



# J.D. National B.Ed. College

Vill.- Janum, P.O. - Angara, Ranchi - 835103

Recognised by NCTE, ERC - Bhubaneswar | Affiliated to Ranchi University, Ranchi

Ref No. ....

Date .....

## J.D NATIONAL B.Ed. COLLEGE, ANGARA, RANCHI

### EXAMINATION POLICY COLLEGE INTERNAL EXAMINATION STANDARD OPERATING PROCEDURES

#### 1. ACADEMIC CALENDER

- The tentative examination schedule for all semester exams for the year is notified in the college academic calendar
- With reference to academic calendar, exams are conducted.

#### 2. APPOINTMENT OF CONTROLLER OF EXAMINATION

- The Controller of Examination and other members of examination committee are selected by IQAC.

#### 3. PLANNING

- The examination committee plans, organize and conduct examinations.

#### 4. CIRCULAR

- A circular is sent to all staff members mentioning the dates and subjects of exams with time and session.
- The circular also requests teachers to prepare question papers and answer key.
- After the circular is circulated, the COE will circulate the exam Time-Table and then display it on the Notice Board.



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Principal  
J.D. National B.Ed. College  
Janum, Angara, Ranchi

## **5. PREPARATION OF QUESTION PAPERS**

- The subject teachers of respective subjects set their question papers by using blue print and submit the same to the COE.
- Preparation of question paper is as per university regulations for B.Ed.
- Proof reading and checking of compliance with syllabus and pattern shall be done thereafter.

## **6. REQUIREMENTS**

- All the necessary steps are taken to print the required copies of question papers.
- Question papers shall usually be printed a day before that particular exam to be held provided that if the number of question papers required are of very big quantity, printing may be done two days in advance.
- Arrangement of Answer scripts, Attendance sheet, thread etc are also made.

## **7. ROOM IDENTIFICATION**

- Examination halls are identified according to the requirement.
- Consolidated Seating plan are prepared and intimated to the students through notice board and stickers on various entry points

## **8. ALLOTMENT OF INVIGILATORS**

- Invigilators are allotted according to need and are intimated officially about their invigilation duty.

## **9. ENTERING AND LEAVING EXAMINATION ROOMS**

- Candidates shall not bring any other items other than stationary and water to the examination hall.
- No candidate may enter the examination room later than one hour after the start of the examination.



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- No candidate may leave the examination room other than illness or other reason acceptable to the invigilator, before 30 minutes after the start of the examination.
- No candidate may leave the examination room within the last 30 minutes of the examination, other than in exceptional circumstances and with the permission of the invigilators.
- All answer books shall be collected from candidates before they are permitted to leave the examination hall.

#### **10. CODE OF CONDUCT DURING EXAMINATION**

- The invigilators shall report to the exam cell and receive the answer books, attendance sheets and other documentation papers half an hour before the commencement of the exam and proceed to their respective exam halls/rooms
- The exam conducting team shall hand over the required question papers to each room 5 minutes prior to the commencement of the exam.
- The COE shall make surprise visits to exam halls/rooms occasionally during examinations.
- The candidates should maintain silence and talking or discussing anything with other classmates is strongly prohibited during examination.
- Attendance shall be taken in attendance sheets to get information about the strength of students.
- After the completion of the exam, invigilators shall report back to COE in order to account for the question papers/Answer books they had received.
- The superintendent of exams shall complete the documentation process and the answer books shall be handed over to the Subject Teachers for Correction.

#### **11. MALPRACTICE DURING EXAMINATION.**

- The invigilator must report all cases of suspected or actual malpractice.
- If candidates have committed malpractice, the COE may disqualify him or suspend him depending upon the severity of the case.



  
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## **12. BELL TIMING OF EXAMINATIONS**

- A short bell will ring 15 minutes before the start of the examination for invigilators to distribute the unused answer sheets to the candidates.
- A long bell will ring to distribute the question papers and start the examination.
- A short bell will ring after the completion of every hour.
- A short warning bell will ring 15 minutes before the end of examination.
- A long bell will ring for collection of used answer scripts and end of examination.

## **13. EVALUATION AND DECLARATION OF RESULTS**

- Mark statement shall be collected from the subject teachers.
- Absentees should be marked with red.
- A consolidated statement of marks shall be prepared and after having made a preliminary analysis, the Controller of Exams shall appraise the principal for the final approval for declaring the result.
- On approval, after having made the TR sheet the result shall be declared and displayed in the notice board.
- Declaration of result shall be the latest by 10 days from the last date of exams.
- The results of those who have been caught for unfair means shall be withheld until decision on such matters are taken by competent authorities/committees

## **14. GRIEVANCE REGARDING EXAMINATION**

- College has a Grievance Redressal cell for dealing with any sort of grievance that students may encounter specially related to examination grievances of students, if any, are brought to the notice of the head of the institution, and the issues are amicably and promptly solved.
- A suggestion box is kept in the campus in which students can put their grievances/complaints. The authority will go through the same and tries to solve if possible.
- Any grievance/complaint received by the institution is discussed by the grievance redressal committee to arrive at a concrete solution.



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