



EXAMINATION POLICY

VISION:

To provide qualitative and infallible educational assessment in getting academic excellence

MISSION

- To plan and organize the aspects of the examination process
- To uphold students participation in assessment process intensely
- To appraise that the vital objectives of the courses have been achieved

Objectives:

1. To organize internal assessment and facilitate external assessment according to Bengaluru North University notifications.
2. To help students to register and enroll for examination
3. To assess the knowledge acquired by students and application of the same through examinations.
4. To increase the quality of internal examination and evaluation system for the betterment of the Students.
5. To record and maintain the assessment and evaluation records of the students for future references.
6. To deal with grievance of students related to assessment and promoting.
7. To maintain the confidentiality and security of the evaluation system
8. To focus on continuous improvement in students' assessment criteria

Roles & Responsibilities of the Chief Superintendent:

1. The Principal is the Chief Superintendent of University Examinations.
2. To appoint Examination In-Charge in consultation with the Management.
3. To appoint internal Flying Squad, Invigilators and other examination panel for smooth conduction of examinations.
4. To interact with University for exam related duties.

Roles & Responsibilities of the Examination In-charge(s):

1. Responsible for the due custody of the records pertaining to his/her work.
2. Shall have administrative control over the members working under him/her.

3. Shall conduct the Examinations (internal and external) with prior arrangements diligently.
4. Any other duty/responsibility assigned by the Principal/Chief Superintendent

Roles & Responsibilities of the Examination Invigilators:

1. Managing the exam room with necessary resources and proper seating
2. Monitoring exam procedures by making students understand instructions and maintaining appropriate testing environment.
3. Proctoring exams by monitoring the participants to prevent cheating or any other form of misconduct
4. Ensuring security and confidentiality by ensuring the exam materials are securely handled.
5. Managing exam time by keeping track of the time allocated for the exam and announcing remaining time at regular intervals
6. Assisting participants as a point of contact
7. Documenting issues in case of any malpractice.

Instructions to Candidates:

1. Candidate must carry ID card & Admission ticket.
2. Prescribed dress code on all the examination days
3. Any kind of Sweaters, Jackets and Shoes are not allowed for both Boys & Girls.
4. Any Electronics devices (Wrist Watch, digital mobile phones) are not allowed. Wallet /Pouch/Examination Pad are not allowed.
5. Candidates having symptoms of fever, cough, cold, difficulty in breathing etc., should inform the Principal / Exam Chief immediately.
6. College/Examination Section/ invigilators are not responsible for students' belongings.
7. Candidate Carrying chits, micro copies or involving in any kind of mal practice will be debarred.


PRINCIPAL

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ARJUNA COLLEGE OF MANAGEMENT STUDIES

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