

NAZARETH COLLEGE OF ARTS & SCIENCE

EXAM COMMITTEE MANUAL BOOK



NAZARETH COLLEGE OF ARTS & SCIENCE

(Affiliated to the University of Madras
Accredited with "B" Grade by NAAC)

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2018-2019

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Kovilpathagai Main Road, Kannadapalayam, Avadi, Chennai-62

EXAMINATION MANUAL

(AN IQAC INITIATIVE)

2018 – 2019

Abbreviations

UNOM – University of Madras
NCAS – Nazareth College of Arts and science
CSE – Chief Superintendent of Examinations
EC – Examination Co- Ordinator
IG – Invigilator
IE – Internal Examination
EEP – External Examiner Practical
DC – Disciplinary Committee
DEC – Department Examination Committee
HOD – Head of the Department
CIA – Continuous Internal Assessment
MOE – Model Exam
OPT – Open Book Test
ESE –End Semester Exam
ID – Identity
TC – Transfer Certificate
NME – Non Major Elective
UG –Under Graduate
PG – Post Graduate

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Introduction:

- The Examination manual comprises an overview of the Examination process at Nazareth College of Arts and Science.
- Manual provides the activities performed, aim, objectives, general duties, instruction to invigilation, the process of Continuous Internal Assessment (CIA), the model of question papers and various formats for submission.
- The college strictly follows the Examination norms of the University of Madras (UNOM). The manual is updated every year based on the information provided by UNOM.

PART 1 – Definition of Terms

1.1 Perspectives

1. Chief Superintendent of Examination (CSE)

CSE is appointed by the University at each Examination centre. The CSE will be responsible for the smooth conduct of the examination as per the instructions of the University UNOM. The Principal shall be the Chief Superintendent of Examination in all affiliated colleges unless the Principal nominates another senior faculty in consultation with the management.

2. Examination Co-Ordinator (EC)

The Examination Co-Ordinator is appointed by the chief superintendent of Examination. The role of the examination co-ordinator is to oversee the general conduct of examination, and to monitor the invigilators.

3. Invigilator(IG)

A person who has been duty designated to oversee the orderly conduct of examinations in the room allotted to him/her.

4. Internal Examination(IE)

A person who has been allotted the particular course in a programme is called the Internal examiner.

5. External Examination (Theory)

A person who has been selected from a list of examiners submitted to the university to correct the end semester theory examination paper.

6. External Examiner (Practical)

A person who has been selected from list of examination submitted by the Head of the Department for the respective practical paper.

7. Disciplinary Committee

A group of faculty established by the management to handle all disciplinary matters relating to examination misconduct involving staff and students.

8. Departmental Examination Committee

This is a body of faculty constituted for a period of 1 year with the Head of the Department as the convener, one senior faculty and one junior faculty as the member. This committee oversees the quality of question paper, the coverage of questions and the format before forwarding the question paper to the examination.

1.2 Examination Office

Room No : 3 (Ground Floor) – A Block

1.3 Aim & Objectives

The aim of the examination committee is to carry out internals as well as external examinations in the college. The objective is to determine whether the students requirements are met regard to knowledge, insight and skills .

1.4 Activities

The examination Committee performs the following duties for each Academic year June – May.

- A) Conducts College level Examinations(CIA I, II, Open Book Test I, II, Model Exam) and University Level Examinations (Electives, Soft Skills and Practical Examinations).
- B) Packaging and sending the answer scripts to the University after the University Examinations.
- C) Custodial provision for the question papers received from the University.
- D) To receive ESE answer sheets.
- E) To prepare timetable for CIA in collaboration with the departments.
- F) To Monitor the conduct of the examination.

1.5 Committee Members:

1. Dr. E. Mary Angeline, Principal – Chief Superintendent of Examination.
2. Ms. E. Mano Ranjitham, Vice Principal – Examination Co-Ordinator.
3. Mr. D. Senthil, Head Department of Computer Applications SHIFT II.
4. Mr. A. Barath, Assistant Professor, Department of Indian Languages.
5. Mr. Manivannan, Head Department of Business Administration SHIFT II.
6. Ms. Jenifer Alex, Assistant Professor, Department of Commerce.

1.6 Duties of Examination Committee

1.6.1 General

1. Setting up the examination venues by placing candidate numbers, booklets, examination papers, [stationery](#) and equipment at desks in accordance with strict procedures of UNOM.
2. Implementing the exam rules and [regulations](#) and remaining vigilant throughout the examination duration as instructed by UNOM.
3. Assisting the candidates before, during and after the examination by directing them to their seats, advising them about possessions permitted at examination venues and dealing with queries raised by candidates etc.
4. Checking attendance during examinations, recording details of late arrivals and ensuring that proper seating plans are followed.
5. Escorting candidates during water breaks or washroom breaks as required and detecting any unauthorized materials inside the examination hall.
6. Delivering and collecting scripts carefully at the start and end of the examination in accordance with strict examination procedures.
7. Assisting with the packing of examination scripts, stationery and other equipment from the examination venues.
8. Supervising candidates in leaving the examination venues in a quiet and disciplined manner and ensuring that candidates do not remove equipment or stationery from the examination venue without the permission of the [authority](#).

