



**SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES, CHITTOOR
(AUTONOMOUS)**

Awarded 'A' Grade by Technical Education, Govt. of A.P, Approved by AICTE, New Delhi,
Permanently Affiliated to JNTUA, Ananthapuramu. NBA Accredited for B.Tech – CSE, ECE & MECH Courses
AP EAPCET CODE: SSCC & AP PG CET CODE: SSCC

ESTD: 1998

EXAMINATION SECTION

IMPORTANT INSTRUCTIONS TO THE FACULTY MEMBERS DURING PRACTICAL EXAMS

Assessment and Evaluation are essential components of teaching and learning in the Engineering Education. Without an effective evaluation program, it is impossible to know whether students have learned, whether teaching has been effective, or how best to address student learning needs. The quality of the assessment and evaluation in the education process has a profound and well-established link to the student performance. In order to assure quality in the evaluation system, the examiner has to acquaint with the following procedures.

- 1) Examiner must be acquainted with Academic Regulations (R13/R16/R18/R20) Procedures and Assessment methodologies pertaining for UG and PG Program to the Evaluation of Practical Examinations / Evaluation of Seminars / Evaluation of Major Project work / Evaluation of minor project / Evaluation of Comprehensive Exams / Evaluation of Internship Reports / Evaluation of Case Study Reports etc.
- 2) Laboratory internal examinations must be conducted as per the schedule notified in the Academic regulations.
- 3) External Examiners for practical oriented courses nominated by the Chief Superintendent / Controller of Examinations (COE) based on the expert list submitted by the concern Head of the Department.
- 4) Internal/External Examiners must follow scrupulously the schedule given by the Examinations Sections. Changes in the schedule, if any should be approved by Chief Superintendent / COE.
- 5) Both the Examiners (Internal and External) should be present in the laboratory during and till the end of Lab examination.
- 6) Disclose to the COE, well in advance, any conflicts of interest (e.g. immediate family member/close relative is a candidate for the exam) in doing a particular practical examination. This is essential to maintain transparency in Examination system and avoid unnecessary complications/allegations and litigation following the Examination.
- 7) Insist the candidate to enter the concern laboratory as soon as possible and do not allow the candidates to stand in the outside of the corridor. Let the candidate to deposit their bags, wallets, books, laptops etc. in the designated area before going to their laboratories.
- 8) Examiners should verify the Hall ticket and ID card of the students, while entering the laboratory or any other examination, report to COE in case of any discrepancy.

- 9) No other member is allowed into the laboratory during the practical examination except the staff involved in the examinations. Explanation will be called for from the members who violets.
- 10) Examiner(s) shall make announcement in the laboratory that the use of electronic devices by the students shall not be permitted in the Examination hall. In this context, electronic devices include and are not limited to mobile phones, tablet devices, laptops, data storage watches ('smart-watches') with means for inputting or storing information and or capable of transmitting or receiving information.
- 11) When the examiner(s) suspect that a candidate is involved in an irregular act during the examination, the examiner(s) shall confiscate the material(s) being used for irregularity and inform the same to the Chief Superintendent / COE.
- 12) If any student is resorting to Unfair means/ malpractice at any point of time, it should be reported the COE with written complaint mentioning the incident and handover the student to the COE along with the answer booklet and the forbidden material if any.
- 13) Examiners are required to post the marks in accordance with the scheme of evaluation provided by the examination branch for practical oriented course in the space provided on the answer booklet.
- 14) After the Evaluation, the Answer scripts, marks awarded are to be kept confidential until the declaration of results announced by the Examination Section. Answer scripts, award lists and other necessary practical oriented examination particulars must be submitted to the examinations branch within two working days of examination by the Internal Examiner in presence of External Examiner.
- 15) Submission of award lists to the examination branch must be done through proper channel and competent authority duly signed by the Examiners, Head of the Department and Chief Superintendent.
- 16) Direct the concerned office staff to claim the bills as per the Remuneration rates approved by the Examination Section.
- 17) In-charge of Laboratory must collect at least 3 sample copies of Laboratory records and the same may be retained in the laboratory.
- 18) Return the unused stationery to the Examination branch after conduct of any Laboratory Examinations or any equivalent Examinations.
- 19) Contact Chief Superintendent / Controller of Examinations for all correspondence to the examinations particulars.