

Internal Examination Process and Grievance Redressal

Purpose

House examinations are conducted preferably after the completion of three quarters of the academic syllabi. The tentative schedule is shared in the beginning of the session through the academic calendar. These examinations are an important tool for formative assessment, gauging the learning levels of the students, giving feedback and remedial teaching. The results of these examinations coupled with their participation in co-curricular activities form a basis for awarding prizes to the best performers during Annual Prize distribution Function and also help in deciding internal assessment scores of the students. Thus these are undoubtedly high stake examinations and hence are conducted in a very fair and unbiased manner.

Preparation

The dates of examination and pattern of setting question papers is discussed in staff meetings with the Principal. The house examination incharges prepare the date sheet and share it with the students a week before the exams. Paper setting duty is also allocated according to the teaching experience and subject specialization of the teachers. The question papers are set as per the Panjab University pattern and for subjects being jointly taught by teachers, the question paper is prepared after the mutual consent of the teachers sharing the subject. The question papers are sealed and submitted to the house examination branch and it is the duty of the branch to ensure security and confidentiality of the question papers till the date of examination.

Conduct

The examinations are conducted in a fair manner, a proper duty list of invigilation is prepared and circulated among the staff. The seating plan is also prepared on rotation basis and it is ensured that students don't use any unfair means during the exams. The students are not allowed to carry any objectionable material during the examination, they are made to submit their belongings including their mobiles to the staff member on outside invigilation duty. They are not allowed to leave the examination hall without submitting the answer sheet, drinking water is made available on their desks.

Evaluation of answer papers

The answer sheets collected on the date of examination are counted, sealed and handed over to the concerned evaluators immediately after the examinations. A period of three days is given for table marking the answer papers and the marking scheme is decided by the evaluators in consultation with house examination incharges prior to evaluation. The answer papers are showed to the students before submitting the final award lists to the house examination branch. The students are asked to consult their teachers for improving their scores and incase they are not

satisfied with the marking of their paper, they have the freedom to ask the evaluator to reassess their paper. In case of any further grievances regarding the paper marking they are allowed to report the matter to the house examination branch which then redresses their problems at their own level in consultation with the evaluator. If need be the advice and direction of the Principal is sought to resolve the issue.

Note: Due to pandemic situation the house examinations since March 2020 have been conducted online. The students use prescribed format of answer sheets for answering and submit them within the stipulated time given for uploading on the college ERP id or email it to ghgkce@gmail.com. The concerned evaluators can then download the answer sheets. The remaining procedure is same as is followed for offline examinations,

Remedial Teaching

The results of house examinations are compiled within a week after the submission of award lists. The results are generated with MS excel and an aggregate score of all the students is obtained. The results are then shared with the students and their parents during PTM's. Remedial groups are formed for the above average, average and below average performers. Remedial teaching of 7-15 days is conducted for these groups after making necessary changes in the time table.

Thus house examination proves a useful tool not only for gauging student progress but also for assessing effectiveness of classroom teaching, reframing the course objectives and bringing about modifications in the total teaching learning process.