



Sadakathullah Appa College

*An Autonomous Institution, Re-Accredited by NAAC at an 'A' Grade, * ISO 9001: 2015 Certified *

CRITERION II TEACHING LEARNING AND EVALUATION

2.5.3

Examination Management System

Examination Policy

Submitted to

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)

August 2022





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EXAMINATIONS POLICY

As part of the assessment, students may be required to undertake examinations during the examination period. The intent of this document is to ensure that examinations (both CIA Examinations and Semester Examinations) which are centrally organized and occur during examination period are consistent with the College Academic Assessment rules. This Policy applies to such examinations that are held on College campus.

POLICY PRINCIPLES

Examination Scheduling

- The College will conduct final examinations at the end of each semester during the Examination Period. The final Examination Period will extend a period of 15-20 days after the end of every Semester. Special Examinations will be conducted in accordance with the University Academic Calendar;
- Examinations will be scheduled between the hours of 10 am and 5 pm from Monday to Saturday. The Student who applied for external examination are required to complete the examination in accordance with this Policy and at the date, time and venue specified for the examination by the College. If a student is not applied, he/she will not be permitted to attend for an examination. Students must make themselves available at the time of the scheduled examination. A student will be considered absent for the examination, if they are not available at the time of the examination on the day and at the time scheduled. Examinations will be conducted as online and offline, in accordance with the definitions of this policy, Government and University guidelines.



- A student must not commit a breach of academic integrity or misconduct or engage in behaviour which can be interpreted as cheating during the course of an examination which may lead to misconduct proceedings under the provisions of the Manonmaniam Sundaranar University guidelines.
- A student who considers that his or her examination performance has been affected by illness, disability or other special circumstances, may apply in writing, to the Controller of Examinations for Reasonable Adjustment. This application must be accompanied by a medical certificate (in the case of illness) with external supporting documents.

Guidelines for Differently Abled Students

The guidelines for conducting Examinations for persons with Disabilities are as follows.

- In case of a person with benchmark disability like blindness, locomotor disability (both arm and affected BA) and cerebral palsy, the facility of Scribe / Reader/ Lab Assistant will be allowed on submission of a certificate, that the person concerned has physical limitations to write including that of speed and a Scribe / Reader/ Lab Assistant is recommended to write the Examination on his /her behalf from the Chief Medical officer / Civil Surgeon / Medical Superintendent of a Government Health Care.
- In case the examining body provides a Scribe / Reader/ Lab Assistant it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination.
- The qualification of the Scribe / Reader should be always a matriculate or should be one step below the qualification of the candidate taking the examination.

- There should also be flexibility in accommodating any change in Scribe / Reader/ Lab Assistant in case of emergency.

Issuing Transcripts

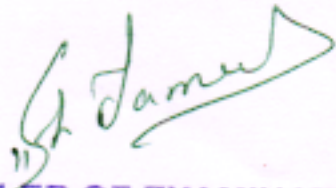
Transcripts are issued to students on demand to pursue their higher studies abroad from the office of the Controller of Examinations duly signed by the COE.

MALPRACTICE POLICY

MALPRACTICE IN CIA / SEMESTER EXAM

- If a student is found copying from some manuscript or printed sheet or any other incriminating material or is found possessing any such material, the invigilator concerned / squad will seize the incriminating material, confiscate the Hall Ticket, identity Card and answer script of the student, and provide a statement of his own along with that of the student to the Chief Controller of Examinations (Chief Superintendent) who will in turn forward it to the Controller of Examinations.
- The Student may be permitted to appear for the subsequent papers conditionally. Later, the student will be asked to appear before the Examination Discipline Committee to decide the sanctions against them for having indulged in malpractice. The sanction will vary according to the gravity of the fault, ie, from being debarred from one paper or all the papers of one semester, to being debarred from two or three subsequent semester, if necessary, as per the malpractice policy followed in the college.

- The candidates who fail to appear before the Examination Discipline Committee will be fined Rs. 300/- and in addition they will be suspended from the college until they bring their parents.
- Students who involve in malpractices in CIA Tests / Semester examinations will be fined Rs. 200/-. The examinations written during that cycle will be cancelled.
- Post – examination discovery of malpractices will be referred to the Controller of Examinations by the Examiner. The Controller will refer the matter to the Examination Discipline Committee for a decision. The rules prevailing in M.S University regarding malpractice and those framed by our Academic Council will serve as guidelines.



**CONTROLLER OF EXAMINATIONS
SADAKATHULLAH APPA COLLEGE
(AUTONOMOUS)
Rahmath Nagar, Tirunelveli - 627 011.**



**PRINCIPAL
SADAKATHULLAH APPA COLLEGE
Rahmath Nagar, TIRUNELVELI - 627 011.**