate's contention is found to be false. Until the institution approves them, all of these admissions are provisional.
- 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, shall be reported to CS
- 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.
- Any incident or condition which could potentially cause disturbance or discomfort to students must be reported to CS.
- Ensure the availability of sufficient stationary materials required for all the three phases of the examination process.
- Supervising the office staff, casual labours posted for assisting the office works assigned
- Ensure the appropriate infrastructure for generating question papers and other relevant confidential materials.

### **Department Representatives**

- All departments (including maths, physics and chemistry) should provide representatives for coordinating the internal examinations. Each department should be represented with a minimum one representative, two representatives may be provided by the engineering departments having two batches.
- Assist the Dy. Superintendent in all his/her responsibility listed above for the smooth conduct of all the internal examinations.
- Ensure the DQAC approved question paper from the respective departments are ready well in advance of each session of the internal examination.
- Coordinate the sessions assigned by the Dy. Chief superintendent



- Handover the answer scripts to the faculty concerned in the respective departments.

### **Invigilator**

- Report to the Examination office 30 minutes before the scheduled start of the Examination
- Collect the packet containing question papers, attendance sheet & answer book pertaining to the hall allotted
- Before proceeding to the examination hall, Invigilator should verify that an adequate number of answer booklets and other formats are supplied.
- Invigilator to ensure that the question paper provided is to his/her hall as per the list of students.
- Reach the examination hall 15 minutes before the scheduled start of the examination and ensure that no incriminating or any other materials are found in the hall.
- 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.
- 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.
- 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.
- 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 non-programmable 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.
- 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.
- 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.
- 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”.

- The invigilator shall ensure that no candidate is allowed to leave the examination hall **within 30 minutes** of the commencement of the examination.
- The invigilator should get the signature of the student on the attendance sheet.
- When candidates seek clarification on a question paper that the invigilator cannot deal with in the Examination Hall, the invigilator shall immediately notify the Dy.CS, who will endeavour to obtain and convey the necessary information to the student(s).
- 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.
- 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.
- 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.
- 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.
- The invigilator shall alert the examinees about the time remaining for the examination session whenever the warning bell sounds.
- 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.
- The invigilator should report to the Dy CS about the insolent, indecent, undisciplined, and undignified behaviour of candidates.
- 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 Answer-booklets receiving staff in the exam office. The receiving staff shall receive the Answer-scripts after due verification and tally with the attendance.
- 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 Dy CS. They should not allow the candidate to leave the examination hall till the authorized person by Dy CS comes to the examination hall and takes overcharge.

- When any candidate feels extremely sick/ distressed, the invigilator may request the Dy CS office to make arrangements to escort the ill candidate to the Campus Medical Centre with necessary transport arrangements with the help of the supporting staff in the examination office.

Any dereliction of duty on the part of the invigilator is recorded, and the Dy CS shall report the same to the CS, and CS may initiate the action based on the report of Dy CS.