



# AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar P.O., Thrissur-680 555, Kerala, India.

Website : [www.amalanursingcollege.org](http://www.amalanursingcollege.org)

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## CRITERION 2

### TEACHING – LEARNING AND EVALUATION

#### 2.5. Evaluation Process and Reforms

##### *2.5.1 Examination Policy Manual*

*Submitted to*



**THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**



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**EXAMINATION POLICY MANUAL**

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## ***PREFACE***

Evaluation, grading and certification in our system rest on examinations which play an important role in the progression of a learner on the learning path. The examinations not only indicate whether the desired learning outcomes have been achieved but also assess the level of achievements against benchmarks. Thus, examinations serve as checkpoints for both the learner and the external world, allowing appropriate certification to be issued reflecting the proficiency of an individual operating in socio-economic spheres. This policy comes at a time when knowledge is freely available for creating resources, opportunities for more knowledge, which requires skill of higher order beyond remembering and comprehension. This policy intends to push the evaluation notches up on the Bloom's taxonomy and examine the learner for higher order cognitive skills to drive critical thinking, creativity and problem solving which have to be the attributes of any technical professional. It is hoped that this will also force necessary alignment in the teaching-learning processes on one hand to the bridging of the gap between theory and practical's on the other and prepare students for innovation and creativity.

## ***INTRODUCTION***

Globalization of the world economy and higher education are driving profound changes in engineering education system. In recent years, worldwide sweeping reforms are being undertaken to bring about essential changes in nursing education in terms of what to teach (content) and how to teach (knowledge delivery) and how to assess (student learning). Examinations/student assessments play a very important role in deciding the quality of education. The Examination Manual is a set of rules, regulations and guidelines to be followed by Amala College of Nursing. The 'Examination Manual' aims at guiding the effective, efficient and lawful conduct of examinations of different courses at ACON.

## ***EXAM POLICY MANUAL***

Evaluation of students is an important function of every educational institution. It is a measure of all inputs and process of college of nursing. Examinations including unit tests, sessional examinations and university examinations should be conducted by keeping its confidentiality. However university examinations are conducted by following all policies and guidelines of KUHS. In order to conduct all unit exams and sessional examinations confidentially exam scrutiny cell is formulated at the college level.

**This document includes the following:**

1. Exam scrutiny cell – description and terms of reference
2. Internal assessment conduction policy manual
3. Examination Grievance Redressal Committee



## ***EXAM SCRUTINY CELL***

### **Description**

ACON Exam scrutiny cell is constituted with three faculties and one typist. The faculty members include Sr. Litha Lizbeth (HOD, OBG Nursing Department), Mrs Bincy A P(HOD, Psychiatric Nursing Department) and Prof. Lakshmi. G (HOD, Medical Surgical Nursing Department). The confidential typing is done by Mrs. Nimmi P G. The cell will be functioning in the confidential room adjacent to Principal's Office.

### **Terms and reference and examination policy**

- The HODs of three departments conducting M.Sc. Nursing programme will become the members of exam scrutiny cell. The senior most faculty will be the co-ordinator of committee.
- Class teachers should intimate the portions for unit test / sessional examinations with date of examinations to students at least 15 days prior to the examination with the concurrence of Principal.
- Subject teachers should submit 3 sets of question papers with answer key to the scrutiny cell atleast 10 days prior to exam date.
- Scrutiny committee should select a question paper from 3 sets at least 5 days prior to the examination.

- Typing and copying question paper in the same model and format of university question paper should be ready at least 3 days prior to the examination.
- Also make the answer sheets with minimum 5 writing sheets and one facing sheet for entering students details affixed with exam code tied together with the help of office staff at least 2 days prior to the examination.
- Question paper for unit tests should be prepared for 25 marks with 1 hour duration. Question paper for sessional and model examination should be prepared for 75 marks for 3 hour duration. The total marks for PG students are 100 and the duration is 3 hours.
- All examinations will be conducted in the examination hall.
- Invigilation duty list should be prepared priorly with the sanction of Principal.
- Students should be present in the examination hall at least 5 minutes before the commencement of examinations.
- All guidelines of KUHS examinations need to be followed for maintaining confidentiality of examinations.
- One of the scrutiny committee member will be the chief superintendent of sessional examination.
- Scrutiny committee should supervise collection of answer paper and packing. Also ensure that it is handed over to the evaluator/s with answer key for evaluation.



