

SSN College of Engineering, Kalavakkam
Department of Computer Science and Engineering

Version 1.0

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Conducting Internal Assessment Tests

- Input:** 1. Test schedule circular received from the Principal
- Output:** 1. Appropriate ambience for conducting tests
2. Strengthening teaching learning process with a systematic and effective way of conducting assessment tests
- Internal Issues:** 1. Late comers
2. Large number of absentees
3. Disturbed seating arrangements
4. Deviating from guidelines such as copying, carrying mobile phones, not possessing college ID card, etc.
5. Absence of invigilator
- External Issues:** 1. Late arrival of buses
2. Placement activities scheduled during tests
3. Unexpected holiday for the college
- Responsibility:** Test coordination team
- Evaluation:** Review by HoD / Principal

Process:

1.
2. The following records are maintained for each semester to track the test related details.
 - a. Circulars and schedules
 - b. Hall wise attendance
 - c. Question papers
 - d. Communication with students
 - e. Overall attendance for all the tests
3. Documents involved:
 - a. Test schedule
 - b. Invigilation schedule
 - c. Retest schedule
 - d. Hall wise seating arrangement plan
 - e. Overall seating arrangement plan
 - f. Hall wise attendance
 - g. Overall attendance
 - h. Class wise tally sheets for verifying answer sheets

- i. Retest application form
- j. Retest attendance form
- k. Question paper template
- l. Workload template
- m. Guidelines for faculty
- n. Guidelines for students

Risk 1:

Danger: Large number of absentees
Consequence: Conducting retest requires one or more class rooms and Invigilators.
Measure: Unless the student gets prior permission from subject teachers and reason is genuine, the student is not allowed to take retest.

Risk 2:

Danger: Disturbed seating arrangements since the class rooms are used as test halls
Consequence: Disturbed seating arrangement for tests
Measure: On every Thursday and Friday, the seating arrangement is reviewed and if there is any change, it is set right.

Risk 3:

Danger: Students deviating from guidelines - copying, carrying mobile phones, not possessing college ID card, etc. as around 65 to 75 students are allotted for each faculty to invigilate
Consequence: Ineffective test ambience
Measure: Instructions are given in the starting of test by the test team as well as the invigilator;
 Surprise visits by test team during the test

Risk 4:

Danger: Absence of invigilator
Consequence: Inability to start the test
Measure: The phone numbers are collected in advance and they are intimated one day before if the duty is out of turn

Risk 5:

Danger: Late comers
Consequence: Students who are writing the test are disturbed.
Measure: Instructions are given repeatedly to be in seat before starting of the test;
 Persistent late comers are asked to get permission from the HoD.

Risk 6:

Danger: Late arrival of buses

Consequence: Students who are writing the test are disturbed by the late comers and the invigilator cannot close the test in time as extra time need to be given.

Measure: All such late comers are asked to assemble in one lab which is free and extra time is given to them. One of the test team members would invigilate them.

Risk 7:

Danger: Placement activities scheduled during tests

Consequence: Scheduling the retest is difficult; Conducting retest requires one or more class rooms and Invigilators.

Measure: Trying to get prior information about the placement activities through placement representatives.

Risk 8:

Danger: Unexpected holiday for the college

Consequence: Inability to conduct the test

Measure: Rescheduling the test later at an appropriate date

Risk 9:

Danger: Postponement of tests for students of only one or two batches

Consequence: Lack of class rooms to conduct the test

Measure: Seating arrangement is changed to utilize the available classrooms. In case, there are no adequate class rooms, class work for a batch of students is shifted to seminar hall / lab.

Prepared by

Reviewed by

Approved by