



National Institute of Social Development

Policy on Examination

Policy Title: Policy on Examination

Policy Number: 05

Functional Area: Academic, Non-academics, and Students

Effective Date: 11.07.2024

Approving Authority: The Governing Council, National Institute of Social Development

Administrative Responsibility: Senior Academics/Heads of Departments/ Directors/ ADG/AAB and DG

5.1. Rationale & Purpose:

The National Institute of Social Development (NISD) recognizes assessment as an integral element of the teaching and learning process, crucial for promoting and evaluating student learning. This policy aims to delineate the principles guiding both in-course and final examinations, ensuring adherence to approved examination schedules.

5.2. Scope:

This policy applies to heads, academic staff members, students, and relevant administrative personnel involved in examination processes at the National Institute of Social Development.

5.3. Policy Statement:

- 5.3.1 **Diverse Assessment Types:** The institute employs various assessment methodologies to gauge students' attainment of desired learning outcomes.
- 5.3.2 **Academic Standards:** All assessments must align with the academic standards set for awards conferred by NISD.
- 5.3.3 **Examination Objectives:** Examinations serve to moderate and validate student's Aptitude test, continuous assessment and summative performances. They assess the extent of achievement of desired learning outcomes and fulfill requirements of external bodies, such as professional associations.

- 5.3.4 In-Course Assessments: These should occur at pivotal points of learning, providing regular and timely feedback to students.
- 5.3.5 Examination Duration: Duration of examinations is determined based on the credit value of the subject/course.
- 5.3.6 Competent Staff: Staff involved in assessment must be competent and free from conflicts of interest.
- 5.3.7 Examination Setting and Moderation: The first examiner sets examination papers, aligning them with Intended Learning Outcomes (ILOs). The second examiner moderates the papers for validity, accuracy, and fairness.
- 5.3.8 Accessibility for Students with Disabilities: The institute ensures necessary adjustments and facilities for students with disabilities according to its disability policy.
- 5.3.9 Release of Results: Examination results must be released within two months of examination completion.
- 5.3.10 Re-Scrutinization of Marks: Students may apply for re-scrutinization of marks within two weeks of result publication, conducted according to UGC guidelines.
- 5.3.11 Record Maintenance: Records of marks and results are maintained in departments and faculties, available both online and in printed form for students.

5.4. Definitions:

- An aptitude test to assess skills for educational & professional competence.
- **Outcomes-Based Education:** A learner-centered approach requiring students to demonstrate evidence of achieving stated learning outcomes.
- **Intended Learning Outcomes:** High-quality demonstrations of significant learning within context.

5.5. Titles of Related Policies, Procedures, Forms, Guidelines:

- 5.5.1 Curriculum Development Procedures
- 5.5.2 Learning Outcome Policy
- 5.5.3 Assessment Policy

5.6. Keywords: Aptitude test, In-course assessments, end of course assessments, examination schedules, assessment methodologies, academic standards, accessibility, re-scrutinization, record maintenance.

5.7. Note: The policy is framed in accordance with guidelines from the University Grants Commission (UGC), incorporating necessary changes to ensure effective Entrance examination in-course and end of course assessments as highlighted by the NISD.