1.6.2 Heads of Departments

1. Chief Examiners for their DEC.
2. Preparing the timetable of the CIA along with the DEC.

3. Forwarding the Question paper after quality check, format check to the examination committee.
4. Internals marks moderation with DEC and course teacher.
5. Supervising the online entry of marks class wise.
6. Submission of the online entry to the EC through the chief superintendent office.
7. Getting the attendance status and submitting to the admin office and Examination office.

1.6.3 Invigilator

1. Invigilator should ensure that candidates do not talk inside examination venues and also responding to any examination irregularities immediately.
2. Invigilators should arrive at the examination hall at least one hour before the start of the examination to report for their duty and remain for an additional hour after the exams to collect and wrap up the examination scripts.
3. Before the candidates arrive, exam invigilators must prepare the examination venue by placing the required answer booklets, [reference](#) booklets and other supplementary materials on candidates' desks.
4. They must make sure that the time of the clock at the examination venue is set correctly and necessary instructions are clearly displayed at the front of the examination hall for the candidates.
5. Help direct students to their seats and prohibit the entrance of forbidden items such as cell phones, smart watch, headphones, portable audio/video/gaming devices and textbooks at the examination hall.^[2]
6. Exam invigilators must give their whole attention to the examination process. At this time, they must be vigilant, mobile and attentive and should not perform any other tasks throughout the examination's duration.

7. Exam invigilators must respond to queries from candidates immediately and assist the candidates as per their needs.
8. Within the first 30 minutes of the examination, the invigilators should take the attendance of the candidates in the attendance record sheet and sign it before submitting it to the Chief Invigilator.
9. Exam invigilators must deal with students who arrive late at the examination venue and record their attendance and [consult](#) with the Chief Invigilator to determine whether extra time will be granted to such candidates or not.
10. Invigilators are advised to maintain silence in hall, so as to provide conducive environment for the smooth conduct of the Examination.
11. In the event of an emergency or fire alarm, invigilators should follow the emergency exit procedures and lead the candidates safely outside the examination hall.
12. Invigilators must not permit candidates to leave the examination hall room during the first 1-hour and the last 15 minutes of the examination. If [unauthorized](#) materials are found inside the examination hall, they should remove them immediately. They should not explain any questions asked by the candidates or allow any other person to ask questions of, or read answers to, the candidates.
13. Invigilators should collect the scripts, question papers, stationery and other reference booklets from the candidates and check that all the required information (name, candidate number, venue, date etc.) have been filled out by the candidates on their scripts properly.
14. When all the scripts are collected, invigilators should release candidates and direct them towards the exit of the examination hall in complete silence.
15. The Invigilators should arrange the answer scripts in the order of attendance and submit to the EC immediately.

1.6.4 General Instructions for all the Invigilators in NCAS

1. Invigilators should be present at the examination room at 9.00 A.M. They should sign in the invigilation book and collect the answer booklets from examination committee. They should also count the number of booklets and should collect the paper attendance sheet.
2. The invigilators should be present in the classrooms at 9.30 A.M
3. They should check the students ID card, hall ticket, pocket, pouches etc. Also make sure that male students do not fold their shirt handcuffs, should not wear caps inside the exam hall and should leave shoes outside.
4. In case the student doesn't bring their ID cards and Hall ticket they should sent to the office to get a duplicate ID. The temporary hall tickets and ID card can also be obtained from the college office by paying fine of rs.50. Each exclusively for examination purpose. The invigilator should allow the students only after they make the payments along with the form sign by the Principal.
5. The students should be seated according to their University register numbers.
6. Booklets should be distributed as soon as the students are seated inside the hall.
7. Proper instructions should be given to the students before they fill the answer booklets. The invigilator should check the following
 - a) The students should count the number of pages in the answer booklets before they start filling and if any booklets doesn't have the minimum pages it should replaced with the knowledge of the examination committee.
 - b) Each booklet should have the signature of facsimile of the chief Superintendent.
 - c) The student should bring the own necessities like pencil, scale, eraser, pen etc.

- d) They should fill the register number first with pencil and then with pen without making any mistake.
 - e) The students should not use any whitener or eraser on their own.
 - f) The student should fill their name, register number, subject code, subject name, degree and other details specifies without any errors.
 - g) In case of any mistake, the invigilators should report the examination committee.
8. Invigilators should put their signature only after scrutinizing each students answer booklet for any error in the coding sheets.
 9. Every day instruction should be given to the students by the invigilators.
 10. The answer booklets should be collected subject wise, degree wise and register number wise.
 11. The students should be sent out of the hall only after collecting all the booklets.
 12. The answer booklets should be returned to the examination room.
 13. Student should not be let out of the examination hall and for any emergency the students should be sent along with an attender only after inform the examination committee.
 14. Students should be made sit for three hours for the examination.
 15. Invigilator should be alert and vigilant in checking for bit paper and also for any mal practices.

1.6.5 University Examination Timing

The timing for the university examination is as follows.

