



KMCT
COLLEGE OF NURSING

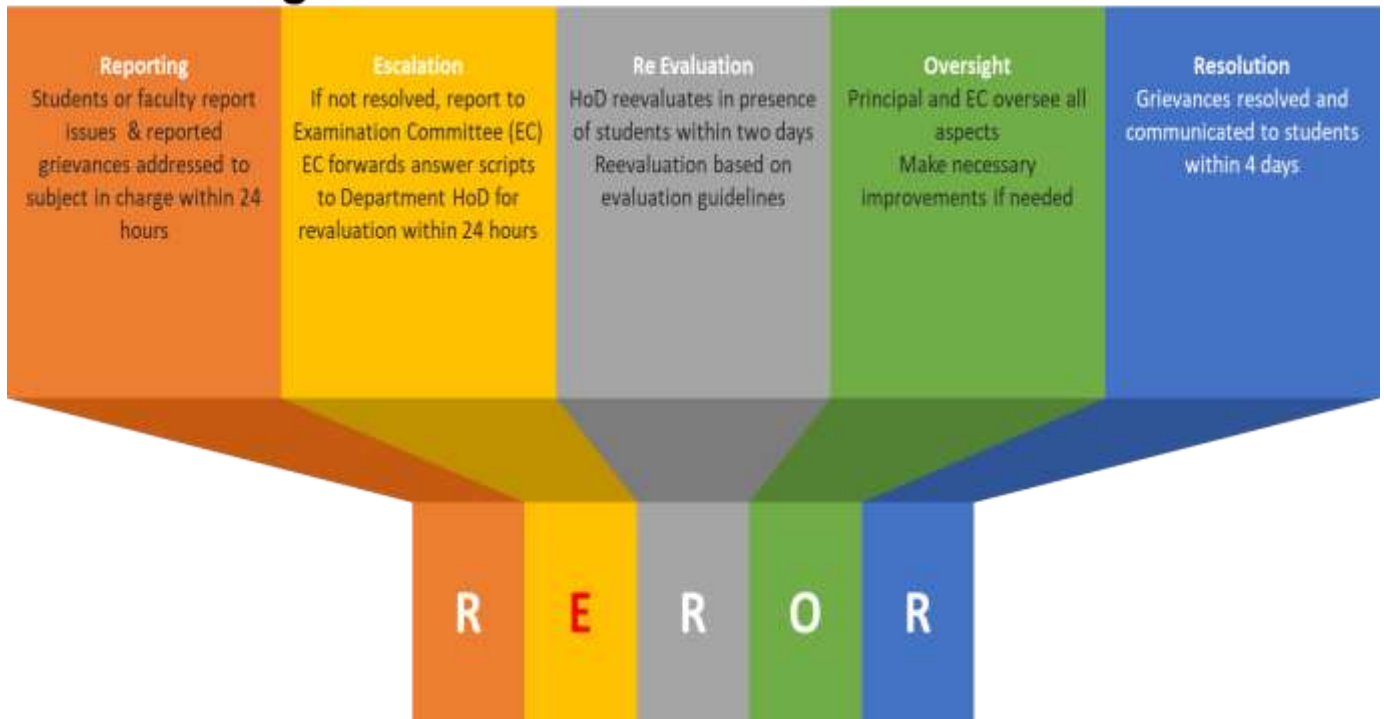
Recognized by Indian Nursing Council & Kerala Nurses and
Midwives Council & affiliated to Kerala University of Health Sciences

EXAMINATION POLICY

1	Policy No.	KMCTCON / IQAC / PD
2	Policy Statement	KMCTCON's Examination Policy is committed to upholding the highest standards of examination conduct, ensuring fairness, integrity, and adherence to regulatory guidelines. The policy encompasses the internal examination process, including timetable preparation, seating arrangements, invigilation, question paper design, evaluation, result publication, and grievance redressal. Additionally, it addresses the external examination process as per university specifications.
3	Objectives	<ul style="list-style-type: none"> • To establish a systematic and transparent internal examination process. • To conduct external examinations in accordance with university guidelines. • To ensure fairness, integrity, and accuracy in the evaluation of answer scripts. • To provide a structured grievance redressal mechanism for both internal and external examinations.
5	Approved by	Governing Body
6	Responsible Authority	Principal, KMCT CON Examination Committee.
7	References for the policy	NAAC Accreditation KUHS Examination Guidelines

No **ERROR** only **REROR**

Resolving **E**xamination Related Offenses and Redressal



INTRODUCTION

KMCT CON is dedicated to maintaining a transparent, fair, and efficient examination process. The Examination Committee plays a pivotal role in ensuring the integrity of both internal and external examinations. This policy outlines the roles, responsibilities, and processes involved in conducting examinations at KMCT CON.

