

## Examination - Assessment Policy

The College follows internal and external assessment as per the University of Madras norms.

Following is the pattern of assessment (2020 Pattern)

Internal Examination	25%
External Examination	75%

### 1. Conduct of Internal Assessment Examination

The main objective of internal assessment is to evaluate student learning and understanding at regular intervals.

The following marking scheme of internal assessment has been applied at Jaya College of Arts & Science.

- The College Academic Calendar indicates the internal assessment examination schedule.
- The College conducts three Internal Assessment (Revision I, Revision II and Model Examination ) for all courses per semester for each program.
- Attendance in Internal Assessment is compulsory.
- Exact schedules are fixed by the Controller of Examination in consultation with the HODs and Principal.
- These are informed to staff and student through circulars in advance.

Portions for Internal Assessment Tests are divided according to the unit based on the syllabus Completed as follows

Internal Assessment	Portions	Marks
Revision Examinations – I	Unit I ,II and III	75
Revision Examinations - II	Unit IV & V	75
Model Examination	All 5 Units (I, II, III, IV, V)	75

For the above said examinations , the subject handling faculty are intimated and directed to prepare question papers in the University pattern and send the printed

copy to the Examination cell before the specific date mentioned in the circular through department Examination cell member.

- Hall arrangements and seating arrangements are prepared by the Exam Cell.
- A schedule for invigilation duty is prepared by the Exam Cell.
- Monitoring Committee is formed to monitor the respective Examination hall and submit the report daily to the Exam cell.

### **GRIEVANCES RELATED TO INTERNAL ASSESSMENT EXAMINATION**

- If a student is not able to appear for internal examination due to medical or any genuine reason examination is conducted for that student as per norms, provided that he/she submits letter with required documents to the Head of the Department.
- After preparing the assessments report it is shown to the students, if any grievance is there it can be resolved immediately and submitted by the concerned faculty to the department
- The grievances of the students with reference to assessment are made clear by showing his/her performance in the answer sheet.
- The answer sheet of such student is assessed by the faculty once again in the presence of the student.
- Any corrections in the total of marks or assessment of answer books as identified by students are immediately done by the faculty members.
- Any student who is not satisfied with the assessment and award of marks may approach the concern HOD who can intervene and seek opinion of another course Teacher.
- After taking necessary steps, student's grievances are resolved.
- The process is completely transparent.

### **GRIEVANCES RELATED TO END SEMESTER UNIVERSITY EXAMINATION**

- The grievances related to problem in submission of examination forms and queries related to mistakes in hall tickets and mark sheets regarding name,

course name, and programme name are resolved promptly by the CoE by communicating with Principal.

- Any grievances related to university question paper like out of syllabus, repeated questions, improper split of marks, marks missed, wrong question number during semester exams are addressed to the principal, after making an analysis of day by day university question papers by the subject handling faculties with Department Head in turn he proceeds the same to the university immediately.
- Review on the question papers are made by faculties to find out the percentage of toughness in the question paper and the feedback is given to the department Head.
- University decision or information after resolving the grievances is intimated immediately to the concerned departments, once it is obtained through the principal.
- It is also conveyed to the students through class counselors and subject handling faculties.
- With reference to University Examination result, if the student scores Low grade than expected, he/she can apply for revaluation of his/her answer script after paying prescribed fee.
- University provides the photocopy of answer sheets to students regarding any grievances with reference to evaluation.
- Student can apply for revaluation if he/she feels the evaluation is not correct. Further if student has grievances with revaluation, after consulting with the subject handling faculty and Department HOD challenge revaluation can also be applied by the students as the last re-evaluation approach.