



# Examination Policy

## **1. Introduction**

The University Examination Policy outlines the guidelines and regulations governing the conduct of examinations for all students enrolled at the university. The policy ensures fairness, integrity, and consistency in the assessment process and aims to create an environment conducive to academic achievement.

## **2. Semester Schedule / Academic Calendar**

2.1 The entire semester schedule is formulated and issued by the Office of the Registrar, Greenwich University. The Examination Department plans the Academic Calendar accordingly. All important dates and details of the semester are put up on all the noticeboards around the campus.

2.2 No changes to the examination schedule shall be made without valid and compelling reasons, approved by the relevant academic authorities.

## **3. Course Assessment Criteria:**

Each course is assessed on a 100% basis as per the distribution standards below:

Quizzes / Assignments / Presentations:	30%
Midterm Examination:	30%
Final Examination:	40%

## **4. Examination Format and Content:**

4.1 The examination format, including question types, duration, and weighting, shall be communicated to students before the examination period.

4.2 The examination content shall be aligned with the learning objectives of the respective courses and cover the material specified in the syllabus.

## **5. Student Attendance:**

5.1 It is required for students to have 100% attendance. However, on extremely compassionate grounds, students may have 3 absences in each course throughout the semester. Final clearance to students is allowed at 80% attendance. The student attendance is updated on the online student desk daily.

5.2 The attendance of the students is monitored by the faculty and Examination Department. The students mark their attendance through bar-code scanner machine at the beginning of the class and after the break. The members of the Examination Department maintain close coordination with the faculty on student attendance.

5.3 The record of change in attendance is maintained by another correspondent, the examination department on software installed in the examination center.

## **6 Conduct of Examinations**

There are two types of exams that are being conducted i.e., Mid-Term Exam & Final Exam

6.1 The duration of the Mid-Term Exam is two (2) hours, and the duration of Final Exam is three (3) hours. The Letters are issued to the faculty members from the Examination Department for the submission of the exam papers in the 2nd and 9th week of the semester for their Mid- Term and Final Exam papers respectively.

6.2 The midterm examination assessment is for 30 marks and final examination is 40 marks. The faculty submits the question papers on the Examination portal which are moderated and duly handed in to the Controller of Examinations in a sealed envelope.

6.3 Schedules are posted on all Notice Boards around the campus as well as on the Greenwich University student desk in the fourth week and the ninth week for the midterm and final term respectively.

## **7 Mode of Examination:**

The examination is conducted in two modes i.e. paper and submission based. The submission criteria are approved by the Head of the Department (HoD) based on the nature of the course. The submission exams are in the form of assignments, research reports, field visit profile etc.

## **8 Moderation of Exam Papers:**

8.1 The primary purpose of exam paper moderation is to verify the quality and appropriateness of examination questions and ensure they reflect the content covered in the course syllabus. Moderation helps uphold academic standards, promotes fairness, and enhances the overall assessment process.

8.2 The respective department responsible for the course shall designate a moderator to oversee the moderation process.

8.3 The exam department should provide question papers to the moderator and provide guidelines to assess the quality of exam questions, ensuring they are clear, free from bias, and accurately assess students' understanding. Further, questions should cover the breadth and depth of the course material, reflecting a balanced representation of topics.

8.4 Moderators provide constructive feedback to course instructors on the draft exam papers, highlighting any concerns, recommendations, or areas for improvement. Course instructors have the opportunity to revise the exam papers based on the moderator's feedback.

8.5 Once the revisions are made, the final exam paper is submitted to the moderator for approval. The moderator ensures that all feedback has been addressed and that the exam paper aligns with the course syllabus and learning objectives.

8.6 The finalized moderated papers are approved by the Head of the department and forwarded to the examination department.

8.7 Any changes to the exam paper after moderation approval must be communicated to the exam department with appropriate justifications.

