**GUIDELINES FOR CONDUCTING UGPRACTICAL EXAMINATIONS**

Considering the difficulty faced by the external examiner in conducting the practical examinations in the Agriculture Collegesand also to maintain the standard and accountability, the following guidelines are suggested for adoption.

1. The nominated external examiner for practical examinations are advised to spend whole day for evaluating the assignments and records submitted by the students.
2. The external examiner shall set the question paper well in advance for issuing same at the time of commencement of practical examination to effectively utilize the available period during practical examination.
3. The external examiner is requested to plan the mode of testing the skill of the students in advance like assigning computation / identification / written part / field work / laboratory analysis,etc.
4. In case of more number of students in a class, the external examiner shall conduct the practical examination in different batches @ 30 students per batch with different question papers of same weightage.
5. The external examiner will decide the specimens based on the syllabus and not as instructed by course teacher and they are requested to carry the specimens from their institute/place. He/ she should not inform the specimen details to the course teacher.
6. Testing the skill either by laboratory / field work / computation / identification has to be completed within 50% of the practical examination duration and the rest of the period to be allotted to test the comprehensive knowledge of the students. Depending upon the strength of the students and the available time, the knowledge testing may be conducted in group of students if necessary, onlyafter the written exam.
7. The practical records and the assignments to be evaluated either beforethe commencement or after the closer of the practical examination period.
8. The written answer papers to be evaluated at home or work place.
9. The external examiner has to prepare the mark statement within five working days by carefully computing the score of the students earned in the skill as well as cognisance testing and prepare a comprehensive evaluation statement and send same through proper channelalong with question paper (s) to the Controller of Examinations and mark a copy to the Dean of the concerned college for uploading in the EMS by concerned course teacher.
10. If there is any deviation or discrepency it should be reported to COE Office immediately.

**Controller of Examinations**