- a) 9.30 A.M - 1st bell – Staff should be inside the examination hall.
- b) 9.45 A.M - 2nd bell -Students should be in the examination hall.
- c) 9.55 A.M – 3rd bell- Prayer bell.
- d) 9.56 A.M – 4th bell – The students to be seated after the prayer.

- e) 10.00 A.M – Long bell – For the distribution of question paper and for the commencement of the examination.
- f) 11.00 A.M – 12.00 P.M , 1.00 P.M. – Hourly bell
- g) 1.10 P.M – Long Final bell- For collecting the answer paper.

1.6.6. Internal and External Examination Details

- Ⓞ CIA 1 - 2nd Hour
- Ⓞ CIA 2 – 2nd Hour
- Ⓞ Open Book Test 1 – Department wise Timetable
- Ⓞ Open Book Test 2 – Department wise Timetable
- Ⓞ Model Exam – Three Hours Examination
- Ⓞ University Exam –As per the University Schedule

1.6.7. Internal Assessment

1. Internal Assessment minimum marks for our college is 10 out of 25 and if any name appears in online (like break of study/TC/long absentees/etc), we should enter minimum 10 marks.
2. Internal and external online entry should be entered and print to be taken of that entry. Signature of the principal and it should to the exam committee.
3. All Online entry mark sheets to be signed by the Principal before submission.
4. Internals to the committee
 - a) Order wise III year, II year and I year.
 - b) Submitted For practical/ NME/Value education /Soft skill etc. the online entry should submitted in order wise internals, externals, attendance sheet.
 - c) In case any arrear candidates the online entry should be entered by the evaluated staff.

- d) In internal and external first sheet college name, department, center code, shift as to be mentioned, numbering should be done till last page.

PART 2 – Question Paper

2.1 Preparation of Question Paper

1. The course teacher prepares the question paper as per UNOM guidelines of CIA and submit to the Head of Department for moderation
2. All the question paper are presented to the departmental exam committee who do the moderation
3. The moderated question paper are submitted to the EC on the specified date communicated by them.
4. The moderated question paper are copied and sealed and safety kept in the storage provided for the purpose.

2.2 QUESTION PAPER PATTERN FOR UG COURSES

Section A (30 words)			
10 out of 12	-	10x2 marks	= 20 marks
Section B (200 words)			
5 out of 7	-	5x5 marks	= 25 marks
Section C (500 words)			
3 out of 5	-	3x10 marks	= 30 marks
Total			= 75 marks

2.3 QUESTION PAPER PATTERN FOR PG COURSES

Section A	:	10x1	=	10 marks
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Section B	:	5x5	=	25 marks
Section C	:	4x10	=	40 marks
		Total	=	75 marks

2.4 DISTRIBUTION OF MARKS FOR THEORY EXAM

External assessment	:	75 marks
Internal assessment	:	25 marks
<input type="checkbox"/> Attendance	:	5 marks
<input type="checkbox"/> Assignment	:	5 marks
<input type="checkbox"/> Seminar	:	5 marks
<input type="checkbox"/> Test	:	10 marks

2.5 DISTRIBUTION OF MARKS FOR PRACTICAL EXAM

External assessment	:	60 marks
Internal assessment	:	40 marks
<input type="checkbox"/> Attendance	:	5 marks
<input type="checkbox"/> Record	:	5 marks
<input type="checkbox"/> Test	:	30 marks

2.6 DISTRIBUTION OF MARKS FOR PROJECT

External	:	80 marks
Internal	:	20 marks

2.7 ATTENDANCE GRADING SCHEME

Below 60 %	-	Nil
60 – 75 %	-	3
76 – 90 %	-	4
91 – 100 %	-	5

PART 3 – Grading System

3.1 UNOM Grading

CLASSIFICATION OF SUCCESSFUL STUDENTS:-

PART I TAMIL / OTHER LANGUAGES; PART II ENGLISH AND PART III CORE SUBJECTS, ALLIED, ELECTIVES COURSES AND PROJECT: Successful Students passing the Examinations for the Part I, Part II and Part III courses and securing the marks (a) 60 percent and above and (b) 50 percent and above but below 60 percent in the aggregate shall be declared to have passed the examination in the **FIRST and SECOND** class respectively; all other successful candidates shall be declared to have passed the examination in the **THIRD Class**.

3.2 Grading Format of UNOM

The following table shows the marks, grade points, letter grades and classification to indicate the performance of the Student:

RANGE OF MARKS	GRADEPOINTS	LETTERGRADE	DESCRIPTION
90-100	9.0-10.0	O	Outstanding
80-89	8.0-8.9	D+	Excellent
75-79	7.5-7.9	D	Distinction
70-74	7.0-7.4	A+	Very Good

60-69	6.0-6.9	A	Good
50-59	5.0-5.9	B	Average
40-49	4.0-4.9	C	Satisfactory
00-39	0.0	U	Re-appear
ABSENT	0.0	AAA	ABSENT

