

EXAMINATION POLICY

St. Anthony's College, Shillong, Meghalaya

1. Introduction

St. Anthony's College, Shillong, Meghalaya is an affiliated College of the North Eastern Hill University Shillong, Meghalaya and is governed in principle by the acts and ordinances of the affiliating University for conduct of its examinations. The College offers different Under Graduate and Post Graduate degrees and courses as per the curriculum approved by NEHU. The College also follows a semester system of examination as per the academic calendar prescribed by NEHU. These examinations are conducted and managed by the College through a well-defined and robust mechanism. The final evaluation and grading of the students in every semester is done based on 25% weightage to Continuous Internal Evaluation and 75% weightage to External Evaluation based on End Semester examinations conducted by NEHU. The College is committed to ensuring that the process of management and administration of the examination is effective and efficient.

This examination policy is an important document for the Teaching Learning and Evaluation process adhered to by the institution. All the stakeholders are expected to read and understand the policy and take proactive steps for its effective implementation.

The examination policy will be reviewed every year by a committee formed by the Principal for the purpose and any changes as and when felt necessary will be incorporated after due consultation with all the stakeholders.

The purpose of this examination policy is:

- to ensure smooth planning, management and efficient conduct of the Internal and External examination processes in the best interests of the students.
- to have a robust and streamlined mechanism of Continuous Internal Evaluation.
- to ensure the operation of an efficient examination system with clearly defined roles for both staff and students.
- to have a transparent and effective mechanism to address any examination related grievances of the students.

2. Examination responsibilities

2.1 PRINCIPAL:



- has overall responsibility for the college as an examination centre.
- has authority to decide on any incidence of malpractice as and when reported.
- has authority to advise and settle any grievance related to examinations.

2.2 EXAMINATION COMMITTEES:

2.2.1 Central Examination Committee

There is a single central examination committee for the conduct of UG examinations. The committee is constituted by the IQAC of the College from among the permanent teaching faculty of the College. The composition and tenure of the committee is decided by the IQAC.

The Committee is headed by the Examination In-charge and:

- oversees the implementation of end semester examination calendar.
- prepares guidelines and time-lines for effective and uniform conduct of the Continuous Internal Evaluation process.
- communicates regularly with staff and students concerning imminent deadlines and events.
- communicates through the Principal with the affiliating University in all matter relating to examinations.
- receives, checks and stores and securely transports all examination related material as per guidelines.
- advises and settles any grievance related to evaluations both internal and external after due consultation with the Principal.

2.2.2 Departmental Examination subcommittee

Every Department has a three member Departmental Examination subcommittee headed by the Head of the Department, two members of its faculty with the Principal as ex-officio Chairman.

*There is no separate Examination Committee for the PG courses. The PG end semester examinations and Continuous Internal Evaluation are handled solely by individual PG Departments through their **Departmental Examination subcommittee.***

2.3 HEADS OF DEPARTMENTS:

- implementation of the institutional policy for continuous internal evaluation.



- b. maintaining necessary attendance and performance records of students for continuous internal evaluation.
- c. providing instructions to departmental faculty for setting and moderation of question papers for continuous internal evaluation.
- d. compilation of internal Evaluation marks at the end of each semester.
- e. effective distribution of evaluation related duties among departmental faculty.

2.4 INVIGILATORS

- a. collection of Question Papers, Answer Scripts, Attendance Sheets etc. from the examination office before the start of every exam on their date and time of duty.
- b. ensuring correct distribution of Question Papers and Answer Scripts(as per instructions), proper entry of student details into the Attendance sheets, entry of Invigilators signature on every Answer Script after verification of student details, distribution of Extra Answer sheets, collection of Completed Answer Scripts, segregation of Collected Answer Scripts paper wise and Arrangement of all Answer Scripts according to Roll Number and their return to the exams office.
- c. ensuring proper conduct of the examination in the Halls and strict implementation of the University and institutional rules and regulations for conduct of examinations.

2.5 OFFICE STAFF

- a. providing necessary support for effective implementation of the examination policy.
- b. undertaking steps for proper maintenance of records and other responsibilities as and when assigned by the examination committee or the Principal.