POLICY STATEMENT

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OBJECTIVES

- To establish a systematic and transparent internal examination process.
- To conduct external examinations in accordance with university guidelines.
- To ensure fairness, integrity, and accuracy in the evaluation of answer scripts.
- To provide a structured grievance redressal mechanism for both internal and external examinations.

Programmes offered

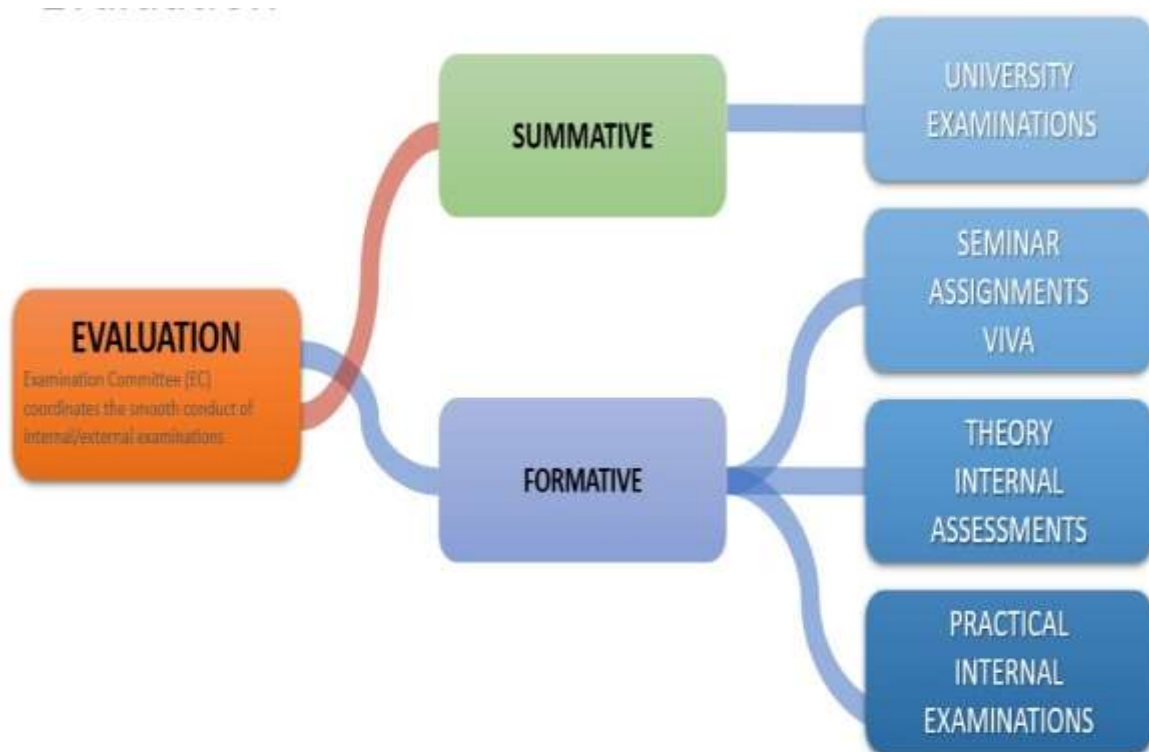
Under graduate courses

B Sc Nursing (4 Years)

PBBSc Nursing (2 Years)

Postgraduate courses

MSc Nursing (2 years)



ROLES AND RESPONSIBILITIES OF EXAMINATION COMMITTEE

1. To prepare the tentative examination timetable and make same available to the students at least one month before the date of the examination.
2. To correct the tentative timetable in line with the observed corrections as may be raised by the students and/or examiners before the final timetable.
3. To release the final timetable for the examination at least two weeks before the date of the examination.
4. To collect one set of question paper from two examiners 3 days before the commencement of the examinations and keep the records of questions submitted to the Committee before the commencement of the examination.
5. To ensure sanity and integrity of the examination by preparing the sitting arrangement of students in a manner that will not compromise the examination.
6. To prepare the attendance sheets for each venue to be used for the examination.
7. To prepare the attendance sheets for the invigilators and attendants and ensure that all officers on duty endorse the attendance sheets.
8. To prepare a schedule of invigilation for Invigilators and Attendants.
9. To prepare dates for distribution of answer booklets.
10. To document all cases of examination malpractices and forward same to the Head of institution

11. To ensure the overall sanity of the examination by moving round the venues allocated for the examinations in order to monitor the processes and conducts of the invigilators and/or the students.
12. Establish an unbiased consistent mechanism for redressal of varied issues faced by the students related to examinations and its results.
13. To accommodate the students to express their grievances / problems freely without out any fear of being victimized.
14. To meticulously document and review the awarded marks to ensure accuracy and transparency.