Letter Grade and Class

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.5-10.0	O +	First Class - Exemplary *
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D ++	First Class with Distinction *
8.0 and above but below 8.5	D +	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A ++	First Class
6.5 and above but below 7.0	A +	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B +	Second Class
5.0 and above but below 5.5	B	
4.5 and above but below 5.0	C +	Third Class
4.0 and above but below 4.5	C	
0.0 and above but below 4.0	U	Re-appear

Computation of Grade Point Average (GPA) in a Semester, Cumulative Grade Point Average (CGPA) and Classification

$$\text{GPA for a Semester} = \frac{\sum C_i G_i}{\sum C_i}$$

That is, GPA is the sum of the multiplication of grade points by the credits of the courses divided by the sum of the credits of the courses in a semester.

$$\text{CGPA for the entire programme} = \frac{\sum n \sum C_i G_i}{\sum n \sum C_i}$$

That is, CGPA is the sum of the multiplication of grade points by the credits of the entire programme divided by the sum of the credits of the courses of the entire programme Where,

C_i = Credits earned for course i in any semester,

G_i = Grade Points obtained for course i in any semester

n = Semester in which such courses were credited.

*The Students who have passed in the first appearance and within the prescribed semester of the UG Programme (Major, Allied and Elective courses only) are eligible.

PART 4 – Examination Malpractice

Students indulging in malpractice during Continuous Internal Assessment (CIA) will be awarded zero marks and the same will be considered in consolidating the CIA marks.

Repeated offence will entail zero marks in the consolidated CIA for all the papers of the Semester. Such students will be permitted to repeat their Continuous Assessment tests only after the completion of Six semester (UG)/Four semester (PG).

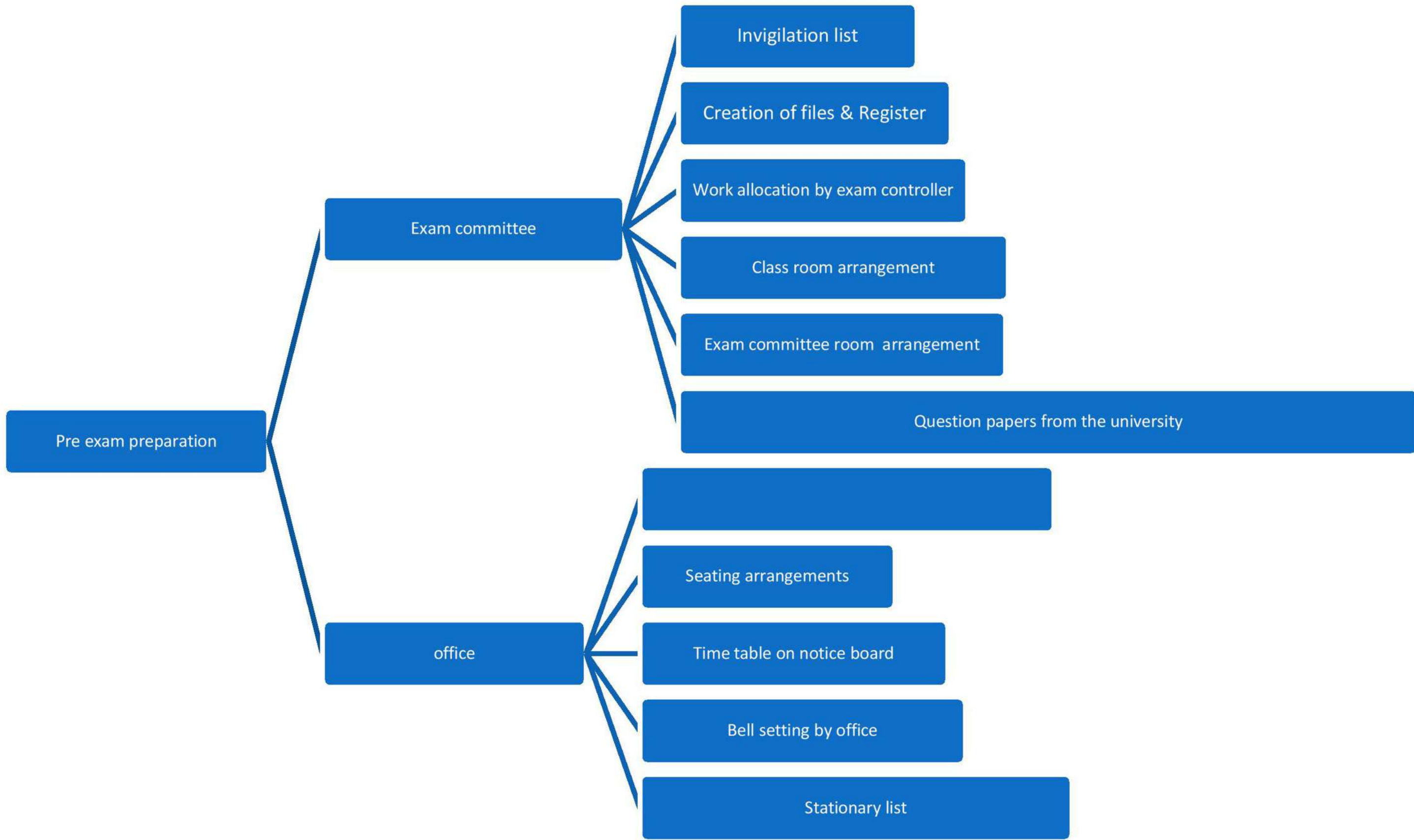
They may however continue to attend classes for the rest of the program and appear for the End Semester Examination.

