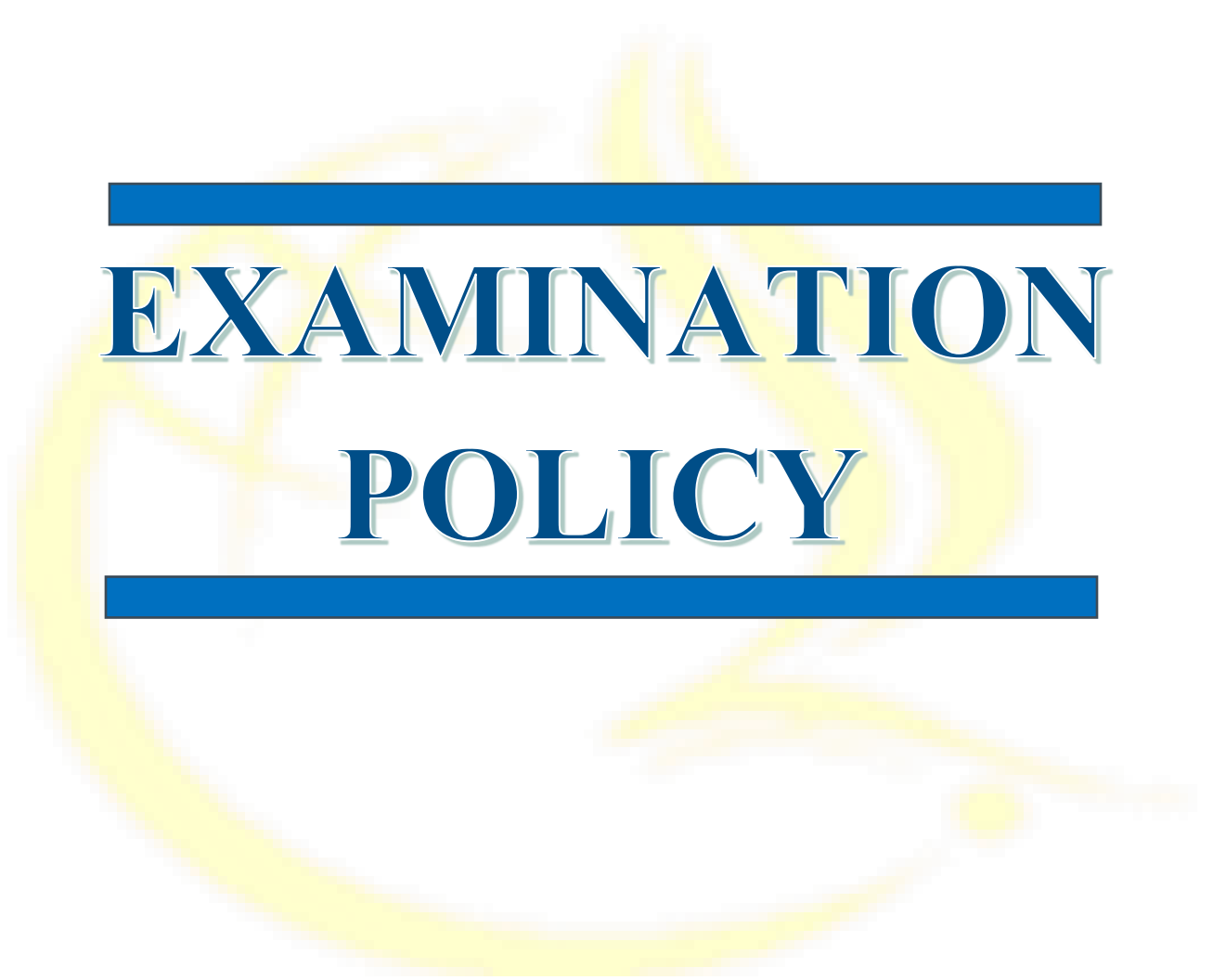




EXAMINATION POLICY

The evaluation scheme for each course is based on internal and external examinations.

INTERNAL EXAMINATIONS

Internal examinations are conducted by the Institute under the guidance and control of Internal Examination Cell (IEC). A meeting of the IEC is held before the beginning of each academic year, during which decisions are made on how and when to conduct internal examinations, as well as determining the criteria for evaluations. 20% of the total marks in each course is for internal examinations. Internal assessments are conducted twice per semester, once in the middle of the semester and another prior to the end of the semester's university examinations. It consists of 2 written tests, class attendance, assignments, viva voce and seminars conducted. Class tests and internal examinations will be conducted periodically. Serious action will be taken in case of unauthorized absence during such tests and examinations.

EXTERNAL EXAMINATIONS

The external examination is conducted by the University at the end of each semester 80% of the total marks in each course are for University examinations which consist of theory, practical and viva voce.

INTERNAL EVALUATION

The institution has a specific policy for internal evaluation and is committed to provide students with various internal assessments that track, measure, and ensure quality. In addition to the university exams, the college adopts several types of assessment methods to ensure consistency in the quality standards.

- ❖ Internal evaluation is designed to be fair, consistent, impartial, transparent, valid, reliable and accessible to all students.
- ❖ The assessment should be robust and substantial to provide a fair assessment of student ability and achievement to support their progress.
- ❖ The assessment method must efficiently produce valid, consistent and reliable results.
- ❖ The college conducts a two-stage preparatory examination before the university exams. There should be internal examinations and model examinations prior to the University exams.

- ❖ Valued answer sheets are promptly returned to students, and effective intervention is ensured through face-to-face interactions between the concerned teachers, students, and their parents
- ❖ Supplementary tests, class tests, surprise tests, and modular assignments are conducted periodically to ensure performance parity
- ❖ Provides seminars and assignments to ensure the active participation of students in the learning process.
- ❖ In addition to the above methods, work-based evaluation, formative and summative assessments, as well as the evaluation of functional skills, should also be conducted using creative methods.
- ❖ The entire system of internal evaluation is regularly reviewed to ensure it can be easily interpreted and understood by students and evaluators.
- ❖ It is mandatory for all students to participate in the internal evaluation without any exceptions. If students wish to apply for a re-examination, their parents should come to the college and submit their request.

EXAMINATION RULES

- ❖ Internal assessment is held twice a semester, one in the middle of the semester and another prior to the university examinations.
- ❖ Class tests and internal examinations will be conducted periodically. Serious notice will be taken in case of absence without leave in such tests and examinations.
- ❖ Students must sign the attendance sheet during every examination.
- ❖ Students must bring their hall ticket and college identity card when they appear for the examination.
- ❖ Students should keep their belongings outside the examination hall.
- ❖ Invigilators are not accountable for the loss of any of their belongings.
- ❖ Absolute silence should be maintained in the examination hall.
- ❖ Students are only allowed to carry what is permitted as per the examination requirements.
- ❖ Sharing examination paraphernalia with others in the examination hall is strictly prohibited.
- ❖ Tearing out pages or parts of answer books provided for the examination is strictly prohibited and will be punishable.

- ❖ Rough work and calculations must be done in the answer book only.
- ❖ Students shall not indulge in any kind of malpractices in the examination's hall.
- ❖ Any communication with others, verbally or nonverbally in the examination hall will be treated as a punishable malpractice.
- ❖ Students found guilty of using unfair means in the examination hall will be reported to the university and may result in the student being debarred for a period of three years, be suspended or be expelled from the university.
- ❖ Students can leave the examination hall only during the last 30 minutes of the examination time.



Al Jamia Arts and Science College, Perinthalmanna

