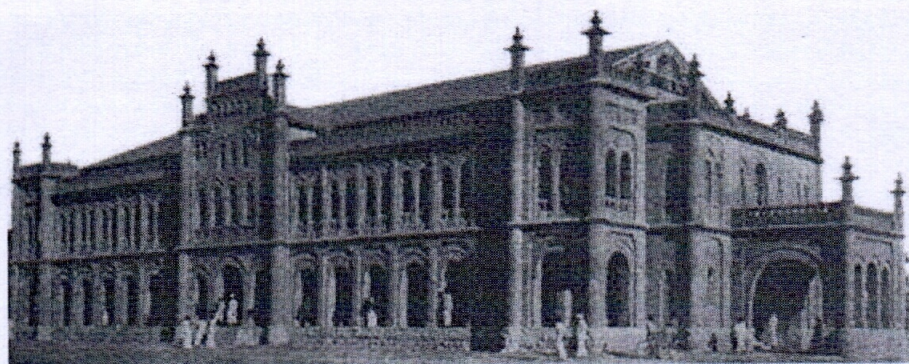




THE AMERICAN COLLEGE, MADURAI

REPORT OF COMMITTEE ON EXAMINATION REFORMS



2016-2017

Committee on Examination Reforms

Committee Members

Dr. G.C. Abraham, Vice-Principal
Prof. J. JesupaulThangaraj, Controller of Examinations
Dr. A. Martin David, Deputy Controller of Examinations
Dr. K. Gnanasekar, Coordinator, IQAC
Dr. K. John Adaikalasamy, Dean, IESA
Prof. J. Justin Manohar, Addl. Dean, IESA

Colleges visited

St. Joseph's College, Trichy
Bishop Heber College, Trichy
Loyola College, Chennai
Stella Maris College, Chennai
Madras Christian College, Chennai

Dates of Visit: 6th September, 2016 to 8th September, 2016

Agenda of the Visit

- Study of Functioning of autonomy and Examination strategies
- Study of Values and ethical practices in quality assurances
- Study of Inter-Operability & Framework of Examination Strategies
- Study of alternative tools for accountability and improvement / Benchmarking
- Optimization of age of disruptive innovations and ground breaking technologies

Matters on which the committee focuses:

I Governing Structures – to conduct examinations

- Coompositions
- Functions

II Continuous Internal and End-of-Semester Assessments

- Components of Assessment
- Weightage of Assessments
- Periodicity of Assessment
- Methods of Assessments of Non-Major and Life-Skill Courses
- Different Methods of Assessments
- Assessment Methods for MPhil Courses - Dissertation
- Modalities of Re-assessments
- On-line assessments

III Conduct of Examinations

- Computerization of Examinations
- Pre-Examination Activities
- Exam Schedule Preparation
- Hall-Ticket Preparation
- Panel of Examiners
- Question Paper Preparation / Printing
- Conduct of Examination Activities
- Post Examination Activities
- Valuation of Exam papers
- Study of Student Performance – Moderation Norms
- Maintaining high Percentage pass - Strategies
- Supplementary Exams
- June-Repeat Exams

RECOMMENDATIONS

Based on the visit of the committee to various colleges, the following observations and deliberations are being recommended to strengthen the functioning of Autonomy and Examination Process at our College:

I Governing Structures – to conduct examinations

1. Creation of an Administrative Structure for Conduct of Centralized Continuous Assessment (Executive Committee for CA)

A. Composition

- All Deans (Convener will be under rotation)
- All Additional Deans

B. Functions

- **Registration for Qualifying Continuous Assessment (QCA)**
 - *For those who has not scored minimum requirement of CA. He / She can register only written tests*
 - *No registration is required for current students*
- **Conduct of Centralised Written Tests**
 - *WT – I after 40 Working Days*
 - *WT – II after 70 Working Days*
- **Conduct of only one Centralised Re -Test**
 - *Only one re-test for each course after 80 Working Days on syllabus covered as on date*

2. Creation of an Administrative Structure for Conduct of EOS Exams (Executive Committee for Conduct of EOS Examinations)

A. Composition

- Chief Controller of Examinations – Principal
- Chief Superintendent of Examinations – Vice Principal
- Hall Superintendents
- Invigilators

B. Functions

- **Conduct of EOS examinations**
 - Assignment of Hall Superintendent and Invigilators
 - Monitoring Hall arrangements and Exam Attendance
 - Monitoring distribution of Question Papers Packets from O/o COE
 - Monitoring deposition of Packets of Answer Scripts to O/o COE

3. Creation of Examination Board for each discipline

A. Composition

- PG Head;
- UG Head;
- Senior Most Faculty;
- Coordinator(s) if SF programme(s)

B. Functions

- Recommends Panel of External Examiners with minimum of three for each course as suggested by the respective Departments to Office of COE
- Recommends to validate or revise Question paper(s) as members of Question Paper Scrutiny Board (QPSB) with Checklist and Blue Prints
- Prepare and submit the Question Paper Audit report to O/o COE
- Recommends to approve the marks scored in each course by the respective Head / Coordinator

4. Office of Controller of Examinations

A. Composition

Controller of Examinations
Deputy Controller of Examinations
Assistant Deputy Controller of Examinations