All instances of malpractices will be communicated to the Examinations office, with a written statement from the course teacher and the student along with proof if any.

If malpractice is detected during the End Semester Examinations the student will be debarred from writing all the following examinations of that Semester, and the preceding papers of that Semester stand cancelled. The repeat papers that she has registered for during that Semester will also be cancelled. All papers regular/ repeat of that semester will be cancelled.

Pre exam preparation





Committee White board



Reminders (instructions)



Important dates(Question paper
& Answer booklet & Bundling)

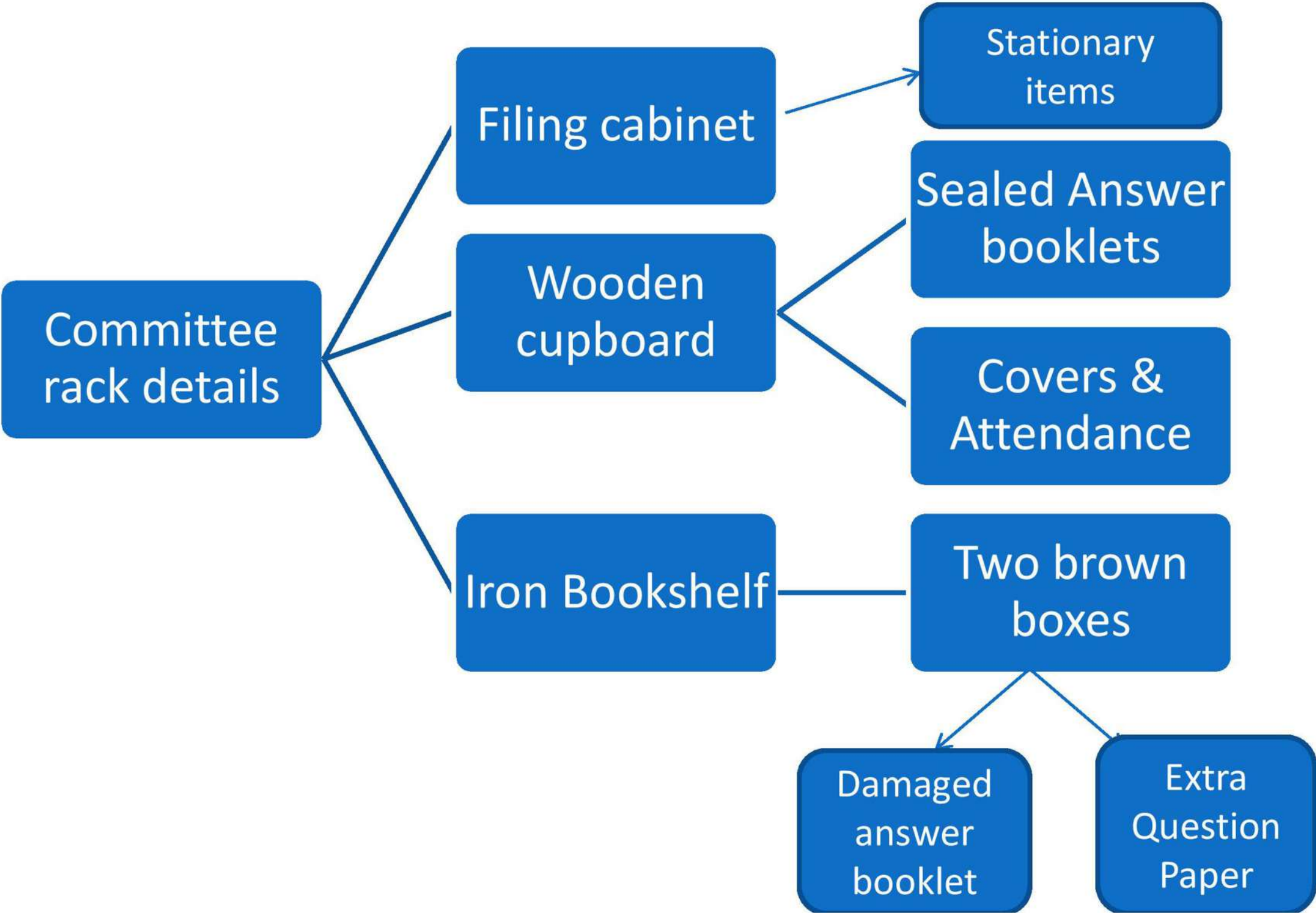


Cover details

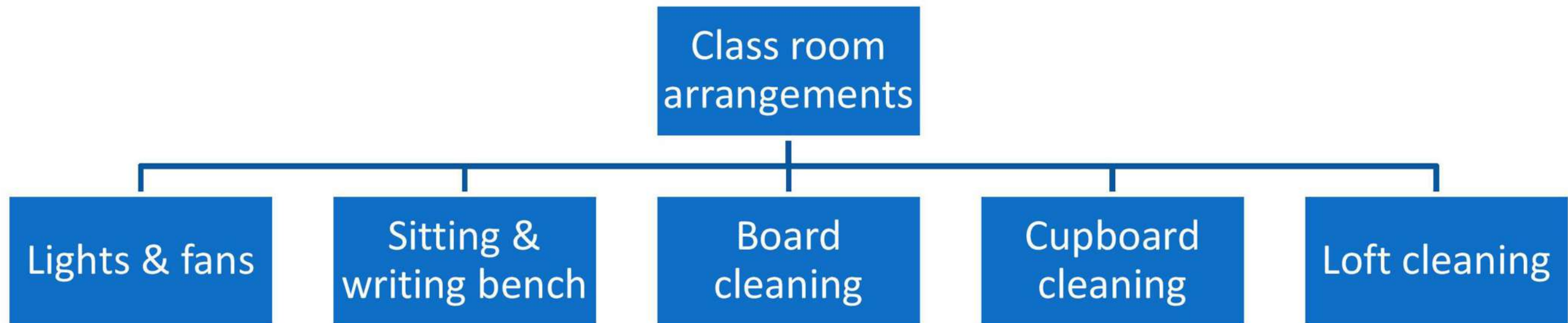


Absentees detail

Exam stationery storage details



DAY WISE WORK ALLOCATION (Before Examination)



Previous Day Preparations

Check List

- Seating
- Board Writing
- Seating print & paste on notice board
- Sticker Writing
- Room wise seating marking
- Entry of online absentees
- Give print to committee for checking
- Cover writing
- Attendance
- Invigilation duty list
- Booklet seal

