

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

Examination Procedures

2023-2024

Examination procedures provide guidance to faculty and students related to the processes for the conduct of Examinations. The process starts with the preparation of model questions and ends with the distribution of mark statements. It includes the pre-semester preparations, Continuous Internal Assessments, conduct of End Semester Examinations, publication of results and distribution of mark statements to individual students.

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 and PG - CIA and ESE 25:75

Continuous Internal Assessment

- Continuous Internal Assessment or Formative Assessment is conducted throughout the semester following the guidelines as given in the Examination pattern. The CIA includes two internal tests, two online quiz tests, assignment, seminar, open book test, role play/demo/exhibition etc.
- The duration of internal test is 2 hours (1½ hour for Internal Test and ½ hour for Quiz) for each Course. Average of two internal test marks is taken.
- The question papers are set by the respective Course instructors.
- The proof reading is done by the respective Head of the Department.
- After scrutiny the questions are forwarded to the Controller of Examinations before 10 days of the date of CIA mentioned in the Handbook.
- The answer scripts are valued by the course-in-charges and distributed to the students.

- Complete transparency is ensured and the students are asked to verify the marks and give their signature on the papers.
- The marks are entered online and a foil card is also maintained.
- The valued answer scripts are collected and kept in the strong room for a semester till the mark statements are issued.
- The students are requested to represent the grievance committee if she finds any discrepancy in her marks. If the complaint of the candidate is found genuine it is immediately addressed by the Controller of Examinations.
- The online quiz test may be conducted through ERP or any online platform.
- Assignment should be given in a way that it would help the students to achieve the various cognitive skills.
- Seminars should assess the knowledge, understanding and higher order thinking level of students and based on the rubrics marks should be assigned.

Re-test

- Re-test can be given to students on request if they participate in sports competitions or camps with prior approval from the Head of the Departments and the Principal.
- In case of genuine reason like medical grounds re-test can be availed.

Mark Register

- The marks are entered and consolidated in the mark register. The marks are sent to the CoE office online. The printed consolidated marks are verified by the students.
- If any error, the marks are corrected with the help of available records.

Semester Examination Question Papers

- A panel of examiners is formulated in the beginning of the academic year from each discipline. It is placed in the Board of Studies and Academic Council. Experts in a particular subject are chosen discipline wise and a letter is sent to them asking for willingness to act as a question paper setter.
- Following the acceptance, the syllabus, question paper pattern and model questions are sent.
- Guidelines on setting questions based on cognitive levels and Blooms Taxonomy are sent to the question setters.
- Questions along with the Scheme of valuation set by the examiner is sent to the Controller of Examinations.
- Strict confidentiality is maintained.

- Any complaint with respect to the semester examination question paper must be brought to the notice of the Controller of Examinations on the day of examination within an hour after the commencement of the examination by the Course in-charge of that course or by the HoD concerned. In the absence of HoD, the next senior teacher would take up this responsibility.

Practical examination

- The science students take up the practical examination at the end of each semester/year.
- The CoE appoints the external examiners from outside and an internal examiner from inside preferably the course teacher.
- Internal and external marks are provided for the Practical's.
- Examination for practical arrears is conducted along with the regular students.

Project / dissertation

- The final year UG/PG students take up the project.
- The project report should be submitted to the CoE office.
- Internal marks are given by the guide and external marks are allotted for the Dissertation and viva voce examination.
- In the case of M.Phil students the dissertation should be subjected to plagiarism check and the report submitted along with the dissertation.
- The external examiner is appointed by the CoE. The dissertation is sent to the examiner and viva voce is conducted.
- If a student fails to submit the dissertation, a particular period of extension will be given with the consent of the Guide and Principal in case of M.Phil.

End Semester Examination (Summative Examination)

- A student is permitted to take the summative examination in any course if she has put in atleast 75% of attendance in that course in a semester. If the attendance is 62 % or above but below 75%, she shall be allowed to write the examination after the payment of the condonation fees.
- To appear for the summative examination, a student must have completed all the formative requirements. Clearance of fee dues is a pre-requisite for issue of Hall ticket for the semester examination and getting Transfer Certificate from the college.
- End Semester examination will be for 3 hours, conducted at the end of the semester, by the Controller of Examination.

- The Controller of Examination will issue the notification announcing the commencement of examination, submission of filled in application form and the examination fee to be paid. The time table for semester examination will be published by the Controller of Examination two weeks prior to the date of commencement of examinations.

