

## **EXAMINATION POLICY**

### **Policy Introduction:**

This policy has been formulated by Carmel Convent School, Jammu, to assist the pupils with examination rules, procedures and ensure principled conduct of exams.

### **EXAMINATION RULES**

- Attendance for all the units & term exams is compulsory besides class tests and internal assessment.
- No Re-test or Re-exam is allowed if a student remains absent on the scheduled day of the exam. In case of certified illness, the promotion will be, processed based on their performance, in-class tests and examinations conducted during the academic year.
- The same date Sheet and syllabus is provided in advance by the concerned teachers and exam in charge. This information is communicated through school apps and the website. So that the students and parents do not flounder.
- Children are INSTRUCTED not to use unfair means during tests/exams. If a student is found guilty of using unfair means, suitable action will be taken, which may even lead to rustication.
- Students are not allowed to leave the class/hall till the test/exam is over.
- Students are advised to maintain proper conduct / and decorum during the test/examination.

### **Statement of Intent**

The purpose of this exams policy is:

- To ensure the planning and management of exams effectively, and in the best interests of candidates.
- To ensure the functioning of an efficient exams system with clear guidelines for all relevant staff.

- To see that everyone takes responsibility in the school exam processes to understand and implement this policy.
- To review annually in line with exam committee amendments. The exams policy will be reviewed and approved by the Principal.

### **Exam Responsibilities**

**The Head of School:** Has overall responsibility for the school as an examination centre superintendent.

### **Exams-In-charge and Deputy Exams-In-charge:-**

- Manages the administration of Internal and External Exams with coursework.
- Illuminate the school staff, subject teachers, and other relevant support staff on annual exam date sheets and procedures set by the examination committee.
- Ensures those candidates and their parents/carers are informed of and understand those aspects of the exams date sheets that will affect them.
- Provides and confirms detailed data on estimated entries.
- Receives, checks and stores securely all exam papers and completed scripts.
- Identifies and manages exam date sheet clashes.

### **Teachers:**

- Has the responsibility to guide the candidates who are unsure about exams entries or amendments to entries.
- To complete the syllabus, complete revision and prepare the students for their exams.
- Are responsible for supplying information on entries and controlled assessments as required by the Class teacher/subject teacher/or Exams-in-charge.

### **Lead Invigilator / Invigilators:**

- Are responsible for assisting in the exams for the efficient conduct of exams.
- Collection of question papers, writing material and other contingencies from the exams office before the start of the exam.
- Collect all answer sheets in the correct order at the end of the exam and hand them over to the exams-in-charge.

### **Managing invigilators**

- External staff does not play a role in invigilating internal examinations.
- The duties of invigilators are the responsibility of the Head of School and Exam Incharge.
- All invigilators must be familiar with the rules of exams/ Invigilator guide.

### **Candidates**

- The school's published rules on acceptable dress and behaviour applies at all times. Candidates' personal belongings remain their responsibility and the school accepts no liability for their loss or damage.
- In an exam room, candidates must not have access to items other than those allowed in the instructions on the question paper, the stationery list, or the specification for that subject. Mobile phones, electronic communication or storage devices are prohibited at the exam venue.
- Disruptive candidates will be dealt under Exam committee guidelines. Candidates are expected to stay in the examination room for at least the first half of the exam time at the discretion of the Senior Invigilator/ school staff member.
- Candidates who leave an exam room will be accompanied by an appropriate member of staff at all times.
- The exam in charge is responsible to authenticate any late or absent candidates on exam day.

### **Internal Assessment**

- Teachers will ensure that periodic internal assessments are scheduled, assessed and marks/grades are allocated to the students as per the norms.
- Marks for all internally assessed work to be submitted to the Heads of their respective Subjects. The Exams-in-charge will ensure that periodic assessments are carried out before each Term Exams.

### **Results:-**

- Marks are uploaded on Campus Care after each test/exam. Candidates are required to download the print of the annual report card for future use.
- No hard copy of the report card will be issued at the school office.

### **Enquiries about Results (EAR)**

- EARs may be requested by the candidate, on acquiring the results. A request for a re-mark or review requires the written application of the candidate and the parents.
- EARs entries are made free of cost.
- The nine-point Grading system employed to measure the scholastic achievements of the students is as tabulated below.

Marks Range	Grades	Grade point
91-100	A1	10.0
81-90	A2	9.0
71-80	B1	8.0
61-70	B2	7.0
51-60	C1	6.0
41-50	C2	5.0
33-40	D	4.0
21-32	E1	Fail
00-20	E2	Fail

- **Open House:** PTMs are held before and after the examination or test. Parents require to meet every teacher in their respective wards. A Notebook for feedback is made available for the parents.
- **Formative Evaluation:** Internal Assessment is based on class work, home assignments, worksheets, and oral exams. The project method is used to evaluate through regular class work and appraisal. Emphasis is on experimental and participative learning.
- **Summative Evaluation:** Written examination.
- Promotion to the next class at the end of the academic year is based on attendance and minimum learning competencies achieved.
- The school gives exposure to the following competitive exams: The students are prepared for **Scholarship Exams & Olympiads**. Thereby focusing on their academic development & enhancing their competitive skills.