3. Modes / Methods of Evaluation

The Evaluation for each semester is composed of **internal and external** components. The Internal Component is handled by the Examination Committee in the form of a single mid semester sessional test and by departments in the form of Internal tests, assignments, seminars, fieldwork etc. The external Evaluation is based on the end semester examination conducted by NEHU.

3.1 INTERNAL COMPONENT : Continuous Internal Evaluation



The mode, method and conduct of the Continuous Internal Evaluation is as per NEHU ordinance OC-8 regulation RC-10; 5(i) to 5(v). The breakup of Marks per Internal Evaluation Component is also as per NEHU tabulated guidelines presented below.

3.1.1 Breakup of Marks for Continuous Internal Evaluation as per NEHU guidelines

Type of Paper	Max. Marks for the Theory Test	Max. Marks for the Practical Test	Max Marks for the Assignment	Total Marks for continuous Evaluation
Paper without Practical component	15	Not Applicable	10	25
Paper with Practical component	10	6	9	25

However, apart from the general directions embodied in the NEHU guidelines, the detailed Continuous Internal Evaluation policy of the College (in keeping with the guidelines of NEHU) is laid out as follows.

3.1.2 Components of Continuous Internal Evaluation

For Internal Evaluation, the College follows a uniform and robust mechanism. The continuous internal Evaluation is based on the following components:

- a. mid semester sessional exams aimed at Evaluation of the learning progress of the course contents. The guidelines and schedule for the conduct of this examination is formulated by the examination committee.
- b. the method(s) for continuous internal Evaluation conducted by individual departments are decided by the concerned Department and are aimed at both summative and formative Evaluation of the students. These are in the form of *periodic class tests, assignments, problem solving sessions, multiple choice questions based evaluation, classroom demonstrations, seminar presentations followed by question answer sessions, viva and practical demonstrations in subjects with practical papers, group discussions among students on specific topics moderated by teachers* etc.
- c. project work, internship, active learning modules etc. developed by departments.



- d. attendance and participation in the teaching learning process in classroom situations.

3.1.3 Mechanism for Evaluation

For the internal component of the Evaluation, the Departmental Examination subcommittee is responsible for smooth and fair implementation of the Evaluation process as per the examination policy of the College. Question papers for sessional as well as class tests are set and moderated by departments. All members of the faculty are assigned responsibilities for specific units of the syllabus.

Evaluation and scrutiny of the answer scripts is done by the faculty of the concerned Department. The Head of the Department is responsible for allotment of evaluation duties amongst the departmental faculty as well as ensuring that the process of evaluation is fair and efficient. All issues arising out of and during the process of will be taken up by the Departmental examination subcommittee. The committee is also responsible for proper tabulation and moderation of the marks and maintenance of other records.

The process of conducting and monitoring the Continuous Internal Evaluation of the students is the sole responsibility of the Department. The Head of Department must ensure uniform distribution of workload among all the faculty members of a Department for this purpose. Each Department has the flexibility to design and decide on the components of the Continuous Internal Evaluation process as per the subject specific requirements whilst strictly adhering to the broad guidelines of the examination policy of the College.

At the end of each semester, an overall grading of the performance of the students is made based on the different components. The Departmental subcommittee is responsible for finalising the grades / marks and maintaining necessary records.

3.1.4 Semester wise Schedule for Continuous Internal Evaluation

The following is the tentative schedule (wherever applicable) for the conduct of internal Evaluation:

- a. Monthly class tests throughout the Semester session; the dates of which are made known to students well in advance of the test.
- b. One project work to be assigned in 5th and 6th semester to be submitted at the end of 3rd month of a semester.
- c. Weekly seminar presentations by students.
- d. One tutorial class per week for each semester particularly for honours students.



- e. Group discussions / active learning / class demonstrations to be incorporated into the teaching learning process.
- f. Viva and practical Evaluations to be carried out for subjects with practical components particularly for honours papers.
- g. Sessional exams at the end of the second month.
- h. Classes till middle of 4th month

3.2 EXTERNAL COMPONENT : End Semester Examinations

The end semester external examination is conducted as per the schedule prescribed by the affiliating University.

