



# EXAMINATION POLICY



**NALBARI COLLEGE, NALBARI**  
**ASSAM**

# Examination Policy

## Introduction:

Nalbari College is a premier and one of the oldest institute of Higher Education in Assam. The College is attracting students from all around the District. Every year thousands students have made their application to get enroll in the College.

## Objective:

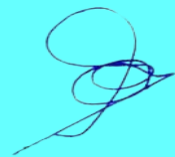
The objective of this policy is to inform stake holder about the examination conducting policy followed by the institution.

## Policy:

The policy for the conduct of examination and internal evaluation is framed to provide learners with multiple options to track assessment and assuring quality.

1. The Principal of the college will appoint the Vice-Principal of the College and other faculty members as Assistant Officer in charge (AOC) to supervise and execute all examination related work and procedures. The AOC(s) are to be appointed on the ratio of 1:200 candidates where the Vice-Principal is In-Charge of confidential papers. The AOC(s) are relieved from all extra-curricular assignments so that they can concentrate on examination related work.
2. The University Examinations are to be conducted by strictly following all the norms and regulations of the affiliating University including the appointment of staff in different capacities.
3. All announcement related to examination form acceptance dates, fee details, schedules to be published in the website and displayed on the notice boards well in advance leaving ample time for the students to take note and comply within the stipulated time. Such information is also to be communicated to the students using other means such as Google classrooms, WhatsApp groups, etc.
4. All undergraduate practical examinations are conducted by the college through appointment of internal and external examiners. The internal examiners are appointed from the department faculty and the external examiners are appointed from other colleges.
5. The Internal Examination of the college is to be conducted either in a centralized fashion in streams or subjects with larger number of students or at the departmental level in streams or subjects with comparatively lesser number of students.

6. Transparency, consistency and fairness in the interval evaluation are to be maintained at all cost with accessibility to all learners.
7. The Internal Examination is to be healthy and extensive in providing a fair estimate of learner's ability and attainment showing their progress efficiently.
8. Fairness and reliability in results of internal assessments must be ensured.
9. The Internal Assessment is to precede and conclude before the commencement of university examination leading to adequate preparation and practice for university level examinations.
10. Face to face interactions of learners with the faculty or handing over the evaluated answer sheets to the learners to be done for identifying their mistakes and weaknesses.
11. To ensure parity of performance, supplementary tests, class tests, surprise tests, modular assignments to be conducted as per the feasibility.
12. Tutorials, seminars and assignments are to allotted to learners for ensuring their active participation in the learning process
13. The action plan for balancing assessment criteria and learning outcomes is to be formulated.
14. The internal assessment mechanism is to be periodically reviewed for its easy interpretation to learners and assessors.



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