Condonation

- A candidate must earn 75% of attendance per semester to take the semester examination. Candidates who have less than 75% of attendance but above 62% shall make a written request for condonation of attendance to the Principal one week prior to the last working day of the semester. Request for condonation of attendance will be considered by the Principal in consultation with the Head of the Department. In case of prolonged illness, request for condonation of attendance should be supported by a valid medical report from a Registered Medical Practitioner. If granted condonation, the students have to remit a condonation fee to take the semester examinations. Students having attendance of less than 62% should repeat the missed semester and then continue the remaining semesters. Clearance of fee dues is a pre-requisite for issue of Hall ticket for the semester examination/ getting Transfer Certificate from the college.

Examination Fees and Remuneration

- The examination fees and remuneration to invigilators and valuation are followed as per Manonmaniam Sundaranar University norms.

Examination Committee

A committee is constituted to see to the examination procedures with Principal as the chairperson, Controller of Examinations, Academic Deans, IQAC Director, Representatives from Arts, Science and language faculty, Skill Development Course Co-ordinator and a senior staff from Controller of Examination office. All matters related to examination are discussed and finalized. The timetable is approved in the examination committee and then displayed to the faculty and students. The members of the examination committee along with the Controller of Examinations assist for the smooth conduct of Examination.

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 room.

Packing of Answer Scripts

- 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 also should be 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. It should be signed by the CoE.
- The answer booklet bundles shall be collected by the Office of the CoE on the same day of the examination in the case of morning session examination and next day in the case of afternoon session examinations. The answer scripts should be packed programwise.
- Separate answer booklets shall be used for End Semester Examinations.
- 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”

Valuation process

- Centralised valuation for all UG programs.
- CoE prepares the schedule of valuation and intimates to the examiners in advance.
- The teachers are asked to report at the valuation centre by 9.30 am. Answer scripts are distributed and each staff is expected to value 40 papers/day.
- The HoD of each department is appointed as Chief Examiner. After the valuation of answer scripts, the Chief Examiner goes through the corrected papers to ensure that the marks awarded is genuine and there are no errors in total.
- Double valuation system is followed for PG and M.Phil programs. If the difference between the two valuations exceeds 15 marks, the Controller of Examinations may recommend for a third valuation by another external examiner.

Award Committee

The award committee is constituted with Principal as the chairperson, Secretary, Controller of Examinations, University Nominees, Representatives from Arts, Science and Social Science faculty. The Controller of Examination will present the results and result analysis, followed by discussion on the results and if any moderation is required, that will be carried out. The results will be officially published after the award committee meeting.

Publication of Results

- Results after the valuation of papers will be scrutinized by the Award Committee and then officially published.
- Students will receive the results on their mobile through SMS. They can also view them online through their student login in the ERP portal.
- Students will be given a mark statement for every semester examination. At the end of the program, a consolidated mark statement of the final results based on Grade Point Average is awarded to each student.

Arrears

- A candidate who does not pass the examination in any course(s) shall be permitted to reappear in such failed course(s) in the subsequent examinations to be held in October / November or April / May sessions. However, candidates who have arrears in practical examination shall be permitted to reappear for their arrears only along with the regular practical examinations in the respective semester.

Photo copy

- The students can claim the photo copy of their answer scripts. If they find any discrepancy in their marks it can be brought to the notice of the Controller of Examinations and they can apply for revaluation.

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 10 days after the publication of the results of the end semester examination, to help them get their degree without delay. UG and PG students can appear for only two arrears in the Supplementary Examination.

Grievance Appeal Committee

In case of grievance of any nature, including those concerning the CIA, students can appeal to the Grievance Appeal Committee. The appeal should be addressed to the Principal who is the Chairperson of the committee. A student, if dissatisfied with her marks, has the right to appeal for a review of her marks in the internal test (formative assessment) as per the procedure detailed below:

- a) Appeals should be made to the course teacher(s) immediately after receiving the valued scripts.
- b) If additional clarification is necessary, the student should approach the Head of the Department concerned. The HoD will try to sort out the problem and initiate all efforts to settle the matter amicably.
- c) If not satisfied with (a) and (b) the student shall, within 3 days, make a written appeal to the Principal through the HoD/Controller of Examination who will forward the same to the Grievance Appeal Committee for further review.

The decision of the Grievance Appeal Committee shall be the final.