As and when the schedule of the examination is published, the examination committee of the College makes all necessary arrangements for conducting the examinations as per the prescribed schedule.

Evaluation and scrutiny of the answer scripts is managed by NEHU with the involvement of teachers from different affiliated colleges.

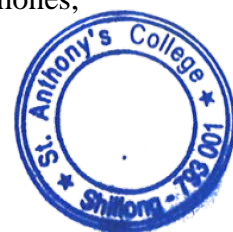
The schedule of the End semester practical/theory examinations conducted by NEHU is tentatively from middle of 4th month till the middle of 5th month.

Students are usually given one week study leave before the commencement of the End Semester Examination.

4. Examination Rules

The following are the rules and regulations adhered to by the College for the smooth conduct of the examinations:

1. Candidates are to bring their Examination Admit Card and College Identity card to be allowed to appear for any examination.
2. Candidates are to keep all their belongings outside the examination hall or in designated spaces. Invigilators are not responsible for the loss of any belongings of the candidates.
3. Candidates are to carry with them only what is permitted as per the requirement of the examination.
4. Candidates are not permitted to keep any electronic devices on their person during examinations. Electronic devices include (but are not limited to) mobile telephones, music players and smart watches.



5. Candidates are not to bring any food and drink into the examination venue, with the exception of water in a transparent bottle.
6. The use of programmable calculators and those with text, symbolic or graphic capabilities is not permitted at examinations.
7. Absolute silence should be maintained in the examination hall.
8. Candidate are not allowed to enter the examination hall after 30 minutes of the commencement of the examinations except with special permission from the examination in-charge in case of unavoidable circumstances.
9. Sharing of examination paraphernalia inside the examination hall is strictly prohibited.
10. At the start of their examination, candidates are provided with the necessary materials on which to answer the examination questions. Candidates are required to answer their examination in accordance with the instructions on the front of the examination paper, and in accordance with any instructions announced by the Invigilator.
11. Tearing out pages or parts of answer books provided for the examination is a punishable offence.
12. No paper except that supplied by the invigilator should be used during the examination and all rough work should be done on the same.
13. Any verbal or nonverbal communication with other candidates inside the examination hall will be treated as a punishable malpractice.
14. Candidates found guilty of using unfair means in the examination hall will be reported to the University which may result in the student being barred for a period of 3 years from appearing in examinations in the future, be suspended or be expelled from the University.
15. Any candidate requiring assistance during the examination are to raise their arm and wait for an invigilator to attend to them.
16. Candidates are to sign the attendance sheet during every examination.
17. Candidates can leave the examination hall only during the last 30 minutes of the examination time.
18. Candidates are not allowed to leave their desk without permission from the invigilator.
19. Candidates with medical issues are provided separate seating arrangements with permission from the examination in-charge.
20. Candidates with physical disabilities are provided appropriate seating arrangements either in their assigned examination Halls or separately.



21. Candidates with vision impairment are allowed to either bring their own scribes or allotted a scribe by the Principal as per the rules of the University.
22. Candidates who are unable to appear for the internal Evaluations due to genuine reasons are given alternative arrangement by the concerned department after verification of the facts.
23. Minimum percentage of attendance required for eligibility to appear for the End Semester University examination is as per the acts and ordinances prescribed by NEHU. For internal Evaluation, the decision of the Department in consultation with the Principal of the College will be final.

5. Publication of Marks

5.1 Continuous Internal Evaluation

Marks awarded by individual teachers are kept confidential until they are moderated and approved by the Departmental Examination subcommittee.

Moderated and approved marks obtained by candidates in any of the modes of evaluation conducted by Departments are published within *fifteen(15)* days of completion of the test semester to allow students to seek redressal if any.

Overall grading / marks for the Internal Evaluation of candidates giving due weightage to the different components are published *ten(10)* days before the final day of class in each semester to allow students to verify their marks and seek final redressal if any.

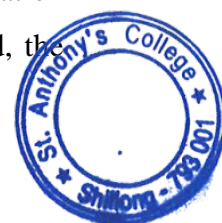
5.2 End Semester Examinations

The declaration of Results and publication of Marksheets of the end semester examinations is done by NEHU after evaluation and scrutiny of the answer scripts.

