

Sree Gokulam Medical College & Research Foundation
Venjaramoodu, Thiruvananthapuram

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Category: Evaluation

Content: Transparency in internal evaluation


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Inquiries: Office of the Principal,
Sree Gokulam Medical College & Research Foundation
Venjaramoodu, Thiruvananthapuram
Tele: 0472 - 3041234 - 2405

Signed by:


Director


Dean Emeritus


Principal



Transparency in Internal Assessment

Statement of Purpose

The institution values the principle of fairness and transparency in the assessment process.

Policy

The faculty shall maintain fairness and transparency in gathering, consolidating and disseminating the data regarding internal assessment.

Procedure:

- The department shall notify the students regarding the date of conducting the examination at least 15 days prior to the date of examination. The department shall clearly display on the notice board the method of examination, maximum marks, time, date and venue.

- **For Theory Examination:**

a. The department shall set the question paper with the members of the faculty who shall be responsible for maintaining the confidentiality of the questions, to avoid leaking of question papers and / or benefitting a fraction of students. As an alternative method, one faculty may be assigned duty for one examination on rotation basis and the designated member shall be responsible for maintaining the confidentiality of the question paper until the date of examination.

b. The question paper shall be typed either on a personal computer, in which case it is the responsibility of the individual or it may be typed on the department computer, in which case it shall be password protected.

- Printing and photocopying of the question paper shall be done at the last minute possible, under the direct supervision of a designated faculty member, to minimise the chances of question paper leaking. The photocopying shall be done in Principal's office or on a designated printer / photocopier directed by the Principal's office.
- From the time of photocopying to until 10 minutes before the examination, the question papers shall be kept locked with the Head of the Department or the designated member.
- The answer books shall be assessed by assigning different questions to specified faculty members, to ensure that the individual variations in assessment among the faculty members does not affect the students.
- The marks shall be tabulated in the department computer.

- The students shall be allowed to scrutinise the evaluated answer books before the final mark list is displayed on the noticeboard. They shall be permitted to compare their answers with the model answers provided by the department and with those of their peers (if permitted by the concerned student).
- They shall be allowed to bring the answers to the faculty members for queries or re-totalling or re-assessment as applicable. Faculty member shall explain to the student the reason/ method for scoring or re-evaluate the answer if needed.
- It is desirable for the departments to provide a model answer to the questions asked.
- If there are any changes in the marks, the corrections shall be included in the mark list in the computer.
- The students may also submit in writing their grievances regarding marking of an answer to the head of the department or to the faculty member who has taught the topic or to the next senior faculty member if the grievance involves the head of the Department without any fear of reprisal. The department shall constitute a committee of three members that involves the faculty member who has taught the topic, the faculty member who has scored the answer and the head of the department or the next senior faculty member and resolve the issue on the same day. The answer shall be re-evaluated by another neutral member if required.
- If the student is not satisfied with the manner in which the issue was resolved, he/she may take the grievance to the Students Grievance Redressal Committee without any fear of reprisal.
- The faculty shall treat the grievances objectively and no intimidating or adversarial or confrontational means shall be used by either party. No individual shall coerce or influence either of the parties.
- In case a student was absent on the day when the answer papers were handed over for scrutiny, he/she has to make an attempt to check the answer papers in next two working days.
- After the students have scrutinised the answer books and are satisfied with the marks, the finalised mark list shall be displayed on the noticeboard.
- The grievance redressal at the department level shall be done before the display of marks. However, if a student has appealed to the Students Grievance Redressal Committee, the mark list may be displayed before the due date and the concerned student's result shall be withheld until the matter is resolved. The student's mark may be displayed on the noticeboard after the issue is resolved.
- The marks of the summative internal assessments shall also be notified to the parents through email within one week of displaying on the noticeboard.

- **For Practical / clinical examination:**

- The department shall plan the examination in such a way that more than one examiner examines a student.
- The examination shall utilise objective methods wherever possible, to rule out bias.
- The marks shall be displayed on the notice board within two weeks of conducting the exams.
- The marks of the summative internal assessments shall be notified to the parents via email within one week of displaying on the noticeboard.
- If both theory and practical / clinical exams are conducted successively, the marks shall be displayed within two weeks of the last day of the exam.

Applies to:

All the faculty and students of the institution.