

EXAMINATION POLICY DOCUMENT



St. Xavier's College, Burdwan

A Jesuit Institution

(Affiliated to the University of Burdwan)

EXAMINATION POLICY

Examinations are conducted in accordance with the code of conduct outlined in the college student handbook. To conduct the examinations, invigilators are instructed to strictly adhere to the instructions provided to them. The examination section ensures efficient planning and management of examinations to facilitate smooth conduct.

Objective:

- To establish and uphold rules and regulations ensuring the qualitative and reliable assessment of students.
- To inspire students to engage in regular study, fostering academic excellence.
- To craft a clear and transparent mechanism for assessing and evaluating students.
- The primary goal of academic assessments is to periodically evaluate student performance through a variety of methods including class tests, mid-semester and end-of-semester exams, seminars, and assignments.
- To familiarize students with both internal and external examination patterns and to motivate them to engage in regular study, fostering academic excellence.
- To distinguish between slow and advanced learners through periodic class tests and mid-semester examinations, enabling the organization of remedial classes to enhance their performance.
- To maintain records of all documents pertaining to the examination and evaluation of answer scripts.
- To manage grievances concerning examinations and evaluations through a fair and time-bound process.

Examination Responsibilities

Examination-Chief-Superintendent: The college principal serves as the chief superintendent of both the internal and semester examinations. Two senior faculty members act as the examination in-charge to ensure the smooth conduct of examinations.

- The principal of the college and the examination in-charges ensure that they instruct the HoDs, faculty members, office, and support staff regarding internal and semester examination timetables and application procedures as determined by the college/university.
- The examination in-charges verify the timely completion of syllabus portions by receiving the syllabus completion report from the Heads of the departments before conducting examinations.
- The examination in-charges verify that invigilators are acquainted with the university norms for conducting university examinations.

Heads of Departments/ Faculty members:

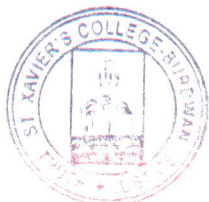
- It is the responsibility of the Heads of the Departments to ensure the timely completion of syllabus portions for the conduct of either internal (CIA) or semester examinations.
- Faculty members and heads of departments should ensure that their respective departments are well-acquainted with the relevant assessment frameworks and objectives for all examinations.
- In accordance with the examination schedule provided by the college, it is the responsibility of the concerned department to prepare and submit question papers to the examination sections to conduct the mid semester and end semester examinations.
- The Heads of the Departments are tasked with ensuring the prompt and effective administration of all examination entries to facilitate the examination section in publishing the internal examination results.

Invigilators:

- Invigilators must ensure punctuality upon entering the examination hall and be well-versed with instructions provided by the chief superintendent for conducting the examination.
- Students should be allowed to the examination only 30 min. prior to the commencement of the examination.
- Scheduled timings should be strictly followed by the invigilators for distribution of answer sheets, question papers, start and end time of the examination and collecting answer scripts.
- Invigilators should ensure that they are always vigilant and alert while they are on duty.
- Invigilators should ensure that candidates do not bring any materials into the exam room except the hall ticket, ID card, non-programmable calculator, and writing stationery.
- Programmable calculators, cell phones, smart watches, and any other electronic devices are not permitted inside the examination hall.
- Ensure that the relevant question papers are given for distribution in the exam hall.
- The collected answer scripts should be counted properly and verified with the number of students attended the exam before leaving the students from the examination hall.
- Instances of student malpractice during examinations should be promptly reported to the chief superintendent by the invigilator for immediate action against the candidate. Invigilators do not deal with the cases of cheating or using unfair means by themselves.

Instruction for students:

- Students are required to be present in the examination hall 30 minutes before the commencement of the examination.
- Students arriving late by more than 30 minutes for an examination must promptly report to the principal, or in his absence, to the examination in-charges, to obtain a late slip to get permission to enter the examination hall.
- Students are prohibited from bringing materials such as programmable calculators, cell phones, smart watches, and any other electronic devices into the examination venue.
- Students should maintain silence after entering examination hall and follow the instructions given by the invigilators.
- After receiving the answer sheets, students should ensure that each answer sheet is numbered. If not, they should inform the invigilators to exchange it.
- Students should make sure that all the pages of questions are printed properly, must fill in their examination roll numbers and other details in the appropriate columns and must read the instruction page of the answer sheet provided.
- Students will receive a ten-minute notification before the end of the examination. At the final bell, students should stop writing and promptly hand in their answer scripts to the invigilators.
- Any form of student malpractice during examinations is strictly prohibited. The Chief-superintendent of the examination will take decisive action against any candidate found engaging in malpractice during the examination.
- For any queries or requirements, students can discreetly raise their hand and wait for the invigilator to come and assist them.
- Students are prohibited from congregating and creating noise outside the examination hall.



BC / HCC
Principal
St. Xavier's College
St. Xavier's Road