6. Transparency and redressal of grievances

6.1 Continuous Internal Evaluation

Candidates have the option of seeking redressal and clarification on their performance by submitting an application to the HoD of the concerned Department within *seven(7)* days of publication of the marks for that paper. On receipt of the same, the Departmental examination is empowered to act on the grievance at the earliest. If the student is still not satisfied, the



student may approach the examination committee of the College who will look into the matter and settle it after due consultation with the Principal of the college.

6.2 End Semester Examinations

For grievances related to the external NEHU examinations, the grievance redressal policy as mandated by NEHU is followed.



Sincerely,

Rev. Br. Dr. Albert L. Dkhar,


Principal
St. Anthony's College
Shillong - 793001
Meghalaya - India

Department of Khasi

Exam Policy

Besides the Central Exam Policy of the college, the Department constitutes the following Exam Policy

1. The Department constitutes an Exam Committee to look after the examination matters at the Departmental level. Head of the Department and two faculties of the Department are members of this committee.
2. The Department will conduct two class tests and one assignment for each academic session. Besides class test and assignment, honours students will have to prepare a paper presentation of 5 minutes duration. The marks for general students will be 15 marks for class test and 10 marks for assignment. For honours students the marks will be 10 marks for class test, 10 marks for assignment and 5 marks for a paper presentation.
3. The committee shall fix the date for class test at the beginning of every academic session. For assignment, the teacher In-charge of the respective semester shall fix the date as per their convenience.
4. For the smooth conduct of the internal assessments, each faculty of the department is appointed to In-charge a particular semester. The in-charge shall take the responsibility to compile the questions for the internal test and to evaluate the same.
5. The Department shall have a Moderation Board. The Head of the Department is the Chairman of the Board and all the faculties of the Department shall be members. This Board shall take the responsibility to moderate class test questions papers and also to moderate the Internal Assessment marks of all the papers.


Dr. R.S. Wankhar
Head
Deptt. of Khasi
St. Anthony's College
Shillong.

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The end semester external examination is conducted as per the schedule prescribed by the affiliating University.

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Evaluation and scrutiny of the answer scripts is managed by NEHU with the involvement of teachers from different affiliated colleges.

The schedule of the End semester practical/theory examinations conducted by NEHU is tentatively from middle of 4th month till the middle of 5th month.

Students are usually given one week study leave before the commencement of the End Semester Examination.

4. Examination Rules

The following are the rules and regulations adhered to by the College for the smooth conduct of the examinations:

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14. Candidates found guilty of using unfair means in the examination hall will be reported to the University which may result in the student being barred for a period of 3 years from appearing in examinations in the future, be suspended or be expelled from the University.
15. Any candidate requiring assistance during the examination are to raise their arm and wait for an invigilator to attend to them.
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21. Candidates with vision impairment are allowed to either bring their own scribes or allotted a scribe by the Principal as per the rules of the University.
22. Candidates who are unable to appear for the internal Evaluations due to genuine reasons are given alternative arrangement by the concerned department after verification of the facts.
23. Minimum percentage of attendance required for eligibility to appear for the End Semester University examination is as per the acts and ordinances prescribed by NEHU. For internal Evaluation, the decision of the Department in consultation with the Principal of the College will be final.

5. Publication of Marks

5.1 Continuous Internal Evaluation

Marks awarded by individual teachers are kept confidential until they are moderated and approved by the Departmental Examination subcommittee.

Moderated and approved marks obtained by candidates in any of the modes of evaluation conducted by Departments are published within *fifteen(15)* days of completion of the test semester to allow students to seek redressal if any.

Overall grading / marks for the Internal Evaluation of candidates giving due weightage to the different components are published *ten(10)* days before the final day of class in each semester to allow students to verify their marks and seek final redressal if any.

5.2 End Semester Examinations

The declaration of Results and publication of Marksheets of the end semester examinations is done by NEHU after evaluation and scrutiny of the answer scripts.

