

## **R.5 Conduct of Practical Examinations**

- 1) The practical/oral examination is to be conducted to evaluate the students with respect to the specific experimental skills developed by the students and the corresponding theoretical knowledge acquired by them.
- 2) The practical examinations in different subjects shall be conducted by the respective departments.
- 3) All practical and oral examinations preferably take place after the conclusion of the respective theory examinations. These examinations shall not be held on Sundays, non-working Saturdays or public holidays, except when necessary and that too with the special permission of the Controller of Examinations.
- 4) The examiners appointed for a practical examination shall prepare the timetable of the practical examination and display the same under the name of the senior examiner and the respective the Head of the Department (HOD) at appropriate locations, such as Departmental notice boards, main institutional notice boards. Copies of the timetable should be sent to HODs of other Departments, where practical examinations in other subjects are also held. The copies should also be sent to the examination section.

*It is proposed that a senior faculty of the department who was not involved in that particular practical course will also be one of the examiners for that practical course.*

- 5) As per the relevant norms, no candidate who has not completed the respective class work satisfactorily and whose laboratory journal/file is not certified shall be allowed to appear at the examination. Hence, the required documents shall be checked by the examiners before allowing the candidates to commence their work.
- 6) Any question papers required for the examination shall be prepared within the Department, under confidentiality, by the respective examiners. Copies of the question papers should be sent to the Examination section for reference.
- 7) The chemicals, specimens, materials, etc. required for the examination shall be procured by the examiners well in advance and the quality of these shall be thoroughly checked.

- 8) The answer books required for the examination shall be obtained from the office.
- 9) The examiners should supervise the arrangements of experiments in the laboratory at least one day prior to the examination.
- 10) Appropriate instructions should be given to the candidates before the commencement of the examination.
- 11) No person other than the appointed laboratory staff, examiners and candidates shall be present at the venue of the examination, without prior written permission from the Controller of Examinations.
- 12) During the examination the candidates shall refrain from conversation and exchange of materials.
- 13) An examiner is free to examine a candidate on any of the experiments with which he/she is expected to be familiar according to the syllabus, with such variations as may test the skill of the candidate rather than his/her memory, and do not involve knowledge of new principles or facts not learnt by the candidate.
- 14) When more than one examiner is appointed for an examination and an oral examination is to be conducted, two examiners shall be present at the same time of conducting oral examination of a candidate, and marks shall be given after mutual consultation and with the concurrence of the examiners.
- 15) The experts are expected to help the examiners in arranging the experiments and provide the expert results, as required by the examiners.
- 16) During any break, the candidates can leave the laboratory with the condition that all the equipment, instruments, chemicals, etc. shall remain on their tables as such and the laboratory will be kept locked. The examiners shall open the laboratory when the next session begins.
- 17) Under no conditions should a candidate suffer due to malfunctioning of an instrument, bad quality of chemicals, etc., and when such a case is noticed a benefit of doubt should be given to the student concerned.

- 18) The total number of marks should be internally distributed in such a way that the students will be evaluated with respect to different relevant skills as well as the theory behind the experiments. In no case more than 50% of the total marks be assigned to the final result expected.
- 19) Any scheme of awarding marks for a given experimental task should be objective, systematic, logical, and should be developed after taking all the relevant factors into account.
- 20) Whenever there is more than one examiner for a batch of candidates, the marks should be settled jointly by all of them.
- 21) If different answer books are provided for different tasks or parts of one task, all the answer books, along with supplements, if any, should be tied together by the examiners.
- 22) Marks shall be awarded to each part and subpart of a task and the total for a task should be written at the end of the task. The grand total of marks for all the tasks should be written on the front page of the main answer book with the signature of any of the examiners.
- 23) The mark-list shall be jointly prepared by all the examiners. The examiners may moderate the marks and/or normalize the marks to eliminate batch to batch variations, mitigate any catastrophic effect, unusual deviations, etc.
- 24) The Senior examiner shall apply for and receive the petty cash due for the examination and it will be his/her duty to settle the account. Examination petty cash should be utilized only for the miscellaneous expenses towards the examination concerned and the bills should be settled within seven days of the end of the examination. All the required purchases must be done before or during the examination. Purchase of any item having no relevance to the examination concerned shall not be allowed.
- 25) The marks shall be uploaded on the Institute MIS within a week time of the conclusion of the practical exam.