## ***INTERNAL ASSESSMENT CONDUCTION POLICY***

1. University guidelines are to be strictly adhered with respect to evaluation process.
2. Three internal tests should be conducted.
3. The schedules of internal assessments should be communicated to students and faculty in the beginning of the academic year through institutional academic calendar which is prepared based on the university academic calendar.
4. Internal exam timetable should be displayed on the notice board at least two weeks before the commencement of exam.
5. The subject faculty prepares three set of questions that covers equal number of questions from each unit, covering all the topics. HOD and Exam scrutiny cell checks for the standard of the questions.
6. One question paper will be selected anonymously from the question bank and will be distributed to the students.
7. Faculty ensures smooth conduction of test and proper valuation of answer papers.

8. Faculty prepares the answer key / scheme of evaluation.
9. Internal assessment tests and other measures taken to judge the performance of students should be done fairly and in an effective manner. Students are allowed to go through the valued answer scripts of internal assessment tests and doubts regarding evaluation are cleared.
10. Declaration of internal examination result shall be done within 7 working days.
11. Internal Test performance will be intimated to the parents through progress cards and Parent - Teachers Meeting which will be conducted in a year to discuss the performance of their ward.
12. Whenever class tests, internal assessment tests are conducted the results of the student's performance will be used by the faculty to identify slow and advanced learners.
13. Students will be encouraged to improve their performance in future by counseling. As mentors and advisors of the students, students are entrusted to each faculty member.

14.The mentors will sort out the personal issues, academic and non-academic problems of their mentees and provide counseling and guidance.

15.Average marks will be calculated by taking the marks of best two examinations.

16.Retest will be conducted for the students who fail in the average based on the decision of exam scrutiny cell.

## ***EXAMINATION GRIEVANCE REDRESSAL COMMITTEE***

The function of the cell is to address the examination related grievances raised by any student. Any student with a genuine grievance may approach the Examination grievance redressal committee. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box of the Grievance Cell at Administrative Block. Grievances may also be sent through e-mail to the in-charge of Students' Grievance Cell.

### **Objective:**

A Grievance Cell should be constituted for the redressal of the problems in relation to internal and external examinations reported by the Students of the College with the following objectives:

- To Encourage the Students to express their grievances/ problems freely and frankly, without any fear of being victimized.

- To maintain the anonymity of students- Suggestion / complaint Box is installed in Administrative block in which the Students, who want to remain anonymous, can put their grievances in writing.
- To ensure the fairness of the examination process
- To solve the grievances related to the examination of the students and teachers.

### **Functions:**

- The cases will be attended promptly on receipt of written grievances from the students.
- The cell will formally review all cases and will act accordingly as per the Institutional policy.
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

### **Members**

- |                            |                             |
|----------------------------|-----------------------------|
| 1. Principal               | - Prof (Dr) Rajee Reghunath |
| 2. VicePrincipal           | - Sr. Litha Lizbeth         |
| 3. Faculty representatives | - Dr. Sr. Merly John        |
|                            | - Mrs Chanlin Chacko        |

**Procedure for lodging complaint:**

- The students may feel free to put up a grievance in writing/or in the format available in the examination cell and drop it in grievance box.
- The Grievance committee will act upon those cases which have been forwarded along with the necessary documents.
- Committee will conduct enquiry in presence of complainant and decisions will be intimated in person
- The Grievance Committee will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

## **GRIEVANCES REDRESSAL MECHANISM FOR GRIEVANCES**

**Students raise the grievances to Examination  
Grievance Redressal committee in writing**



**Examination Grievance Redressal committee  
analyse the Grievance with all available  
documents**



**Opportunity for the complainant to raise the  
complaint before committee**



**Find the solution and report to the authority  
Necessary action is taken**



**Information to the complainant**



**Action taken is recorded**