6. Transparency and redressal of grievances

6.1 Continuous Internal Evaluation

Candidates have the option of seeking redressal and clarification on their performance by submitting an application to the HoD of the concerned Department within *seven(7)* days of publication of the marks for that paper. On receipt of the same, the Departmental examination is empowered to act on the grievance at the earliest. If the student is still not satisfied, the

student may approach the examination committee of the College who will look into the matter and settle it after due consultation with the Principal of the college.

6.2 End Semester Examinations

For grievances related to the external NEHU examinations, the grievance redressal policy as mandated by NEHU is followed.



Sincerely,

Rev. Br. Dr. Albert L. Dkhar,

Principal
St. Anthony's College
Shillong - 793001
Meghalaya - India

ST. ANTHONY'S COLLEGE SHILLONG

Sessional Examinations, (insert year), Question Paper
(insert stream in BLOCK letters)-Semester (insert semester in Roman Numerals)
Subject – (insert subject) | Paper – (insert paper number/code)
Name of the Paper – (*insert name of the paper in bold italics*)

Duration – 1 hour

Full Marks – (insert full marks)

(insert special instructions for this paper if any in normal italics)

~~o~~

[BEGIN TYPING Sections/Questions with marks per question starting here)

~~o~~

STANDARD OPERATING PROCEDURE

ODD/EVEN SEMESTER SESSIONAL THEORY EXAMINATION | Year _____

INSTRUCTIONS TO NON-TEACHING STAFF

1. Reporting time for duty is **15 minutes before the commencement** of the examination.
2. **Halls and Floors must never be unmanned** at any point of time during examination hours.
3. **Mobile phones** are to be kept in **silent mode** during examination duty.



Principal
St. Anthony's College
Shillong - 793001
Meghalaya - India

Rev. Br. (Dr). Albert Longley Dkhar, SDB
Principal,
St. Anthony's College, Shillong

STANDARD OPERATING PROCEDURE

ODD/EVEN SEMESTER SESSIONAL THEORY EXAMINATION | Year _____

INSTRUCTIONS TO STUDENTS

SEMESTER 1/2, 3/4 AND 5/6

1. **SEATING ARRANGEMENTS**

- a. Students can identify their seat for the sessional examinations by referring to the **Summary Seat Plans** (*Pasted on the College Notice Boards*) and **Seat Maps** (*Pasted on the Doors/Walls of every Examination Hall*).
- b. Students are to **read the Blackboard which will be placed in the lobby for any change/shifting of examination Halls before every exam.**

2. **IMPORTANT TIME LIMITS**

- a. Students **can begin sitting in their allotted seats 15 minutes before** the commencement of their examination.
- b. Students will **not be allowed** to enter the Examination Halls if they are more than **5 minutes late.**
- c. Students **are allowed to leave the exam hall only after 30 minutes** of the examination has passed and **only after they have signed their attendance and submitted their answer script.**

3. Students are to wear their **College ID** and bring their **Previous Semester University Admit Card** otherwise they will not be allowed to sit for the examination.

4. Students are to **fill in the correct details** (*as per the paper they are appearing*) in the space provided in the answer script. Request the Invigilators for help if required.

5. **Breaks are not allowed** under any circumstances.

6. Use of **unfair means** will invite **Formal Proceedings as per College Rules.**

7. **Mobile phones or any digital storage devices** are **strictly prohibited** inside the examination halls. Switch them off and keep in your Bags outside the Exam Hall or *they will be confiscated.*

8. **Personal belongings** are the sole responsibility of the owner. The College will not be responsible for any loss of the same.



Principal
St. Anthony's College
Shillong - 793001
Meghalaya - India

Rev. Br. (Dr). Albert Longley Dkhar, SDB
Principal,
St. Anthony's College, Shillong

STANDARD OPERATING PROCEDURE

SESSIONAL EXAMINATIONS INSTRUCTIONS TO DEPARTMENTS

1. The Sessional Theory Examinations schedule will be notified by the Examination Committee through the Principal at least a month prior to its conduct to allow for departments to make necessary preparations for the same.

ON NOTIFICATION OF THE SCHEDULE, the following are to be noted.

