



An Institution of  
the Society for the Higher Education  
of Women in India

Sophia College for Women  
Empowered Autonomous

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## Examination Policy

Administrative Policy Number (APN): SCWAPN/18	<b>Functional Area:</b> to provide guidelines for the administration of assessments within the institution.
Brief Description of the Policy:	Purpose: to ensure fairness, integrity, and consistency in assessment practices. Audience: Staff and Students
Policy Applies to:	Staff and Students
Effective from the Date:	12 <sup>th</sup> June, 2024
Approved by:	College Development Committee (CDC)
Responsible Authority	IQAC
Superseding Authority	Principal
Last Reviewed. / Updated:	Revised Policy
Reason for the policy	to uphold academic standards, prevent academic misconduct, and support student learning and achievement.
References for the policy	UGC/ University of Mumbai

## **I. INTRODUCTION**

The Examination Policy of Sophia College for Women (Autonomous) aims to achieve the following.

### **OBJECTIVES**

1. To ensure a fair and reliable assessment of teaching-learning outcomes.
2. To maintain the integrity and transparency of the examination process.
3. To promote a smooth and well-organised examination experience.
4. To encourage efficiency and a sense of responsibility in the concerned staff and students.

The policy outlines the procedures and expectations for examinations at Sophia College for Women. It applies to all students, faculty, staff, and Exam Supervisors involved in the examination process. This policy is reviewed and updated periodically, at every semester/academic year, to ensure its continued effectiveness and alignment with evolving academic practices.

## **II. EXAMINATION PROCESS**

The stepwise process of the examination is depicted in the figure and briefly described below.

1. Pre-Examination Committee Meeting to prepare the examination schedule, register students by course on the MIS portal, and discuss other related work:
  - Exam timetables are published at least four weeks before the exams begin.
  - A letter of appointment is sent to paper setters and examiners, and the Standard Operating Procedures (SOPs) and General Guidelines for Exams/Paper Setting are published a few weeks before the exams begin.
  - The Exam Supervision Chart, Exam Room Chart and seating arrangement plan are prepared at least one week before the exams begin.



- A few days before commencement of exams, the exam instructions for students and staff, the exam supervision chart for staff, the hall tickets for students, and the exam room chart with seating arrangements for students and staff are all published.
- 2. Conduct of Exams: All concerned parties involved are expected to act with honesty, trust, fairness, respect, and responsibility to maintain the integrity of the examination process. The parties found guilty of cheating or misconduct will face severe disciplinary action.
- 3. Vigilance Committee Meeting: The Vigilance Committee meets to consider the cases of alleged use of unfair means and misconduct during the examinations, reported by the Exam Committee.
- 4. Assessment and Moderation: The assessment and moderation of answer papers in physical mode on the college campus- is generally completed within 10 days from the last day of exams.
- 5. Staff enters marks on to the MIS portal and submits assessed answer papers along with the Answer Key.
- 6. Marks Settlement Meeting with the Principal, CoE, Vice Principals, deputy CoEs, and the coordinators of the unaided sections.
  - to decide the maximum grace marks to be given to students (both regular students and students with a learning disability) per course to pass (internal gracing).
  - to consider students eligible for grace marks for participation in NSS, university festivals, Avishkar competitions, sports, etc. - applicable at the end of even semesters as per the university guidelines.
- 7. Declaration of results: Students are notified of their results on the MIS Cloud Diary and the College Notice Board. Generally, the results are declared within 40 days from the last day of exams.
- 8. The notice regarding the procedure to apply for reassessment, photocopying, and revaluation is posted after a few days of publishing the results.
- 9. Publishing results for the revaluation, reassessment, and photocopying cases. The process of reassessment generally takes 5 to 6 weeks.
- 10. Printing of mark sheets within 8 weeks of the declaration of results.

### **III. SPECIAL PROVISIONS**

1. Students with learning disabilities (LD): Students with learning disabilities will get extra time, a writer, or any other concession if requested and supported with the relevant documents as per the university norms.
2. Students requiring special concessions: Under some difficult circumstances (for example, illness, accidental injury, etc.), students requiring a writer, a digital device, a separate venue, or any concession have to apply in advance to the concerned authorities. Such special accommodations (e.g., a writer, a separate venue, etc.) will not be permissible at the last minute on the day of the exam. After reviewing the case, the Exam Committee will decide whether to grant these concessions.
3. Additional Exam: If a student is unable to appear for the exam/s due to a serious illness or emergency, she/he is required to write to the concerned authorities and request an additional exam for the missed exam/s. The decision to permit the student to appear for an additional exam/s or ATKT will be taken by the Exam Committee after reviewing the documentary evidence furnished by the student.
4. Student reporting late for the exam: A student who reports for the exam after the commencement of the exam (but not later than 30 minutes) due to some unavoidable circumstances will be permitted to appear for the exam only after the Senior Supervisor/ Controller of Examination reviews the case and finds merit in the reason given by the student for reporting late. No student is permitted to enter the examination room later than 30 minutes after the commencement of the exam under any circumstance.
5. Students involved in misconduct: A student will face severe consequences involving disciplinary action as laid down in the Mumbai University regulations for cheating, plagiarism, or other violations of exam rules.