UNIVERSITY STATIONERY RECEIVING PROCEDURE



Answer booklet



Acknowledgement &
signature

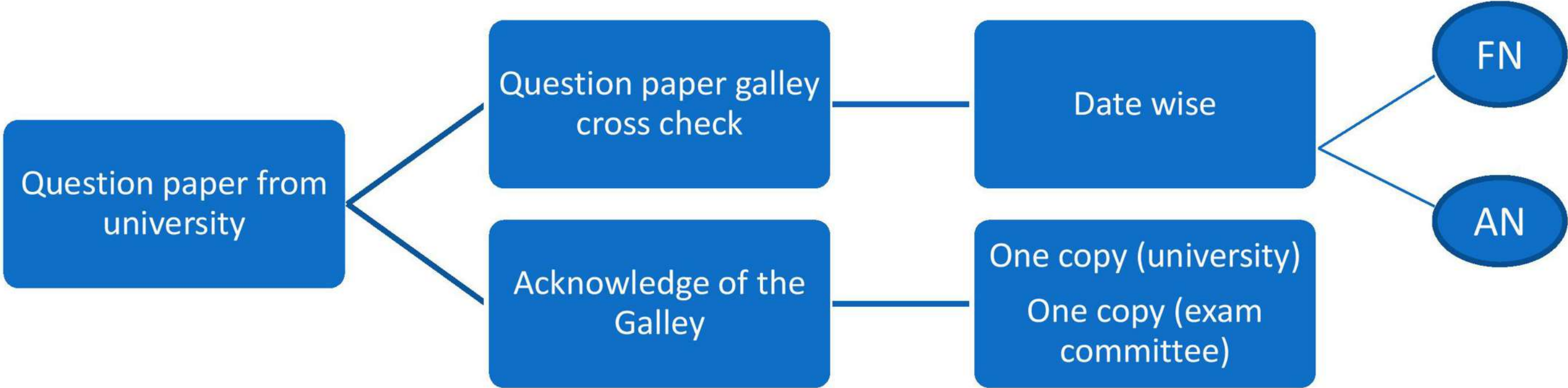


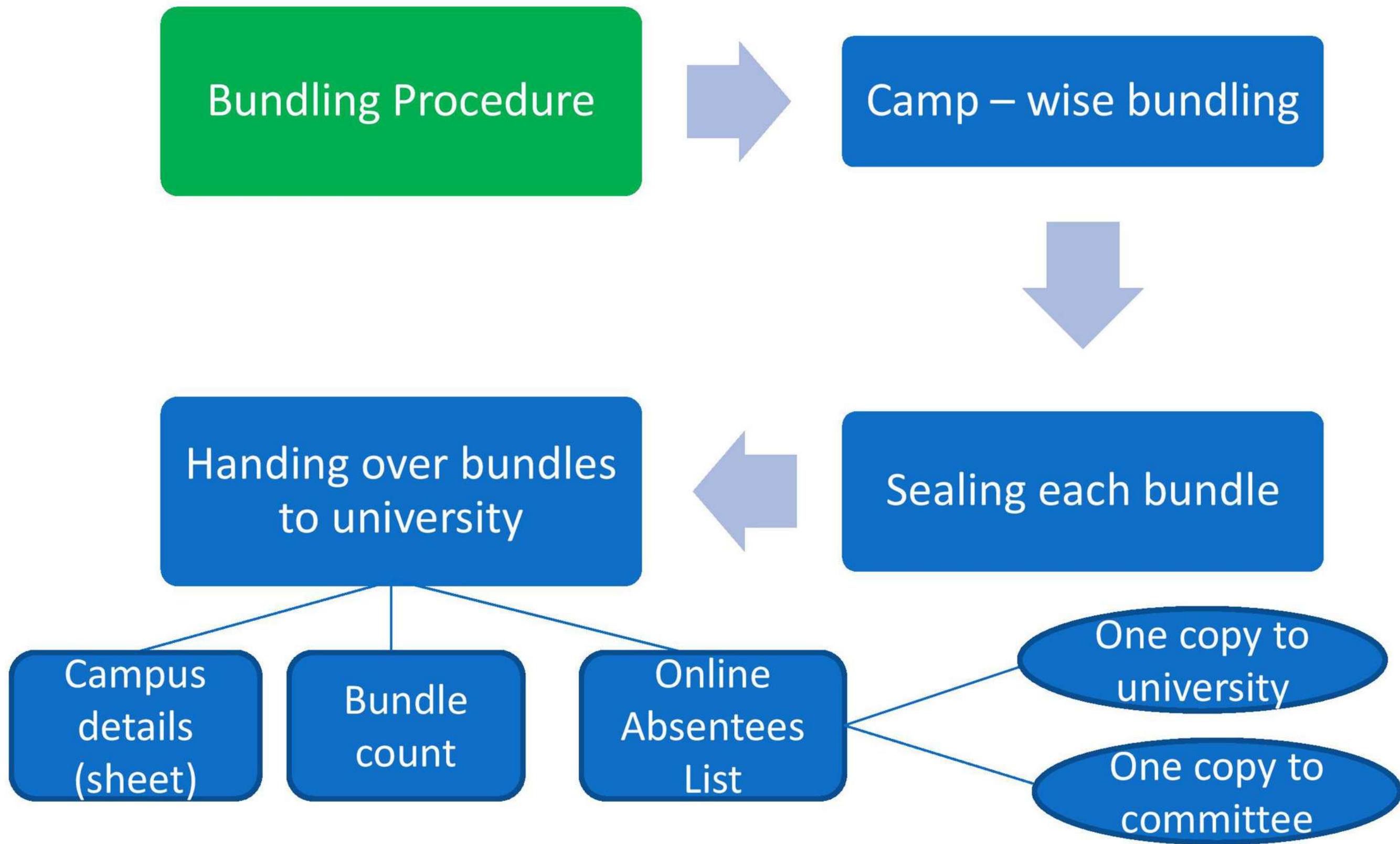
One copy(university)
One copy (exam committee)