8.8. Moderation shall be conducted in every semester exam.

## **9 Examination Rules:**

9.1 Examination Rules standees are put up at various places on the campus before and during the examinations, students are expected to maintain examination room decorum. ID cards must be carried and displayed by all students, and it is mandatory to always be worn. No students are allowed to enter examination room without clearance slip

9.2 It is mandatory to reach the examination room before or within 30 minutes after the commencement of the examination. Use of phones or digital watch/gadgets is prohibited. Students are not allowed to leave the examination room until half an hour has passed after the commencement of the exam.

9.3 Use of unfair means is strictly prohibited. If caught cheating during a midterm exam, grade 'F' in particular course is given. If caught in the final exam, grade 'F' is given in all the registered courses as per the cheating policy. In case of any unfair means during the examination, the student is asked to leave the room, and evidence is collected through the surveillance cameras and the invigilator's report, evidence, student input, etc. The student is asked to write a confession letter explaining his case. The case is put up in front of the Examination Committee for decisions, and students are informed of this decision accordingly in writing. Students have the right to appeal against the decision.

9.4 During the exam, lending or borrowing stationery is not allowed. Students use black or blue ink.

## **10. Student Clearance Slip:**

The Examination Department issues a notice regarding the clearance slip; no student is allowed to enter the examination hall without the ID card and clearance slip. Students are asked to download the clearance slip from the student desk. The clearance slip and the ID card are also checked at the entrance of the examination room. Clearance is provided based on clearance of attendance and dues if any.

## **11 Entry to Examination Room**

11.1 Invigilators are available in the examination room half an hour before the start of the exam. The answer sheets are issued exactly in number as per the students in the class. The student ID cards, and clearance slips are checked at the entrance of the exam room. The students are not allowed to take any book/writing material inside the exam room. In the case of an open book exam, faculty members inform the examination department prior to the exam and the invigilators check the material thoroughly. For an open book exam, unannotated copies of the text are allowed.

11.2 Students shall follow the instructions provided by the invigilators and the examination guidelines outlined in the question paper. Communication between students during the examination is strictly prohibited. Any breach of examination conduct rules may result in disciplinary actions.

11.3 The head of the examination delivers the sealed question paper enveloped to the invigilator about 5 minutes before the start of the exam.

## **12 Role of Exam Invigilators**

12.1 Exam invigilators are responsible for overseeing the conduct of examinations and maintaining a conducive atmosphere for all students. Invigilators ensure that all examination rules and regulations are followed to prevent cheating, misconduct, and disruptions. During the examination, invigilators monitor the examination hall, prevent communication among students, and address any questions or concerns.

12.2 Invigilators shall undergo appropriate training on their roles, responsibilities, and the university's examination policies. Invigilators are trained to respond to emergencies such as medical situations, technical issues, and disruptive behavior.

12.3 Invigilators shall follow the university's guidelines for providing reasonable accommodation to students with disabilities.

12.4 Invigilators must maintain a neutral and unbiased demeanor throughout the examination period.

12.5 After the examination, invigilators ensure that all examination materials are collected, counted, and returned as per the established protocols to the examination department to close the subject exam.

## **13. Special Accommodations**

13.1 Students with documented disabilities or other exceptional circumstances shall be provided with reasonable accommodation during examinations, as per the policy.

13.2 Requests for special accommodation must be submitted to the appropriate university department well in advance of the examination date. The department shall approve on humanitarian grounds, backed by the medical evidence.

## **14 Examination Execution Protocols**

14.1 The Controller Examinations play a vital role in the commencement of the examination. He personally hands over the question papers to the invigilators fifteen minutes before the commencement of the examination. The examination attendance is of extreme importance and significance. All the students are required to sign the attendance sheet in the examination room which is given to them after half an hour of the start of the paper. The students sign their names on the attendance sheet provided to them by the invigilator.

14.2 Additional sheets are also provided for the students if required. The invigilator signs it and maintains the record of it on a separate proforma provided by the Examination Centre.

