

# **Internal Examinations Policy**

**Nalbari Commerce College**

**Nalbari, Assam**

*Prepared by*

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*Submitted to*

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## **1. Introduction:**

This section sets the context and purpose of the policy. It emphasizes the need for a standardized process for internal examinations to ensure fairness and consistency across all departments. It clarifies that the policy covers all the internal examinations for various courses across different programs offered at the college.

The Internal Examinations Policy serves as a guide to ensure that all internal assessments are carried out in an organized, transparent, and efficient manner. It applies to all degree programs offered at the college, including BA, B.Com, B.Voc., and M.Com. It also conducts all internal examinations connected to the +2 level which is associated with almost all the degree colleges of Assam. The Internal Examinations Cell (IEC) is responsible for organizing, monitoring, and reporting on the internal examinations.

## **2. Roles and Responsibilities:**

The Coordinator of Internal Examinations is responsible for overseeing the entire examination process. This includes the management of examination logistics, coordination between departments, and the preparation and submission of results.

### **Responsibilities of the Coordinator:**

#### **1. Declaration of Examination Date:**

- a) The coordinator announces the exam dates in advance to ensure students and faculty have sufficient time to prepare.
- b) The dates are set in coordination with the academic calendar to avoid conflicts with other college activities.
- c) The announcement should be made through formal channels, such as emails, notice boards, or the college website.

#### **2. Preparation of Examination Schedule:**

A detailed timetable is created to allocate specific dates and times for each exam. This schedule should be communicated well in advance.

The schedule is prepared with consideration of Course requirements, Faculty availability, and adequate time between exams for students to prepare.

## **3. Conducting Examinations:**

The coordinator is responsible for the smooth conduct of the exams. This includes:

- a) Ensuring that all logistical needs (exam halls, seating arrangements, equipment) are met.

- b) Making sure that exams are administered on time and that the atmosphere remains conducive to fair testing.

#### **4. Seating Arrangement:**

The coordinator manages the seating plan for each examination session. This includes:

- a) Allocating seats in such a way as to prevent cheating.
- b) Ensuring there is no overcrowding or disruption during the exam.
- c) Distributing seat numbers in a fair manner, making sure all students are seated according to the exam schedule.

#### **5. Invigilator Duty List:**

- a) The coordinator prepares and circulates the duty list of invigilators ahead of time.
- b) This list details the subjects, locations, and timings for each invigilator's responsibility during the exam.
- c) Invigilators are assigned based on their availability, ensuring adequate coverage of each exam session.

#### **6. Attendance Records:**

The coordinator is responsible for maintaining accurate attendance records during the exam. This involves:

- a) Checking the list of registered students and verifying the presence of each student at the examination venue.
- b) Ensuring that students who arrive late are marked accordingly, and no malpractices occur due to their delayed entry.

#### **7. Records Keeping:**

- a) All records related to the examination process (such as seating arrangements, invigilator lists, attendance, and question papers) are to be securely kept for reference or audit purposes.
- b) These records must be kept confidential and only accessed by authorized personnel.

#### **8. Marks Feeding to the University Website:**

- a) Once exams are concluded, and the results are processed, the coordinator is responsible for ensuring that the marks are uploaded to the official university portal.

- b) The coordinator should verify the accuracy of the entered marks before submission to prevent any errors.

## 9. Preparation of Examination Materials

The **Internal Examinations Cell (IEC)** assists in carrying out the logistics and operational aspects of the examination process. The detailed responsibilities are as follows:

- a) **Preparation of Examination Materials:** The IEC handles the production and secure storage of examination papers, ensuring that they are printed, sealed, and delivered to the examination halls on time. The papers should be handled by authorized personnel only, minimizing the risk of leaks or malpractice.
- b) **Logistics and Support:** The IEC supports the coordinator in organizing the physical infrastructure needed for the examinations, such as:
  - i. Ensuring that rooms are equipped with necessary resources (e.g., desks, chairs, clocks, writing materials).
  - ii. Coordinating transportation of examination materials.
  - iii. Making sure there is enough staff (invigilators, helpers) available to maintain discipline during the exams.

## 10. Examination Process:

- a) **Timelines:** The Internal Examinations will follow a pre-determined schedule, which is to be declared at the start of the semester. This ensures students have adequate time to prepare and faculty members can plan accordingly. The internal exams should not overlap with external exams or holidays, and the schedule must be publicly available at least two weeks in advance.
- b) **Examination Format:** Examinations may follow different formats, depending on the course, including:
  - i. **Written exams:** Long-answer or short-answer questions.
  - ii. **Practical exams:** For courses involving practical work, such as in the B.Voc. program.
  - iii. **Project/Dissertation submissions:** For certain courses, students may need to submit projects as part of their internal evaluation.
- c) **Invigilation:** Invigilators ensure that the exam is conducted properly. They check for any malpractices, enforce the rules, and assist students with general queries related to the exam. They should strictly monitor students to prevent cheating, use of unauthorized materials, or other misconduct.

## 11. Seating Arrangement:

The seating arrangement is crucial to ensure that the examination environment is controlled and that students are not seated in a way that facilitates cheating or other forms of misconduct.

- a) The seating plan is designed so that students are spaced out adequately.
- b) Random seating should be encouraged, where students from different courses or semesters are distributed in the hall.
- c) A seating chart will be displayed in the examination hall or shared digitally before the exam.

## **12. Attendance:**

### **a) Recording Attendance:**

- i. The attendance of all students present for the examination will be checked at the beginning of each session.
- ii. An official register or digital system will be used to mark students as present or absent.

### **b) Attendance Verification:**

- i. Only those students who are listed for that specific examination session and have valid hall tickets will be allowed to sit for the exam.
- ii. Students arriving late will be noted, and in case of extraordinary situations, the coordinator may decide whether to allow them to take the exam.

### **c) Handling Absentees:**

- i. The IEC will maintain a record of students who are absent from the exam, and they will need to provide valid reasons for their absence.

## **13. Security and Confidentiality:**

### **a) Examination Papers Security:** All examination materials should be stored securely and only accessed by authorized personnel. This includes:

- i. Securing question papers in a locked storage facility before the exam.
- ii. Ensuring that the distribution of papers is carried out with caution, minimizing any risk of leakage.

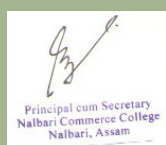
### **b) Monitoring Malpractice:**

- i. The IEC should ensure that strict rules are in place to prevent any form of malpractice.
- ii. In the event of malpractice, the invigilators should report the incident to the coordinator for further investigation, and appropriate disciplinary actions should follow.

## **14. Post-Examination Process:**

### **a) Evaluation:** After the exam, answer scripts are to be marked promptly by faculty members. Marks should be entered into the official record carefully. Evaluation should be objective, and grading should be consistent with the standards set by the university or department.

- b) **Marks Submission:** The final marks, once verified, should be uploaded to the university portal by the coordinator within the required timeframe.
- c) **Results Announcement:** Once the marks have been entered, the results are made available to students via the college website, department notice boards, or an internal portal.



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