### **IV. CONTACT DETAILS FOR EXAM INQUIRIES**

Students may write to the following authorities and email addresses for exam-related inquiries.



For BA, BA (SCJ) and MA exams, - vparts@sophiacollege.edu.in and copy to coe@sophiacollege.edu.in

For BSc, BSc (IT) and MSc exams, - vpscience@sophiacollege.edu.in and copy to coe@sophiacollege.edu.in

## **V. SUMMARY OF CHANGES MADE TO THE ASSESSMENT PATTERN FROM 2018-2019 TO 2023-2024.**

### **1. Assessment Pattern under Autonomy during 2018–19 and 2019-20.**

- 75 marks Semester End Exam (SEE) and 25 Marks for Internal Assessment (IA) including 20 marks for activity/test/project etc. and 5 marks for participation. Thus, adopted the 75: 25 pattern for all programmes, except BMM & M.Sc. which continued with the 60(SEE): 40 (IA) pattern.
- 40% minimum and separate heads of passing for IA and SEE.

### **2. Assessment Pattern during COVID-19 emergency years 2020-21 and 2021-22.**

- Online Mode of conduct of exams adopted as per the directives issued by the State government and the University of Mumbai.
- The pattern of assessment was modified as 50 (SEE): 50 ( IA) for all programmes
- 40% minimum and separate head of passing for IA and SEE.

### **3. Assessment Pattern for 2022-23.**

- Offline Mode for conducting SEE adopted with a 50:50 pattern for SEE and IA.
- Continued conduct of IAs in Online/Offline Mode (online mode for relatively bigger classes).
- 40% minimum and separate head of passing for IA and SEE

### **4. Assessment Pattern for 2023-24.**

- Continuation of the Pre-NEP Pattern for SY and TY and PG Part 2 Courses
- Implementation of National Education Policy, 2020 for FY and MSc Part I

Assessment Pattern for Discipline-Specific Core (Major and Minor) Courses:

- Assessment Pattern - 50 marks Summative Assessment (SA) - 50 marks Continuous Assessment (CA)
- To be eligible for SA, a learner must appear for at least one of the CAs conducted by the department.
- CAs - minimum 2 activities including test/assignment/project/ presentation etc. will be conducted by the department
- 40% minimum and a single head of passing (provided a learner appears for at least one of the 2 CAs conducted by the department) for all courses under NEP.
- ATKT exam for Discipline Specific Core (Major and Minor) Courses of UG programmes will be of 100 marks.
- 40% minimum and a separate head of passing for SA and CA - MSc Part 1 Courses.

#### **Assessment Pattern for Common Courses:**

Only Continuous Assessments (CAs) with 50 marks weightage - adopted as an assessment pattern for Common Courses such as Vocational Skills Courses (VSC), Open Electives (OEs), Indian Knowledge System (IKS), Ability Enhancement Courses (AEC), Skill Enhancement Courses (SEC), Co-Curricular Courses (CC) etc.

For CAs of Common Courses -Minimum 2 activities of 20 marks each (including tests/project/other activity/presentation/assignment submission etc.) and 10 marks for participation.

40% minimum for passing CAs

#### **VI. ROLE AND RESPONSIBILITIES OF PARTIES INVOLVED IN EXAMINATIONS**

The roles and responsibilities of the following parties involved in examinations. This includes:



1. The Academic Council is responsible for laying down, regulating, and maintaining the standards of teaching, research, extension, and examinations in the autonomous college.
2. The Board of Studies in the respective subjects suggests the evaluation pattern and assessment methods for the various courses offered by the concerned department.
3. The Exam Committee of the autonomous college proposes the general guidelines, rules, regulations, evaluation patterns, and the scheme of examinations.
4. Faculty/Course Instructors/ Paper Setters, set the question papers for the semester-end theory, practical and internal assessment examinations to test the attainment of learning outcomes for the course.
5. The Exam Supervisor is responsible for implementing the exam rules and regulations and remaining vigilant throughout the examination duration.
6. Examiners are required to act as per the college exam guidelines and regulations for examiners relating to examination and assessment, issued from time to time. Examiners have to ensure fairness and objectivity in the assessment work. The Examiner has to share with the student's constructive and development-inducing feedback on their performance.
7. Students must strictly adhere to the exam-related instructions and exam rules and guidelines issued by the college exam committee from time to time.

## VII. LINK TO ACCESS DOCUMENTARY EVIDENCE FOR SOPS AND GENERAL GUIDELINES

[https://drive.google.com/drive/folders/1ICHgTl2vcV3Vq9ZpYjWsrF\\_l7Tr2RcRl?usp=sharing](https://drive.google.com/drive/folders/1ICHgTl2vcV3Vq9ZpYjWsrF_l7Tr2RcRl?usp=sharing)

*A.P. Pabhi*  
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**IQAC Coordinator**

**Coordinator  
IQAC  
Sophia College**



*Principals*

**Principal**

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