

Examination Policy

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1. PREAMBLE

The Exam Policy outlines the required conduct of students and staff undertaking examinations at LEAD, and directs them to University rules, standards, codes, policies, guidelines, procedures and other requirements which specify acceptable and unacceptable conduct before, during and after examinations.

2. APPLICABILITY

This Exam Policy applies to examinations in all academic programs students at all levels of study (I & II) and academic staff.

3. OBJECTIVES

LEAD Examinations Policy are designed to play an important role in focusing learning and teaching efforts on intended academic and intellectual outcomes and the development of desired and required graduate capabilities.

4. INTERNAL ASSESSMENT AND UNIVERSITY EXAMINATIONS

In a semester 5 tests are conducted after every module and after completing all the portions. The tests are conducted generally at the end of the each slot of working days. The general rules followed are follows

- 4.1 All the tests are of 1 and half hour duration and of 18 weightage.
- 4.2 The question paper is set in similar to the university exam question paper
- 4.3 In a day two or three tests are conducted with sufficient gap in between.
- 4.4 During the test the students have to sit according to the seating plan prepared for the test.
- 4.5 The seating plan will be displayed on the notice board before 30 minutes of the test starting.
- 4.6 The students have to be present in the test hall before 15 minutes of the test time.
- 4.7 One faculty member normally invigilates 30 students.
- 4.8 Answer sheets or test notebooks are distributed to the students before the test starting time with the signature of faculty in answer sheets/book.
- 4.9 Student will be allowed to move out only after completion of at least one hour of test.
- 4.10 No late coming for examination is allowed.
- 4.11 During the exam no copying, discussion or bit papers or any other malpractices are allowed. Mobile phones and other electronic gadgets are not allowed in the examination hall.

4.12 If anyone is seen doing any malpractice, the student is sent out of the hall. The parents of such students are called to college under such circumstances.

4.13 The evaluation is normally finished within 5 days' time after the test, and in the next 3 days retest is conducted and on 10th day the progress report is sent to the parents.

4.14 When a student fails to attend the internal test or fails in test he/she has to appear for retest after writing the answers of the first question paper for 3 times. The pass marks for re-test will be 60 instead of 50. Retest will be conducted until the student gets pass mark

4.15 Examination time table and invigilation schedule also will be displayed on the notice boards and sent through the mail to all students.

4.16 Marks of the internal tests are displayed on the in the LMS or Google Doc and notice board after the students have verified the evaluated answer books or answer papers.

4.17 University exams are conducted as per the University time table, and instructions are given in the next sub section.

4.18 Instructions to candidates appearing for the university examinations

1. Candidates will be allowed into the examination hall 15 minutes before the time fixed for commencement of examination and they should be in their seats 5 minutes before the commencement of examination.

2. No candidate is allowed to enter the examination & write the examination without proper hall ticket issued by the University. In the case of a candidate whose hall ticket was lost or not received from the University, he/she may contact the Chief Superintendent and get special permission to write the examination, after confirming his/her identity.

3. Candidates presenting themselves after the first half an hour of the commencement of the examination will not be allowed to enter the examination hall. Also, candidates will not be allowed to leave the examination hall until after the expiry of 30 minutes after the commencement of the examination. Candidates will not be allowed to remain outside/near the examination hall after the bell for distribution of question papers in the examination hall.

4. Before entering the examination hall, all notes & course materials, papers, bits of paper, mobile phones etc. should be kept outside the examination hall. Again, the invigilators before the distribution of papers to the candidates, will direct candidates' attention to the instructions on the cover page of the answer books, and will warn them against adoption of any unfair means in the examination hall. The candidates should check and search their pockets/dress to see if there are any notes, bits of paper, scribbling, or other materials which are prohibited in the examination hall. If so, such items should immediately be removed and then deposited outside the examination hall.