2. The Examinations will be for a duration of one (1) hour only per paper.
3. A Question Paper Template (soft copy) is provided to standardise the Question Paper Format.
4. Departments are to use the Question Paper Template to prepare the question papers for all semesters taking the duration of the examinations into consideration while deciding marks and type of questions. PLEASE DO NOT FORGET TO REMOVE ALL BRACKETS IN THE FINAL QUESTION PAPER TO BE SUBMITTED TO PRINCIPAL'S OFFICE.
5. The Question papers (along with the number of students appearing the paper) must be submitted in soft copy to the Principal's Office one week before the commencement of the Sessional Examinations for printing and sorting.

DOCUMENTATION

In keeping with the requirement of submitting Examination related documents to NAAC, the Examination Committee requests all Departments to keep written confidential records of Examination/Assessment related Student Grievances. For example, even a minor thing such as student(s) questioning their marks (*whether in sessional examinations or internal tests, assignments, projects, seminars etc.*) must be documented and the redressal process followed and outcome recorded.

It is therefore imperative that departments are aware of the University guidelines regarding time frames of publishing of marks which are noted in the Examination Policy of the College.

NOTE REGARDING INTERNAL TESTS

The Examination Committee wishes to make it clear that the Sessional Examinations are but one part of the Continuous Evaluation and Assessment process. Departments are free if they wish to conduct additional internal tests as per their convenience. It is up to the departments wisdom to decide how to calculate the Internal Marks to be submitted to Bah Peter when the notification for the same is received from the University.

COLLECTION OF SCRIPTS, THEIR SAFEKEEPING AND FINALISING OF INTERNAL MARKS

1. ALL SESSIONAL EXAMINATION SCRIPTS are to be collected from the Examination Office on or before the last date to be notified by the Principal. In case departments want to convey special packing instructions regarding the Answer Scripts (*for example, No. of Scripts of a particular paper allotted to a certain faculty, etc*), they may contact Examination Office in advance with a written note detailing the same.
2. Departments are requested to **complete all formalities of Evaluation, Publishing of marks to students, Redressal (if any)** and keep **all Internal Assessment Marks of the students ready for submission on or before the last date to be notified by the Principal**. The Examination Office will intimate the dates through the Principal and the mode of submission for the same.
3. The Evaluated scripts are to be kept safe (*at the convenience of the Department concerned or in the Examination Office*) for a period of six months after the conduct of the Sessional exams as a matter of official procedure.



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STANDARD OPERATING PROCEDURE

ODD/EVEN SEMESTER SESSIONAL THEORY EXAMINATION | Year _____

INSTRUCTIONS TO INVIGILATORS

1. **Invigilators** or their **Replacements** (from amongst the **Colleagues within the Invigilation list** - *Colleagues not listed are not to be recruited*) are requested to report for duty **30 minutes before the commencement** of the examination.
2. When the **first bell (15 minutes before actual commencement of the examination)** rings, **Invigilators** are requested to proceed to their allotted exam halls only after collecting all necessary exam material (**question papers, answer scripts**), *special instructions* (if any) from the exam office. Kindly bring any discrepancy to the notice of Examination Committee for necessary correction(s).
3. Please ensure that **students are provided** with the **correct question paper**.
4. **While taking Attendance, Invigilators** are requested to **SIGN with DATE** on the top of the **College Answer Scripts** (*There is no space provided but invigilators must sign on the top as an authentication procedure*) **only after ensuring** that **students have correctly filled their details**. Any student failing to produce Previous Semester University Examination Admit Card is to be sent to the Examination Office Immediately for verification.
5. **Invigilators** are also requested to **SIGN with DATE** on the top of each and every extra **additional sheet used by students**. Unused Additional sheets are to be collected from students and returned to the Examination Office at the end of the examination.
6. **Invigilators** are directed **not to use mobile phones** inside the examination halls **during examination hours**.
7. Since the sessional examinations are only for 1(one) hour duration, **TEA BREAKS ARE NOT ALLOWED** for **Invigilators**.
8. **Restroom breaks for students** are to be allowed only in emergency cases.
9. **Use of unfair means** is to be **brought to the notice of the examination committee** for necessary action.
10. **Students** are to be permitted to **leave the examination halls** only after **submission of their answer script** and ensuring they have **signed their attendance in the sheets provided**.
11. **PLEASE NOTE THESE TIME LIMITS:**
 - a. Students should **not be allowed** to enter the Examination Halls if they are more than **5 minutes late**.
 - b. Students **are allowed to leave the exam hall** only **after 30 minutes** of the examination has passed and **only after they have entered their attendance in the sheets provided and submitted their answer script**.



