



St. Xavier's College (Autonomous), Mumbai

EXAMINATION POLICY

Assessment Policy

The Policy of the College regarding testing and evaluation is as follows:

1. Assessment of Students will be through tests, examinations, seminars, assignments, and or other modes as decided by the Continuous Assessment and Examination Committee of the College as well as the Board of Studies of the respective departments and the Academic Council of the College.
 - a. Continuous Internal Assessments (CIA) will be done during the semester (within the class hours/designated time slots) or as deemed by the institution. CIA will be for a total of 40 marks while the End Semester Examination (ESE) will be for a total of 60 marks. CIA I will be conducted by the college for all departments at a centralized facility (or with a variation in individual departments, with prior permission from the Principal). CIA II will be carried out by the respective departments.
 - b. End Semester Examinations will be held on dates as prescribed in the College Academic Calendar unless otherwise determined by the institution for reasons best known to the institution.
 - c. Assessment (both Continuous and End Semester) can/will be either wholly internal or wholly external or a combination of both methods.
 - d. All assessment methods are compulsory and students must necessarily attend and undertake all the testing components administered for a particular subject.
 - e. Students who fail to complete the tests / seminars /assignment will have to meet the Vice Principal Arts/Science with valid reasons for missing the same. Students who have missed an exam/test will be permitted to appear for a single 100 mark additional examination at the end of the following semester. In exceptional circumstances, alternate/appropriate measures may be taken by the Principal/Vice Principal in keeping with the policy of the institution.
 - f. Students who have missed one/two CIAs as they were representing college in some event / due to a death in the immediate family, will be administered the tests after due process.
 - g. The above ordinances may be altered through the special authority vested with the Principal.
2. Students must carry their College Student ID card and the Hall ticket (if applicable), to the Examination hall for CIA and ESE.
3. Material provided/appliances permitted



- a. Students will be provided with answer books and additional sheets if required. Students must ensure that the answer sheet used by him/her is signed by the supervisor with the date of that examination. No other sheets of paper will be permitted for use for the CIA (written test in a central facility) and ESE.
 - b. Students will be provided with Log Books / Tables, etc. if required as per the question paper.
 - c. Calculators will be permitted if required and after checking by the Hall invigilator / teacher.
4. Any malpractice which violates academic integrity will be taken note of and student dealt with appropriately in keeping with the policy of the institution on Academic Integrity. Students must follow the examination policies. Failure to do so would be considered a violation of Academic Integrity. Information about examinations will be provided by the examination schedule displayed on the respective notice boards.

General Policies

End Semester examination is graded based on anonymity by either masking the candidate's information or by bar-coding the answer sheets. Bar-coding (for TY) and masking (for FY, SY, and PG1 and PG2) of the answer sheets before assessment.

1. Students are expected to follow the rules and regulations of the college examination committee.
2. Unauthorized devices such as mobile phones are not allowed in the examination hall. The usage of a scientific calculator is permitted for those examinations only if the paper setter gives instructions.
3. Students must not write their names nor indicate their identity or make any personal comments anywhere on the answer sheet.
4. Students who fall ill or have an emergency before the examination should inform the examination committee; during an examination should inform the invigilator.
5. A student with less than 75% attendance in a course will not be allowed to appear for the End Semester Examination (ESE) in that course.
6. Students with disabilities should submit a written request for examination modifications to the Vice Principal – Science/Arts, no later than one month before the start of the examination period. Students with disabilities appearing for the examinations must provide appropriate documentation of her/his disability to qualify for modifications.



Grading Policies

1. Evaluation of Theory Courses:

- a. For the F.Y / S.Y. courses, a single evaluation with Moderation for all courses is applicable. The assessed papers of the top 4 scores of the course per division. 20% of the rest of the assessed papers (per division) on a random basis.
- b. If a moderator finds issues (e.g., inconsistency, inflated/deflated marks) with the markings of the Internal Examiner, the option to increase the number of answer booklets to be moderated in that Course would be exercised in consultation with the Principal.
- c. If 30% or more of the moderated papers assessed by an examiner of a Course have a change of more than 15% of total marks assigned to the course, a blind moderation is recommended by a second moderator. If the change is upheld, all the answer booklets of that group will have to be re-evaluated blind by the second moderator. The re-evaluated marks will be the final score awarded.
- d. At the Third Year, answer papers are subjected to a double-blind Evaluation by the teacher of the course and an external examiner. The average of the two scores will be the marks awarded. If in 30 % or more of the total answer booklets evaluated per course there is a marking discrepancy between the two evaluations of more than 15% of the total marks assigned to that course, a third blind evaluation is recommended. The average of the internal and the 3rd Blind Evaluation marks will be the final marks awarded.

2. Evaluation of Practical Courses:

- a. All practical journals to be signed by the Faculty-in-Charge (FIC). The Head of Department along with the Faculty-In-Charge will certify these Journals. No marks are allocated for attendance at practicals, but the journal will be certified only against the completion of at least 75% of the experiments.
- b. A student whose Journal is not certified in a Course will be given ZERO marks for the Journal in that Course.
- c. The Journal Marks will be considered if a student fails or is absent for the corresponding practical of the Course.
- d. No Additional ESE for Practical will be held within the on-going semester unless permitted by the Principal.
- e. If a student is absent or fails to get 40% of the total practical marks (i.e., 40/100 or 60/150 or 80/200) then an Additional Practical ESE to be held along with the next batch of students in the subsequent academic year(s). However, for Mathematics and Statistics, the Additional Examinations will be held in the subsequent semester.



- f. If a T.Y.B.Sc. / T.Y.B.A. student fails in or is absent for one or more of the Practicals in Semester V, student to be allowed to appear for the Additional Examination in Semester VI of the concerned academic year.
- g. If a T.Y.B.Sc. / T.Y.B.A. student fails in or is absent for the Practicals in Semester VI, student to be allowed to appear for these practicals in the subsequent Semester V of the following academic year.
- h. The Practical marks per Course in the subject (i.e. CIA marks from those Departments that hold CIA for Practicals and ESE) to be recorded and maintained by the Department and submitted as a combined total at the end of the semester to the Examination Centre.

Academic Integrity

St. Xavier's College (Autonomous), Mumbai has the responsibility to promote academic honesty and integrity.

1. Students are not permitted to:
 - a. carry on their person/deposit within their reach mobile phones, smart watches, programmable calculators, notes, books, scribbled chits etc.
 - b. write any matter pertaining to the test/examination on their body/clothing or
 - c. communicate with any other candidate while the examination is in progress.
 2. All rules applicable to a regular student, apply to a student with disabilities as well.
 3. A student observed using unfair means will have to depose before the Unfair Means Committee constituted by the College. The committee, after talking to the student and reviewing the case will recommend a course of action to the Principal. The penalty for an act of academic dishonesty may vary from an assignment of zero marks for that specific course or for all the courses of the concerned semester, wherein a grade of "F" i.e. Failed in all the courses may be applied. Those found abetting such dishonest behaviour are also liable to attract a similar penalty.
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