

DARRANG COLLEGE, TEZPUR ASSAM, INDIA

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EXAMINATION POLICY



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The policy for conducting examinations and internal evaluations are designed to offer learners with multiple assessment options while ensuring quality.

1. The college constitutes an examination committee, comprising of senior faculty members who will be appointed as the Assistant Officers in charge (AOC) to oversee and manage all examination-related tasks. The AOC will be relieved of any extracurricular assignments to focus solely on examination duties.
2. All university examinations will be conducted in strict adherence to all norms and regulations set by the affiliating university, including the appointment of staff in various capacities.
3. All examination-related announcements such as form acceptance dates, fee details, and schedules will be published on the college website or displayed on college notice boards well in advance, allowing ample time for students to comply. Additionally, such information will be communicated to students through platforms like Google Classrooms and WhatsApp groups.
4. All undergraduate/ post graduate practical examinations will be conducted by the college with the appointment of both internal and external examiners. Internal examiners will be selected from the department faculty, while external examiners will be chosen from other colleges.
5. Internal examinations will either be centralized for subjects with a large number of students or conducted at the departmental level for subjects with fewer students.
6. Transparency, consistency, and fairness in internal evaluation will be strictly maintained, ensuring accessibility for all learners.
7. Internal examinations will provide a comprehensive assessment of learners' abilities and progress, facilitating efficient tracking of their development.
8. Results of internal assessments will be fair and reliable, ensuring equity among students.
9. Internal assessments will be completed before the commencement of university examinations, allowing sufficient time for preparation and practice.
10. Learners will have face-to-face interactions with faculty members or access to evaluated answer sheets to identify mistakes and weaknesses.
11. Supplementary tests, class tests, surprise tests, and modular assignments will be conducted as feasible to ensure parity of performance.
12. Tutorials, seminars, group discussions and assignments will be assigned to encourage active participation in the learning process.
13. An action plan will be developed to balance assessment criteria and learning outcomes effectively.
14. The internal assessment mechanism will be periodically reviewed to ensure easy interpretation for both learners and assessors.



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