Answer booklet to record
room & seal the room

Question Paper

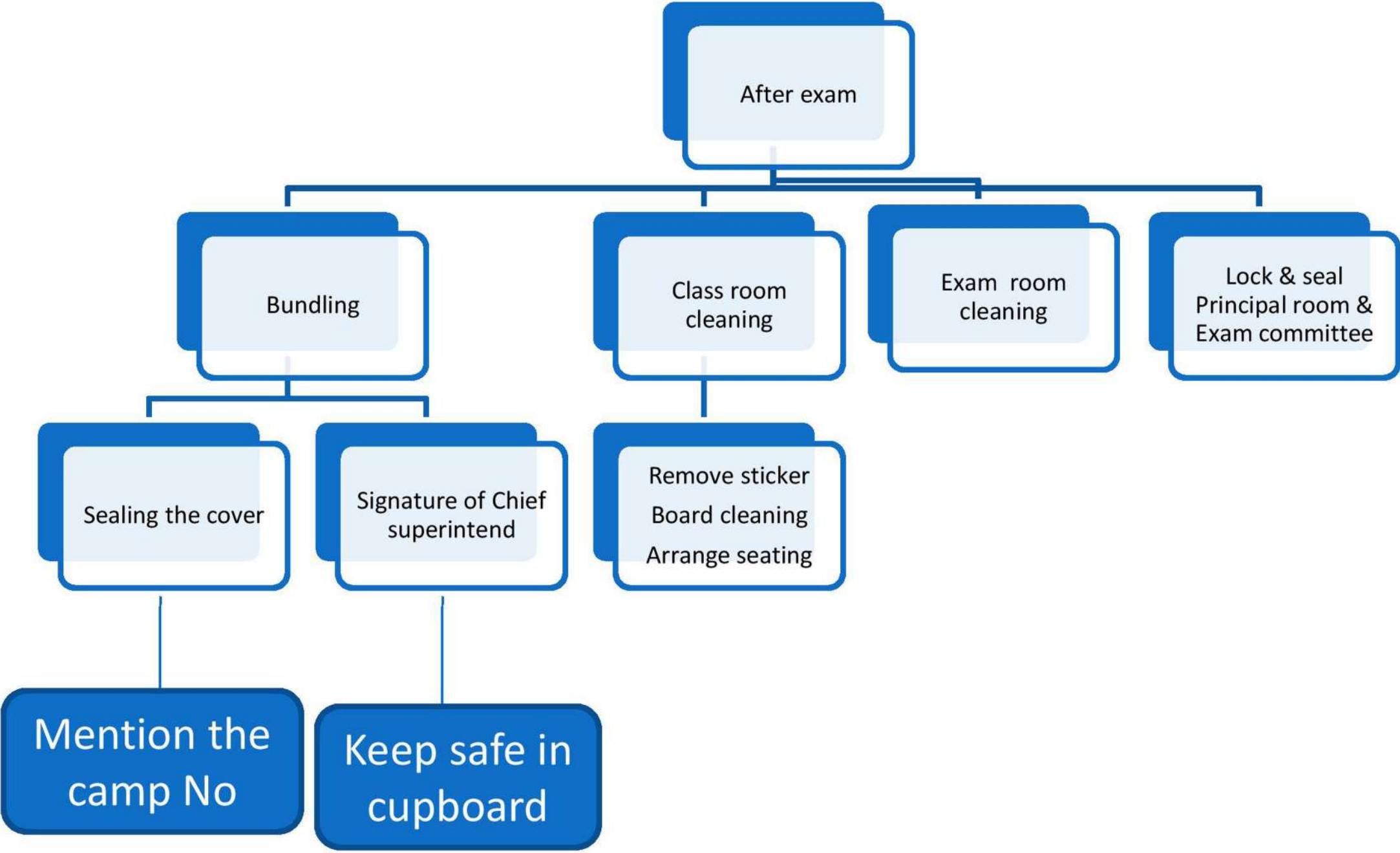




ATTENDANCE WORK CHECKLIST (During examination)

- Collect attendance from class room
- Mark Absentees on cover & attendance
- Chief signature in attendance
- Online Attendance entry by office
- Absentees list from office to exam committee

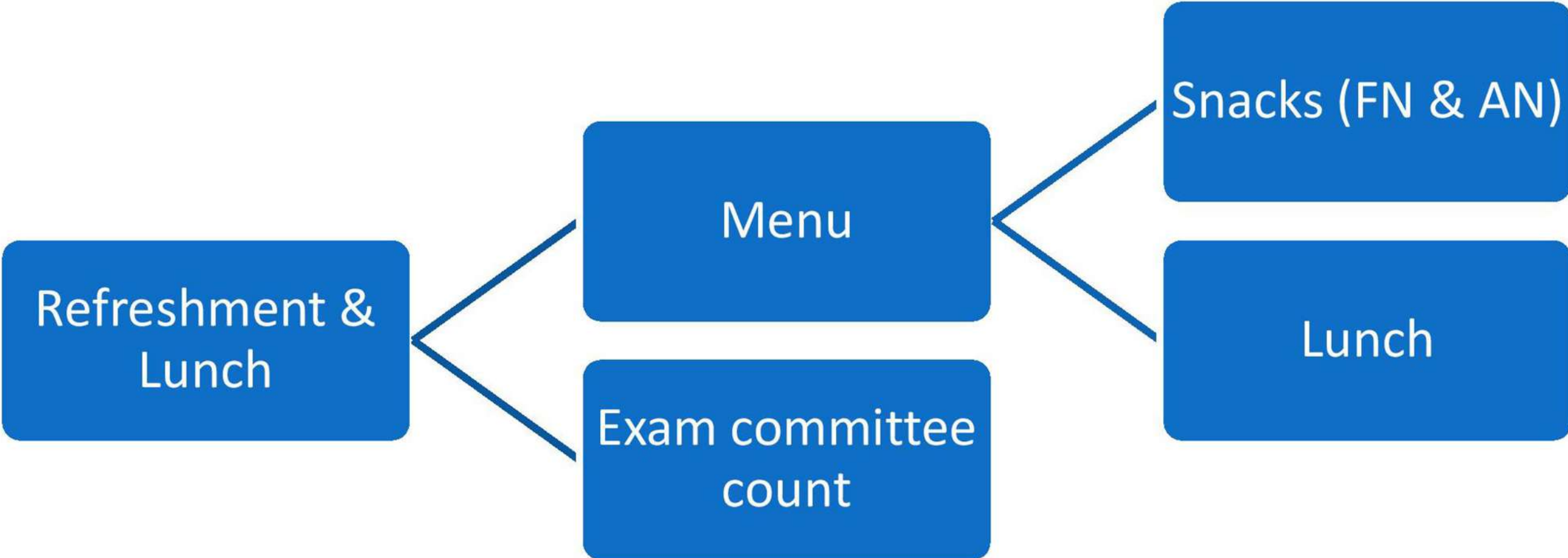
After Examination



Post exam

- Send bundles to UNOM
- Collect attendance sheets from office
- Submit the remaining stationary to office
- Remaining Answer booklet & covers to the university
- Exam report – To Principal
- Claim form – To office

Refreshment & Lunch Arrangement



Before exam

- Class room board writing
- Sticker
- Distribution of booklet to staffs
- Instructions to invigilators and prayer

Question paper team

- Arrives at 9Am to principal office
- Fill the column in question paper cover
- Signature from chief and invigilators
- Cut the cover & arrange the question papers room wise
- Put the question paper in cloth cover according to room wise & distribute to room wise at 9.50 am

