

## **ASSESSMENT POLICY**

### **Responsibilities of Examination Branch:**

- ✓ Assign the exam duties as chief invigilator, invigilators and helping staff.
- ✓ Share the duty roster in respective WhatsApp group.
- ✓ Prepare the Exam Venue.
- ✓ Ensure the venue is clean, well-lit, and free from distractions.
- ✓ Arrange seating to allow for easy monitoring of all candidates.
- ✓ Check that all necessary materials (question papers, answer sheets, stationery) are available and in sufficient quantity.
- ✓ Share important information like exam timings, venue, and instructions clearly with the students prior to the conduction of exam.

### **Instructions for Invigilation Staff during Exam:**

- The entire designated Exam on duty staff must reach at the college at least 15 minutes before the exam start time.
- Chief invigilator along with invigilation staff should remain in examination hall all the time.
- Invigilators must AVOID using unnecessary Mobile phones during their duty hours.
- Invigilators must check the students before entering in the Exam Hall. Mobile phone and any kind of cheating material is strictly PROHIBITED and must be removed before entering of the student in the Exam Hall.
- Chief invigilator will be responsible to designate invigilators to arrange the students according to Roll No. wise seating plan at the respective venues before the start of examination.
- Clearly communicate the exam rules and regulations to all candidates.
- Emphasize the importance of following instructions and maintaining discipline.
- Inform candidates about the consequences of cheating or misconduct.
- Head of the Department (H.O.D) are requested to visit their respective Examination venues during the Exam.
- Monitor Candidates:
  - Keep a watchful eye on all candidates to prevent cheating or any irregularities.
  - Avoid any actions that may distract or disturb the candidates.
  - Be attentive to any unusual behavior or suspicious activities.
- Chief invigilator/HOD will submit an “Exam Duty Report Summary” Performa to the Examination Cell at the end of each paper.

### **Answer Queries:**

- Answer candidates' queries regarding exam procedures, but avoid providing any information related to the exam content.
- Be firm and polite in your responses.

### **Time Management:**

- Announce time intervals to keep candidates informed about the remaining time.
- Remind candidates to pace themselves and allocate time wisely.

**At the End of Exam:**

- Collect the exam material.
- At the end of the exam (as mentioned on question papers), collect MCQ papers and answer sheets systematically.
- Verify the completeness of the collected materials.
- Sign the attendance sheet and submit it to the designated authority.
- Store the collected exam materials securely to prevent any tampering or loss.
- Follow the specific guidelines provided by the examination branch regarding the handling and submission of exam materials.

**Report Any Incident:**

- If any incidents or irregularities occur during the exam, document them and report them to the appropriate authorities.

**Guidelines for Students:**

- Familiarize yourself with the exam guidelines and instructions provided by the examination branch.
- Understand the exam pattern, marking scheme, and time allotted for each section.
- Bring necessary stationery like pens, pencils, erasers, and a sharpener.
- Avoid bringing any electronic devices (e.g., mobile phones, smartwatches) to the exam hall.

**During Exam:**

- Listen carefully to the invigilator's instructions and follow them strictly.
- Read the question paper thoroughly before starting to answer.
- Plan your time wisely and allocate time for each section.
- Maintain Discipline:
- Avoid any form of cheating or misconduct.
- Do not talk to other candidates or share any information during the exam.
- Raise your hand if you have any queries and wait for the invigilator's assistance.

**Time Management:**

- Keep track of time and allocate time for each section.
- Avoid spending too much time on any one question.
- Allocate the last few minutes to review your answers.
- No extra time will be given to any late comer.

**At the End of Exam:**

- Once the exam is over, leave the exam hall quietly and orderly.
- Avoid any disturbances or disruptions.