



EXAMINATION POLICY

The Examination Cell is headed by the principal and supported by a team of examination cell members. The team consists of the senior faculty as a coordinator who is assisted by one faculty from each department. The major responsibility of the Examination cell is to conduct all the examinations (both internal and external examinations) in transparent and systematic manner.

1. Continuous Internal Assessment (CIA)

- ✓ The tentative schedule for Continuous Internal Assessment (CIA) is indicated in college academic calendar. Exact schedule is fixed by planning and monitoring committee according to the AU academic schedule and are conveyed to the staff and students through circulars and whatsapp group.
- ✓ The course coordinator of each subject prepares a question paper based on the curriculum. Questions are taken in accordance with Anna University standards and follow Bloom's Taxonomy. The Question Papers are securitized by heads of the department to check the standard.
- ✓ The soft copies of the scrutinized question papers are uploaded in the staff login three days prior to the commencement of the examination. The exam cell members make enough question papers prior to the examination.
- ✓ The invigilation schedule is prepared by the Exam cell and circulated to the faculty well in advance. The assigned faculty do the invigilation duty as per the schedule. Hall arrangements and seating arrangements are prepared by the Exam cell members.
- ✓ Answer scripts are collected by the invigilators and handed over to the Exam cell along with attendance sheet after the exams. Exam cell hands over the answer scripts to the corresponding faculty within a day. The retest will be conducted by the course in charge, if required.
- ✓ In the beginning of each semester, exam cell prepares the stationary requirements and forward this to the administrative officer after approval of Principal.
- ✓ The grievances of CIA must be registered in the grievance register through their respective department exam cell member. Exam cell co-ordinator will convey to the respective staff member to do the needy corrections.



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)

ANGUCHETTYPALAYAM, PANRUTI – 607 106.

- ✓ Marks need to be entered in the website on or before the next day by the course coordinator. Marks statements will be verified by the course coordinator, heads of the department and the Principal before uploading to the AU CoE portal.

2. Anna University Examination

- ✓ The end semester examination is conducted by the Anna University (AU) for all courses. The theory examinations will normally be of three hours duration.
- ✓ AU end semester examination is conducted for three hours. The invigilation schedule is prepared by the exam cell based on the AU time table. The assigned faculty member should perform the invigilation duty as per the schedule.
- ✓ Hall wise seating plan are prepared and displayed in the notice board.
- ✓ The time schedule and procedures are strictly followed as per the directions of Anna University.
- ✓ The grievances of university end semester examinations are carried out as per AU norms.