B. Functions

- **Appointing External Examiners**
 - From the Panel of Examiners recommended by the respective Examination Board, COE chooses an external examiner for each course for question paper setting & valuation
- **Scheduling the EOS examinations**
- **Monitoring Registration for EOS exams**
 - No registration is required for current students
- *Validation of Hall Tickets – online*
- *Validate and issue of Hall Tickets for arrear students*
- Validating or Revising the Question Paper(s) based on the recommendations of the Question Paper Scrutiny Board (QPSB)
- Selecting and Printing Question Paper(s) for EOS Examinations
- Dispatching Question Paper Packets to the Chief Superintendent of Examinations
- Coordinating and monitoring the internal and external valuations of EOS answer scripts
- Consolidating Internal and External Valuations and as well as third valuation (if needed)

- Publishing Provisional Statement of Marks for each course for display in the respective Departments
- Processing Revaluation requests
- Conducting Awards Committee
- Publishing Examination Results and Issuing Statement of Marks to the students
- Providing general format for Question Paper Audit to the Departments
- Analysing Students' Academic Performance and Evaluation Process at Evaluation Monitoring Cell (EMC)

(In case of malpractices being reported, the action will be taken as in the Rules of Governing Examinations – Vide College Calendar)

II ASSESSMENT PROCESS

Mode of Assessment:

The mode of assessment of the performance of students in UG, PG and M.Phil Programs shall be both on the basis of Continuous Assessment (Internal) and End-of-Semester Examination.

- The ratio of Continuous Assessment (Internal) to the End-of-Semester Examination (Final) is **50:50** in all **theory papers** of all **UG, PG and M.Phil courses** unless otherwise specifically exempted by the Academic Council
- In case of **practical / lab courses / field study/self-study projects, research projects** in both **UG and PG** programs, the ratio of Continuous Assessment to the End of Semester Exam is **70: 30**, unless otherwise specific modification(s) are proposed by concerned Board of Studies and approved by the Academic Council.
- In case of **dissertations** and research projects in **M.Phil** programs the ratio between Continuous and End-of-Semester Assessments shall be **50:50**.
- For all courses falling under the category of **Co-curricular activities**, the ratio between Continuous and End-of-Semester Assessments shall be **50:50**. This applies to both theory and practical courses.

Continuous Assessment (CA)

For Theory - 50% Weightage

Assessor: Course Teacher(s)

Components

- Two Centralised Written Tests(WT) by Course Teacher(s) for 1 hour duration for 30 marks (30 + 30) – 30% Weightage – No regular class
- One on-line / Off-line Quiz for 20marks - 10% Weightage
- Assignments / Seminars / Field Study / Mini Projects for 20marks - 10% Weightage

Periodicity

- WT1 after 40 Working Days
- WT2 after 70 Working Days
- Online / Off-line Quiz after 75 Working Days
- Re Test after 80 Working Days - Only one re-test for each course is permitted on valid reasons (For Syllabus covered as on date) approved by the concerned Head of the Department

Validation of Continuous Assessment

- Required Minimum in CA to appear EOS: 40% for UG Courses and 50% for PG & M.Phil Courses
- Those who have less than the required minimum can re-appear WT I & II in the respective subsequent semesters, provided they have required attendance.
- Those who do not have minimum attendance will have to repeat the course

End-of-Semester (EOS) Assessment

For Theory - 50% Weightage

Question Setting

- Common Question Paper for courses offered both in aided and SF streams
- Two sets of question paper will be set; One by the Course Teacher(s) (as recommended by the Examination Board) & another by External Examiner
- All Question papers should be scrutinised by the Question Paper Scrutiny Board of the respective discipline (at the COE office)

Centralised Valuation

- Double valuation –Independently done by Course Teacher(s) and External Examiner
- Computerised Consolidation - If the difference is greater than 15%, then there will be a third valuation. Consolidation will be carried out between the marks which are closer.
- On request, Re-Valuation shall be permitted only to those students, who have pass mark in any one of valuations

For Lab Courses

- Separate panel of examiners shall be prepared by the Examination Board with the approval of COE.
- EOS Practical Examinations will have to be completed before the commencement of EOS Theory examinations
- Both internal and external examiners jointly set the question papers and evaluate the practical tests.
- The consolidated mark statement shall be prepared and submitted to O/o COE on the same day

- One of the course teachers will be the internal examiner and other will act as skilled assistant.

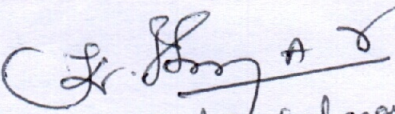
For Part IV & V Courses

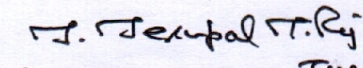
- Question setting and valuation (single) is only by Course Teacher(s)

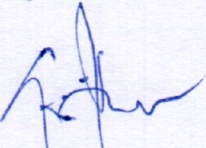
June-Repeat Examination

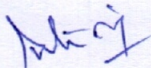
Permissible only for current final year students

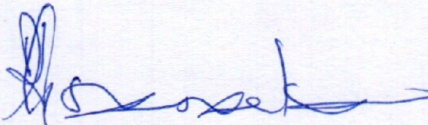
Note: It is mandatory that for each and every course, the course teacher should enter /feed the Continuous Assessment and EOS (internal valuation) marks.


(K. John Adithyala, Dean IESA)

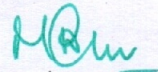

(J. JESUPAUL THANGARAJ)
CONTROLLER OF EXAMINATIONS


(Dr. G. C. ABRAHAM)
Vice Principal


(J. Justin Manohar)
Adl. Dean of Academic Advising


(K. G. Ganesan), IQAC Coordinator

A. Clinton Durrant
Controller of Examinations



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