5. Candidates are allowed to take non-programmable scientific calculators, statistical tables etc if they are required for the examination. However, nothing should be written on such materials and no bits of paper, notes etc. should be kept inside such items. Invigilators will verify such items and confirm the absence of such materials and scribbling etc. If anything is

found during verification, such calculators, statistical tables etc. will be taken by the invigilators and will be released to the candidates only after the examination.

6. Candidates should check their Register numbers and the seat numbers and then only occupy their allotted seats.

7. The main answer books will be supplied in their seats to the candidates by the invigilators. The candidates should fill up the various columns such as name of examination, Register number, date of examination, subject of examination etc very carefully. No fresh answer books will be issued if the candidates make mistakes while entering the details. Register number should not be written anywhere other than in the space provided in the cover page of the main answer book.

8. The candidates should sign in the attendance sheets (in duplicate) as & when presented to them by the invigilators.

9. Candidates should maintain strict silence in the examination hall. Smoking is prohibited in the examination hall. Candidates are strictly forbidden from asking questions of any kind to the invigilators or other students about the day's paper. The candidates may write the answers according to their perceptions & thinking, even if they feel printing mistakes, errors etc in the question paper.

10. As soon as the question paper is received, the candidates should write their name and register number in the question paper. Exchange of question papers between students is not allowed. Copying & discussions between candidates and similar malpractices are strictly prohibited in the examination. Also, exchange of pen, pencil, scales, rubber, instruments, papers etc are not allowed in the examination hall.

11. Candidates are not allowed to go to toilets and/or outside examination hall under any circumstance before finishing the examination.

12. Drinking water will be supplied to their seats in the examination hall.

13. At the end of the examination, the answer books will be collected by the invigilators from the candidates in their seats. Candidates should remain in their seats until the invigilator comes to the candidate's seat and collects the answer paper. Candidates should not leave the examination hall after keeping their answer papers on the tables/desks/seats. If any candidate desires to leave the hall in the middle of the examination, he/she should stand up in his/her seats and wait till the invigilator comes and collects his/her answer paper. Ensure that all the entries in the front cover page of the answer book are correctly filled up including the column to enter the number of additional sheets. Also, the answer paper is tied firmly.

14. CCTV cameras have been installed in all examination halls. Students may note that any action on their part will be recorded in such CCTV cameras.

15. If any kind of malpractice is noticed/detected in the examination hall, such candidates will not be allowed to continue the examination, and the matter will be reported to the University for Punitive Action.

5. INTERNAL MARKS

5.1 Internal marks are given as per the university norms. A minimum of 50% marks (D grade/grade point 2.0) is mandatory in internal assessment to get a pass in the subject concerned.

5.2 After every module there can be an internal test. There can be five internal tests for a Full paper and three internal tests for a half paper.

5.3 Apart from the internal test, regular assignments and presentations are given and evaluated and average of all the assignments, presentations and participation in the class are taken for internal marks.

5.4. Attendance is also a component for internal marks.

5.5. The 40 marks (grade point 4.0) of internal assessment are divided as follows:- Internal Tests 20 marks; 8 marks for seminar & presentation, 8 marks for case study & assignments and 4 marks for attendance.

5.6 The answer books/papers of internal tests are evaluated within 5 days and the marks are compiled and displayed within next 8 days after the completion of the module end test.

Answer books/sheets shall be provided by the college for writing 5 internal tests. So that it will be easy to any evaluator to check his/her performance.

5.7 All the answer books and papers evaluated are shown to the students and if any change or correction is required, it will be done accordingly.

5.8 Compiled marks after every module test are displayed on the notice board/ through Google doc / Mail for three days for any corrections, and then only the progress reports are prepared incorporating the corrections if any.

5.9 The total compiled internal marks of all the components of internal marks are published before one week of the starting of the university exam,

5.10 The internal tests' answer papers are stored for two years till the final sem results are published.

5.11 Any dissatisfaction/discrepancy in internal marks may be brought by the students to the notice of the Director of the College.

Prepared & Issued by:	Approved by:
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