



Examination Policy

Purpose: To ensure fair, valid, and reliable assessment of student learning outcomes.

Scope: Applies to all students, teachers, and examinations conducted within the institution.

Objectives:

- Transparency: Clear communication about examination procedures and expectations.
- Fairness: Equal opportunities for all students, with accommodations for special needs.
- Security: Measures to prevent cheating, plagiarism, and unauthorized access.
- Validity: Assessments aligned with learning objectives and outcomes.
- Reliability: Consistent and accurate evaluation of student performance.

Examination Procedures:

- Scheduling: Exams scheduled in advance, with adequate notice.
- Conduct: Students instructed on exam rules and expectations.
- Supervision: Proctors present to monitor and address concerns.
- Accommodations: Support provided for students with special needs.
- Grading: Clear criteria and rubrics used for evaluation.
- Result: All results to be declared within a month.

Appeals and Grievances:

- Process: Clear process for students to appeal exam results or file grievances.
- Review: Committee reviews appeals and grievances, with fair and timely resolution.

Record Keeping:

- Confidentiality: Exam records kept confidential and secure.
- Retention: Records retained for a specified period.

Review and Revision:

- Regular Review: Policy reviewed and updated regularly.
- Stakeholder Input: Feedback from students, teachers, and staff considered.

Controller of Examination
Govt. M.H. College of Home Science
& Science for Woman, Jabalpur