14.3 The Examination Department provides assessment sheets for the invigilators and maintains its records. The assessment sheet consists of: Student Roll Number, and the leaving time from the Examination Hall. The proforma is given to maintain a record of the student and to conduct research whereby evaluating the standard of the paper and the students' performance and the grade achieved in the paper.

14.4 The Invigilator collects all the question papers and answer scripts and submits them to the Examination Department. Whereby the Invigilator stamps the answer scripts in front of the Controller of Examinations. The three stamps are made the 'End of the page', the 'Blank page', and 'Work Completed.' These stamps further prevent any unfair means from any end.

## **15 Coding and Decoding of the Answer Sheet**

15.1 The answer sheet is further encoded with a specific number, which is allocated serial wise on two places, the bottom and top of the first page of the answer sheets.

15.2 After coding, the perforated part is removed from the answer sheet to secure the identity of the student from the faculty to avoid any biased decisions. The Examination Department after encoding, counts, seals, and stamps the answer sheets. One question paper is also put in the envelope and handed over to the faculty member.

15.3 The faculty member signs the Acknowledgement memo confirming that he has received the examination papers. The record is also maintained through this procedure.

15.4 The Examination Department decodes the checked answer scripts and uploads the final result on the online student desk.

Once the result is uploaded it cannot be changed. Only the Director of Examinations has the right to scrutinize any case of changes and pass orders if required.

## **16 Examination Results Announcement & Appeal**

16.1 Examination papers shall be marked impartially and fairly by qualified instructors. During the mid-term papers are reviewed by students in the class. In the final term students will have the right to appeal for rechecking paper-based exam at the department.

16.2 The grading scheme and rubrics shall be transparent and accessible to students.

16.3 Results shall be communicated through the student desk to students within a reasonable timeframe after the examination.

## **17 Grading Policy**

Grade Point Average (GPA) is calculated on a four-point system. The final grades in use are:

<b>GRADE</b>	<b>RANGE %</b>	<b>GPA</b>	<b>QUALITY POINTS PER CREDIT HOURS</b>
A	85 - 100	4.00	12.00
B+	79 - 84	3.50	10.50
B	72 - 78	3.00	9.00
C+	66 - 71	2.50	7.50
C	60 - 65	2.00	6.00
D	50 - 59(Failing Grade)	1.00	3.00
F	Below 50	0.00	0.00
I	Incomplete Grade	0.00	0.00
W	Withdrawal	0.00	0.00
TR	Transfer Credit	0.00	0.00
EX	Exemption	0.00	0.00

## **18 Rechecking**

18.1 The notice for rechecking applications is put up on the board within three (3) days of the announcement of the examination results of the respective course. Once the application is submitted, the answer script is forwarded to another faculty

member relevant subject expertise.

18.2 The rechecking marks are compiled on a proforma and forwarded to the examination committee for review. After a thorough analysis by the committee, it is forwarded to the Director Examinations for the final decision and approval for the change of marks if any, and the student is informed accordingly.

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D	50 - 59(Failing Grade)	1.00	3.00
F	Below 50	0.00	0.00
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## **19 Make Up Midterm Exam**

19.1 If a student for some authentic reason has not appeared in the midterm examination papers of any course, he / she may apply for a Make Up Midterm Exam. Application is required to be submitted within three days of the conduct of the respective course examination.

19.2 The Examination Department prepares the proforma of the selected students applying for a make-up exam. The students are informed about the examination through a desk or noticeboard.

19.3 The examinations are conducted with the standard policy as routine exams, and the makeup midterm examination extension is allowed only once.

## **20 Incomplete Grade Exam (I Grade):**

20.1 If a student for some authentic reason has not appeared in the final examination papers of any course, he / she may apply for an I Grade. Application is required to be submitted within three days of the conduct of the respective course examination.

20.2 The Examination Department prepares the proforma of the selected students applying for an 'I' grade exam. The students are informed about the examination through a desk or noticeboard.

20.3 The examinations are conducted with the standard policy as routine exams and the 'I' Grade examination extension is allowed only once.