INTERNAL EXAMINATION PROCESS

Timetable Preparation:

The Examination Committee meticulously crafts timetables based on the academic calendar. These schedules outline the dates, times, and venues for various exams. Factors such as course requirements, faculty availability are taken into account during this phase.

Timetable Dissemination:

Once the timetables are finalized, they are disseminated to students, faculty members, and relevant departments. Clear communication ensures everyone is aware of the exam schedule.

Block and Seating Arrangements:

The committee arranges seating blocks within examination halls. Proper allocation ensures an organized and efficient conduct of exams. Seating plans are displayed prominently to guide students to their designated spots.

Supervision Duty Lists:

Lists of faculty members assigned to supervise exams are prepared. These supervisors ensure adherence to exam rules and maintain a fair environment. The duty assignments are displayed for transparency.

Stationery Management:

Adequate stationery (such as answer sheets, question booklets, pens, etc.) is ensured. This prevents shortages during exams. The committee collaborates with administrative staff to stock the necessary supplies.

Invigilator Selection:

Invigilators play a crucial role in maintaining exam integrity. They are selected based on availability, experience, and reliability. Training sessions may be conducted for invigilators to familiarize them with protocols.

Question Paper Design:

The internal exam question papers are prepared by two subject experts from the previous year questions, which is verified by the Head of the Departments (HoD). The committee collect question papers, ensuring they align with the syllabus, university regulations and course outcome. Clarity, fairness, and relevance are essential considerations.

Exam Conduct:

On the scheduled dates, exams are conducted following established guidelines. Invigilators monitor the process, and students adhere to rules.

Malpractice Reporting:

Instances of malpractice are reported promptly. The committee investigates and takes appropriate action.

Evaluation

After exams, evaluation of the answer scripts is done by two faculties from the same department based on evaluation guidelines within a specified time frame. Meeting evaluation deadlines ensures timely result processing.

Result Publication and Analysis:

- The answer scripts are distributed in the class by the subject in charge within ten days after the commencement of examination.
- The results of the internal assessment are displayed in the notice board and in the “campus medicine” (academic management system exclusively developed for KMCT CON) which can be accessed by Principal, HoD's, students and parents with their login ID.
- The committee analyzes overall performance trends and identifies areas for improvement.

Grievance Redressal (sessional exam level):

- Any grievances related to exams are addressed through a dedicated grievance redressal mechanism.
- Students or faculty members can report issues, and the committee ensures fair resolution.
- Grievances or disputes should be addressed to the subject in charge within 24 hours. If the subject in charge can't be clear the grievance, then the students can report to the EC. EC will forward the answer scripts to the Department HoD for reevaluation within 24 hours.
- The HoD will reevaluate in the presence of students within two days based on evaluation guidelines. The Principal and EC continuously oversee all aspects of the grievances and make necessary improvements if needed.
- The grievances will be resolved and communicated to students within 4 days.
- The highest of the two sets of marks will be taken as the final mark.

EXTERNAL EXAMINATION

- Conduct external examinations following university specifications.
- Appoint invigilators as per university guidelines.
- Evaluate practical examinations with one internal and one external examiner appointed by the university.

Examination Surveillance:

- Conduct all theory examinations under CCTV surveillance to uphold examination integrity.

Grievance Redressal (University Level):

- Allow students to raise disputes in the relevance of questions to nodal officer through chief superintendent of the examination. The questions will be changed if any disputes are found genuine .
- After the publication of results if there are any grievances regarding their marks they can opt for retotaling.
- Students also have the option to request photocopies of their answer sheets directly from the University within the time allotted by the university.

COMMUNICATION OF POLICY

This Examination Policy is communicated through all relevant channels and prominently displayed on the KMCT CON website.

REVIEW TIMELINES

The Examination Policy will be periodically reviewed in accordance with University or regulatory guidelines to ensure its continued relevance and effectiveness.



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