



## **DON BOSCO COLLEGE KOHIMA**

### **EXAMINATION POLICY**

Don Bosco College Kohima is committed to follow the regulations and guidelines on Examinations and Assessment stipulated by the Institution's statutory bodies such as the Governing Body and Academic Council of DBCK

The College shall form an Examination Committee to be headed by a Principal as Chairman, one representative from management/Governing Body, one senior faculty as the Controller of Examination and one faculty as assistant/member.

The Committee shall meet based on the need to plan and initiate Examinationrelated procedures. The Committee shall provide necessary guidance to ensure that conduction of Internal and External examinations in an effective manner and implementation of examination reforms from time to timeat Don Bosco College Kohima.

#### **Examination Committee**

Fr. Dr. P. Suresh	: Principal & Chairman
Fr. T.P. James	: Member
Mrs. Kezienuo	: Controller of Examination
Mr. LhikhwetsoKapfo	: Member/Assisstant

#### **Salient Features of Examination Policy**

Principal is the Chairman of Examination Committee. He appoints Controller of Examination and members for monitoring of examination system and allied processes in an efficient manner. The controller of examination, along with the members of examination cell including teaching and administrative staff will beresponsible forfollowing examination related matters:

- a. Paper setting and evaluation of answer sheets.
- b. Preparation of results and their declaration
- c. Prepare time table for Continuous Internal Assessment
- d. Revaluation and retotaling of answersheets.

- e. Financial matters related to procurement of equipment & material related to examination.
- f. Decisions regarding unfair means cases.
- g. Audit of income and expenditure statement of fund generated from the examination fee.

The examination system in this college combines entitlement with flexibility.

1. Students are given the opportunity to demonstrate the highest achievement of which they are capable and competent: administration helps them achieve their best. Students undertake examinations knowing what is expected of them in terms of preparation and behavior.
2. Staff understands fully their obligations and responsibilities with relation to examinations
3. The college meets the requirements of examination security and is properly equipped to undertake the administration of examinations, including data processing and a results service.

### **Responsibilities for Internal and External Examinations**

Principal-overall responsibility for the college as an examination centre.

Controller of Examination- Responsibility for accurate examination procedures and controlled assessment procedures, administration of entries, relevant paperwork, organization of examination session and examination dates, communication with the Examination boards, posting of examination papers and the post results procedures.

### **Procedure for Internal and External Examinations**

All examinations will take place in the college classrooms except for those students requiring special access arrangements.

- a. The students will receive notification of a seating plan prior to the examination season.
- b. A seating plan will be posted outside the Hall entrance prior to the students entering the main Hall. Students will wear school uniform for the duration of the exam season.
- c. All coats, bags, mobile phones will be kept separately from the candidates prior to the start of examination.
- d. Prior to commencing every examination, the Exam Controller will notify students of examination procedures.
- e. The Exam Controller will be responsible for the college analysis of external examination, will be responsible for overseeing the start and close of an examination.
- f. An attendance absent register will be taken at the start of every examination. All Teaching Assistants and internal invigilators will be briefed of the examination procedures.

- g. All other guidelines and instructions given by the University for Conduct of external exams will be followed strictly.

### **Malpractice handling procedures during examination**

If the Invigilator suspects a candidate of malpractice then the following procedures should be followed.

- a. Remove the item equipment from the candidate so as not to cause disruption to the other candidates and retain as evidence where the integrity of the exam is not jeopardized or the other candidates are not being disrupted ask the candidate to complete the paper.
- b. Contact the Exam Controller who will inform the Principal.
- c. Collect all the information regarding the suspected malpractice that will include candidate name, candidate number, date, time, paper sitting, names of all staff present and a full detailed report of the incident. Any items removed from the candidate should be retained and given to the Exam Controller.
- 4. At the end of the exam, retain the candidate until the Exam Controller arrives. Pass on to the individuals concerned any warnings or notifications of penalties, and ensure compliance.

### **Exam Grievance Cell**

For Examination grievances, at the institutional level, the students must submit a written application to the Controller of Examination (COE) or avail the grievance form from COE office. For grievances related to university examinations, students can either directly represent to the University or report to the Examination Committee of the college who compile the grievances and reports the same to the University Exam section.

### **Renewal of Policy**

The Examination policy will be reviewed every five years. Any amendment or changes in the Examination policy will require the endorsement and approval of the examination committee and it will be subject to the guidelines and examination policy of the University.