



EXAMINATION POLICY

Approved by: College Authority and Core Committee
Reference Code : KCK/POLICY/01-08/2021
Effective Date : 01.09.2021

VISION STATEMENT - *The College pledges to strive towards excellence in all spheres-to nurture young minds by preparing and moulding their intellectual, emotional, moral and physical faculties, thus guiding them toward reaching their fullest potential.*

Aims and Objectives

Internal and External examinations provide vital summative assessment, generally at the end of a key semester. This assessment gives information to students, parents, other education institutions, local authority and government agencies and employers about knowledge, understanding and skills achieved. To this end the college participates willingly in the administration of these examinations in the best interests of the students and the college. In addition, other internally set and marked examinations may take place at other stages in a student's progress in order to prepare for public examinations and check student learning.

Purposes

To ensure that:

The examination system in this college combines entitlement with flexibility.

1. Students are given the opportunity to demonstrate the highest achievement of which they are capable and competent; administration helps them achieve their best. Students undertake examinations knowing what is expected of them in terms of preparation and behavior.
2. Staff understands fully their obligations and responsibilities with relation to examinations
3. The college meets the requirements of examination security and is properly equipped to undertake the administration of examinations, including data processing and a results service. Accurate examination data is available to inform target setting.

Responsibilities for Internal and External Examinations

Principal – overall responsibility for the college as an examination centre.

Vice Principal – Responsibility for accurate examination procedures and controlled assessment procedures, administration of entries, relevant paperwork, organisation of examination session

and examination dates, communication with the Examination boards, posting of examination papers and the post results procedures.

Internal Examinations

- The exact nature of summative assessment in each subject will be determined ultimately by the subject teacher to provide a holistic view of testing.
- This will be in line with the Assessment, Recording and Reporting process and schedule.
- There will be three internal assessments in a semester.
- The Assessment will be based solely in accordance with the system that is provided by the University.

Administration

All relevant examination documentation will be housed in the examinations branch. Access to the branch will include the Principal, The Vice Principal, The Examination committee members and the exam branch staff. The Principal will carry out all administration procedures regarding external examinations as specified by the University.

Procedure for Internal and External Examinations

All examinations will take place in the college classrooms except for those students requiring special access arrangements.

1. The students will receive notification of a seating plan prior to the examination season.
2. A seating plan will be posted outside the Hall entrance prior to the students entering the main Hall. Students will wear school uniform for the duration of the exam season.
3. All coats, bags, mobile phones will be kept separately from the candidates prior to the start of examination.
4. Prior to commencing every examination, the Exam Officer/Vice Principal will notify students of examination procedures.
5. The Exam Officer/Vice Principal will be responsible for the college analysis of external examination, will be responsible for overseeing the start and close of an examination.
6. An attendance/absent register will be taken at the start of every examination. All Teaching Assistants and internal invigilators will be briefed of the examination procedures.
7. All other guidelines and instructions given by the University for Conduct of external exams will be followed strictly.

Internal Assessment Appeals Policy.

The college is committed to ensuring that whenever its teacher assesses students' work for external qualification, this is done fairly, consistently and in accordance with the specification laid down by the university.

Students' work should be produced and authenticated according to the requirements of the examination. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade. The existence of this procedure is made known to students at the start of examination courses and on the school website as well as in the examinations policy.

1. Appeals should be made in writing to the Exam Officer/Vice Principal who will investigate the appeal.
2. Appeals should be made as soon as possible after the declaration of the result.
3. The Exam officer/Vice Principal will decide whether the process used for the internal assessment conformed with the requirements of the examination code of practice.
4. The teacher(s) concerned in marking the assessment which is the subject of the appeal will respond to the appeal.
5. If the candidate is not satisfied with the written response they have received then they can request a personal hearing. The request for a personal hearing must be made within two days of receipt of the reply to the initial appeal.
6. The appeals panel will consist of the Exam Officer/vice Principal and the Head of Departments.
7. The result of the appeal will be made known to the parties concerned of any changes made to the assessment of the work in question and any changes made for the future.

Malpractice handling procedures during examination.

If the Invigilator suspects a candidate of malpractice then the following procedures should be followed.

1. Remove the item/equipment from the candidate so as not to cause disruption to the other candidates and retain as evidence where the integrity of the exam is not jeopardized or the other candidates are not being disrupted ask the candidate to complete the paper.
2. Contact the Exams Officer/Vice Principal who will inform the Principal.
3. Collect all the information regarding the suspected malpractice that will include candidate name, candidate number, date, time, paper sitting, names of all staff present and a full detailed report of the incident. Any items removed from the candidate should be retained and given to the Exams Officer/Vice Principal.

4. At the end of the exam, retain the candidate until the Exam Officer/Vice Principal arrives. Pass on to the individuals concerned any warnings or notifications of penalties, and ensure compliance.
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- ❖ The Examination policy will be reviewed every three years. Any amendment or changes in the Examination policy will require the endorsement and approval of the examination committee and it will be subject to the guidelines and examination policy of the University.



Principal
Kohima College
Kohima