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STANDARD OPERATING PROCEDURE

ODD/EVEN SEMESTER UNIVERSITY THEORY EXAMINATION | Year _____

INSTRUCTIONS TO INVIGILATORS

1. **Invigilators** or their **Replacements** (*from amongst the **Colleagues within the Invigilation list only***) are requested to report for duty **30 minutes before the commencement** of the examination (**8:30 am for the morning shift & 12:30 pm for the afternoon shift**). Invigilators are requested to kindly take into account traffic conditions so as to reach on time.
2. When the **first bell** (**15 minutes before actual commencement of the examination**) rings, **Invigilators** are requested to proceed to their allotted exam halls only after collecting all necessary exam material (**question papers, answer scripts**), *special instructions* (if any) from the exam office. Kindly bring any discrepancy to the notice of Examination Committee for necessary correction(s).
3. Please ensure that **students are provided** with the **correct question paper**.
4. While taking Attendance, **Invigilators** are requested to **sign on the Answer Scripts only after ensuring** that **students** have **correctly filled their details**. Please **do not make any marks** (*such as ticks, lines etc*) alongside the student details.
5. Any student failing to produce Current University Examination Admit Card is to be sent to the temporary Examination Office Immediately for verification.
6. **Invigilators** are **not to sign** on any **additional sheet used by students**.
7. **Invigilators are advised not to give “anticipatory” additional sheets to students. Distribute additional sheets one at a time only when students request for the same.**
8. Invigilators are requested to immediately bring to the notice of the Examination Committee any discrepancy on the University Answer Scripts (for example, *torn scripts, Script Numbers not matching on both sides, Illegible Script numbers* etc) for corrective measures to be put in place.
9. **Invigilators are directed not to use mobile phones inside the examination halls during examination hours.** Please adhere to this strictly as students have already lodged complaints regarding this including **Invigilators having conversations inside Examination Halls.**
10. Invigilators are requested to arrange **TEA BREAKS amongst themselves** (*ensuring that at least two invigilators remain in Big Halls and one invigilator remain in Small Halls at any single time*) 1 hour after commencement of the exams and half an hour before conclusion of the exam.
11. **Restroom breaks for students** are to be allowed only in emergency cases.
12. **Use of unfair means** is to be **brought to the notice of the examination committee** for necessary action.

13. **Students** are to be permitted to **leave the examination halls** only after **submission of their answer script** and ensuring they have **signed their attendance in the sheets provided**.

14. **PLEASE NOTE THESE TIME LIMITS:**

- a. Students should **not be allowed** to enter the Examination Halls if they are more than **30 minutes late**.
- b. Students **are allowed to leave the exam hall** only **after 1 hour** of the examination has passed and ***only after they have entered their attendance in the sheets provided and submitted their answer script.***


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STANDARD OPERATING PROCEDURE

ODD/EVEN SEMESTER UNIVERSITY THEORY EXAMINATION | Year _____

INSTRUCTIONS TO STUDENTS

SEMESTER 1/2, 3/4 & 5/6

1. SEATING ARRANGEMENTS & HALL SHIFTING

- a. Students can identify their seat for the university examinations by referring to the **Summary Seat Plans** (*Pasted on the College Notice Boards*) and **Seat Maps** (*Pasted on the Doors/Walls of every Examination Hall*).
- b. Students are to read the **Blackboard** which will be placed in the lobby for any change/shifting of examination Halls before every exam.

2. IMPORTANT TIME LIMITS

- a. Students can begin sitting in their allotted seats 15 minutes before the commencement of their examination.
- b. Students will **not be allowed** to enter the Examination Halls if they are more than **30 minutes late**.
- c. Students are allowed to leave the exam hall only after **1 HOUR** of the examination has passed **only after they have signed their attendance and submitted their answer script**.

