

Holy Cross College (Autonomous), Nagercoil
Accredited with A⁺ by NAAC IV Cycle – CGPA 3.35
Nagercoil, Kanyakumari District, Tamil Nadu.

Examination Procedures
2019 - 2020

Examinations in higher education assess student learning and used as an assessment tool in the UG and PG curriculum. The examination procedures provide guidelines for a reliable and valid examination system and ensures student learning and achievement of course objectives.

Syllabus and Model Questions

The syllabus and pattern of questions are received from the Dean of Academics which are duly approved by the respective Board of Studies and the Academic Council.

Examination Components

Examination consists of two components, Continuous Internal Assessment (CIA) and End Semester Examination (ESE).

UG – CIA and ESE 25:75

PG – CIA and ESE 30:70

Continuous Internal Assessment (CIA)

- Continuous Internal Assessment tests are conducted thrice a semester. The duration is 1 ½ hours for both UG and PG courses
- The question papers for the internal tests are prepared by the respective course teachers and send through the intranet to the office of the CoE.
- The question papers should be printed by the CoE staff before the commencement of internal test. The HoD is responsible for the seating arrangement, invigilation duties and conduct the examination.
- The course teacher makes appropriate entries in CAR I, II & III (Continuous Assessment Record) in online examination portal and submits the same to the CoE within 10 days of the conclusion of the respective continuous assessment period.
- After the mark entry, all the marks are verified by CoE staff with CAR and CIA marks are sent to students' mobile through SMS.

- There is no re-test for the CIA examination. Students who could not attend two CIA examination due to valid reason one CIA is conducted by the course teacher with the written permission from the Controller of Examinations. The printed consolidated marks are verified by the students.
- If any error, the marks are corrected with the help of available records.

End Semester Examination

- End Semester examinations are conducted for 3 hours, at the end of the semester.
- The Controller of Examination will issue the notification announcing the commencement of examination after submission of filled in application form and the examination fee to be paid.
- A student will be permitted to write the semester examinations, only if she has an attendance at least 75%. If the attendance is 62% to 74% she has to pay a condonation fee of Rs. 400/- and she will be permitted to write the semester examinations.
- Examination fee is paid in the college office without fine within seven working days of notification and with an extension of four working days with penalty.
- The examination fee is paid in the college office in cash along with application form duly signed by the class in-charge.
- The time table for end semester examination will be published by the Controller of Examination two weeks prior to the date of commencement of examinations. It is displayed in college notice board and a hard copy is given to all the departments.
- Hall tickets are generated and printed in the office of the Controller of Examination and digitally signed by the Controller of Examination. All details like Course code, title and seat allotted are mentioned in the hall ticket.
- The Hall Tickets are distributed to the students on the last working day by the class-incharge.
- If a student loses her hall ticket she has to apply to the Chief Superintendent of Examination by paying the requisite fee in the Exam Centre. The CoE can issue the duplicate hall ticket after verifying the identity card of the student.

Conduct of End Semester Examination

- The Controller of Examination (Chief Superintendent) is responsible for the conduct of examination.
- Question papers will be packed in separate sealed cover. These covers will be in a bundle for each day of examination and room wise packing.

- Each question paper will have unique serial number.
- On the day of examination, the Chief Superintendent shall open the bundle of question paper.
- The question papers are distributed to the students only by the invigilator in charge of each hall.
- Separate answer booklet for End Semester Examinations with the front page containing college emblem, name of the college, course code, course title and date of the examination.
- Place for signature by the invigilator stating that “the information entered in the answer booklet are verified and found correct”
- The answer scripts are to be packed code wise. Each bundle should be accompanied by the statement of Present and Absent on the cover.
- A packing slip is generated and pasted on the cover showing code, course code, course title, examination title date of examination and number of answer scripts in the bundle duly signed by the CoE.
- The answer booklet bundles shall be collected by the Office of the CoE on the same day. The answer scripts should be packed programwise.
- Attendance sheet is prepared showing serial number, name, seat number, subject code, Programme Code and title of the subject.
- The absentees are marked in the attendance sheet and entered in the examination portal.

Reappearance for Arrear Course

- Students can take up arrear examinations along with the subsequent regular end semester examinations.
- The candidates with arrears shall be permitted to appear for the arrear examinations in the same syllabus for a period of 3 years from the year of normal completion of the same course (for UG 3+3 years and for PG 2+3 years) failing which they have to appear for the courses in the latest syllabus prescribed for the course.
- If no course is available in the same title, then the candidates shall appear for the arrear courses that are prescribed to be equivalent by the Chairperson / Board of Studies / Controller of Examination and HoD concerned.
- Students are permitted to write their arrear papers in all the subsequent semesters. A student can write a maximum of 6 arrear papers in a semester examination.

Examination Malpractice

If any student is found to be involved in any malpractice, copying from other students answer scripts or books or papers or any such material, possessing any such material, keeping any electronic devices such as mobile phones, pen drives or any such things, disturbing the examination procedure, writing on the furniture in the examination hall, misbehaving with the invigilator, dislocating the furniture, and other such activities which may be in the opinion of the CoE which are considered to be a malpractice, appropriate action may be initiated against her, as per the decision taken in the Examination Discipline Committee.

Valuation

Valuation Method

- For UG and PG Central valuation method is followed.
- Double valuation method shall be adopted for PG only.
- For PG valuation, no marking shall be made on the answer scripts.

Internal Valuation - PG

- First valuation is Internal valuation which shall be done by the teachers of the college, preferably by the concerned course teacher.
- After the first valuation the answer scripts shall be sent for second (external) valuation. If the difference between the two valuations exceeds 15 marks, the Controller of Examinations may recommend for a third valuation by another external examiner.
- Maximum answer scripts to be valued is 40 per day.
- The marks of the internal valuation shall be entered in the system in the office of the CoE.

External Valuation

- For UG and PG external valuation is followed, which shall be done by selected teachers from other colleges. Teachers with a minimum of three year experience shall be included in the valuation board.
- After entering the marks, the answer scripts are to be kept programme wise, then semester wise, and then course wise in the stack room. Valued answer scripts are kept for 3 semesters after the declaration of result.

Declaration of result

- Semester exam results shall be published within 18 days from the last date of the examination.

- After the valuation of papers, the results will be scrutinized by the Award Committee and then published. Students will receive the results on their mobile through SMS and can also view them online - www.holycrosscoe.in. Students will be given a mark statement for every semester examination.
- The consolidated mark statements will be prepared by the office of the CoE and signed by the Controller of Examinations and Principal. The mark statement will be issued from the college office.

Revaluation

- Revaluation is permitted only for regular examinations for the UG courses and not for arrears and Part IV courses and this is done only after payment of the prescribed fee at the stipulated time.
- Fee prescribed according to the rules currently in force in the college will have to be paid. Concerning the results of the revaluation, if the revalued mark is higher than the original mark, then the former will be recorded as the final mark. If not, the original mark will be retained.

Supplementary Examination for Final Semester

- For the outgoing students a supplementary examination will be conducted within ten days after the semester examination results, to help them to get their degrees without delay.
- UG students can write any six arrears and PG students can write any four arrears in the supplementary examination. The question paper pattern for supplementary examination will be same as the regular examination for each subject. Candidates, who are writing the supplementary examination are required to submit the filled in application form and pay the examination fee as specified.

Preparation of mark statement

- The semester mark statement is prepared by integrating the marks of the Continuous Internal Assessment and the End Semester Examination. The mark statements are signed by Controller of Examinations.
- At the end of the course, a consolidated mark statement of the final results based on Grade Point Average is awarded to those students who have passed all the courses of all the semesters.