



Mary Matha Arts & Science College

Mananthavady, Wayanad, Kerala

Examination Policy

To conduct examinations effectively, college established specific policies and guidelines. Below are some key policies and best practices for conducting examinations:

1. The university examinations shall be supervised by the college principal as Chief Superintendent as per the Kannur university norms.
2. An Examination Committee shall be constituted comprising 2- 4 members from teaching and non-teaching faculty for the effective management of internal examinations (continuous evaluation) and Kannur University examinations.
3. The Examination Committee shall be headed by a senior faculty who will be the Controller of Examinations (Senior Assistant for University examinations.)
4. Internal examinations shall be supervised by the Controller of Examinations.
5. The Examination Committee:
 - a. Shall publish the examination schedule including dates, times, venue and shall communicate it to students and faculty well in advance.
 - b. Shall define the format of the examination, such as multiple-choice, essay, practical, or a combination of different types.
 - c. Shall ensure that question papers are prepared impartially by subject experts (faculties).
 - d. Shall appoint qualified invigilators to oversee the examination process.
 - e. Shall monitor the examination venue to prevent unauthorized materials or communication.
 - f. Shall ensure equal access and opportunities for students with disabilities to appear for the examinations.
 - g. Shall safeguard examination materials, including question papers, answer scripts, and digital files, to prevent leaks or tampering.
 - h. Control the access to examination materials and maintain a chain of custody.
 - i. Clearly define the grading criteria and ensure consistency in evaluation across different examiners.
 - j. Ensure medical emergencies, technical issues and other unforeseen circumstances during examinations are adequately addressed.
 - k. Establish an appeal process for students to challenge their examination results, ensuring fairness and transparency.



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1. Collect feedback from students and faculty members about the examination process to make continuous improvements and Use assessment data to inform curriculum development and teaching methodologies.
6. Invigilators shall verify the identity of students using photo identification/ hall tickets to prevent impersonation.
7. Examiners shall maintain transparency in the grading process and provide students with access to their graded papers.
8. The Departments shall ensure that examination results are conveyed to the parents.
9. The College shall ensure that the college's technology infrastructure, including science labs, computer labs and network connections, is reliable and suitable for lab examinations.
10. The College shall maintain open and transparent communication with students, faculty, and staff regarding examination policies and procedures.
11. The College shall maintain comprehensive records of examination-related activities, including question papers, answer scripts, and correspondence.
12. Periodically review and update examination policies to align with evolving educational practices and technological advancements.