3. Students are to wear their **College ID** and bring their **Current Semester University Admit Card** for every paper they are appearing.
4. Students are to **fill in the correct details** (*as per the paper they are appearing*) in the space provided in the answer script. Request the Invigilators for help if required.
5. **Breaks** are **not allowed** under any circumstances.
6. Use of **unfair means** will invite **Formal Proceedings** as per **University Rules**.
7. **Mobile phones or any electronic digital storage devices** are **strictly prohibited** inside the examination halls. Switch them off and keep in your Bags outside the Exam Hall or *they will be confiscated*.
8. **Personal belongings** are the sole responsibility of the owner. The College will not be responsible for any loss of the same.



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STANDARD OPERATING PROCEDURE

ODD/EVEN SEMESTER UNIVERSITY THEORY EXAMINATION | Year _____

INSTRUCTIONS TO NON-TEACHING STAFF

1. Reporting time for duty is **15 minutes before the commencement** of the examination.
2. **Halls and Floors must never be unmanned** at any point of time during examination hours.
3. **Mobile phones** are to be kept in **silent mode** during examination duty.



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STANDARD OPERATING PROCEDURE

ST. ANTHONY'S COLLEGE, SHILLONG

ODD/EVEN SEMESTER UNIVERSITY PRACTICAL EXAMINATION

INSTRUCTIONS TO STUDENTS

SEMESTER 5/6, 3/4 & 1/2

BSC/BA(WITH STATISTICS)

STUDENTS ARE TO NOTE THE FOLLOWING

- Determine what batch they belong to from the **SEMESTER 5/6 PRACTICAL EXAMINATION BATCHES OF the current academic Year**, **SEMESTER 3/4 PRACTICAL EXAMINATION BATCHES OF the current academic Year**, and **SEMESTER 1/2 PRACTICAL EXAMINATION BATCHES OF the current academic Year**, Batch Listings shared as separate searchable pdf files. Students can directly search for their University Roll Number (*last four digits only*) in the relevant pdf file for their Semester to determine the Batches they belong to. The same Batch listings will be pasted on the Notice Board.
- Determine the dates for their practical exams in all the relevant subjects from the **Consolidated ODD/EVEN Semester Practical Examination Schedule of the current academic Year**, shared as a pdf file and pasted on the Notice Board.
- All Practical Examinations will begin at 9:00 am in the morning** and end as per the time allotted in the Practical Question Papers except for **Departments** that will inform students accordingly. Students are therefore advised to take heed of any such notice by **Departments** regarding any change of timings.
- BIOCHEMISTRY** students are to contact their HOD for information regarding the duration of their practical Exams.

BA (MCVP, MEDIA, MUSIC)

STUDENTS ARE TO NOTE THE FOLLOWING

- The **Semester 5/6, 3/4 and 1/2 University Practical Examination for BA (MCVP, MEDIA and MUSIC)** will strictly **follow the University Schedule** as published and pasted on the Notice Board.
- There will be no notice regarding the batches for the BA (MCVP, MEDIA and Music) practical exams as they are standalone subjects and students eligible to appear the practical exams will appear as a single batch per paper. Please contact your HOD for any clarification regarding this.
- All Practical Examinations will begin at 9:00 am in the morning** and end as per the time allotted in the Practical Question Papers **except for specific papers as per Paper Requirements**. Such **changes to the timings** of the Practical exams **will be Communicated by the Departments** to the Students.

PRACTICAL BACK PAPERS

*The List of BSC Practical Repeaters and their Examination Dates will be put up at a later date.
MASS MEDIA and MUSIC Repeaters will need to get their repeat exam dates from their Departments.*

GENERAL ADVISORY FOR ALL STUDENTS

- All students are to bring their University Admit Card and College ID for every Practical Paper they have to appear.**
- Students can contact the Subject department(s) HOD for clarifications on any other matter.
- The rules and restrictions in place regarding complete ban of Cellphones and any other digital storage device from the Exam Halls, use of Unfair Means etc. will remain in force throughout the Practical Examinations.


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