



**Office of the Controller of Examinations**  
**St. Xavier's Catholic College of Engineering**  
An Autonomous Institution Affiliated to Anna University, Chennai  
Chunkankadai, Nagercoil – 629003  
**Excerpt from the Examination Manual**

## **10. Practical Examinations**

10.1. The departments shall conduct the Practical Examinations as per the dates mentioned in the examination calendar.

10.2. The CoE shall collect the panel of internal examiners to conduct practical examinations from the Head of the Department at least two weeks before the commencement of the practical examinations.

10.3. No separate internal and external examiners shall be appointed for conducting arrear practical examinations. Arrear practical examination shall be conducted by internal and external examiners of a regular practical examination which is relevant to the arrear practical examination.

10.4. The CoE shall collect the panel of external examiners to conduct the practical examinations.

10.5. The internal and external examiners to conduct the practical examination shall be appointed by the CoE.

10.6. If an external examiner declines the appointment, HoD shall appoint an alternate external examiner to conduct the practical examination and the same shall be informed to the Office of CoE.

10.7. Assistant HoD with the help of department exam cell representative and office assistant shall coordinate all the practical examinations in the particular department under the supervision of the HoD.

10.8. Required number of answer booklets and other material shall be obtained from the Office of CoE by the staff members in charge of the practical examination.

10.9. The internal examiners shall prepare and display the time table with the signature of the HoD and Principal at least one week before the examination.

10.10. The time table for practical examination shall consist of the venue, date, session/time, register number of the candidates.

10.11. A maximum of 72 candidates shall be examined in a day, and a maximum of 36 candidates in a session, only if, enough numbers of experimental setup are available in the laboratory.

10.12. Time Table shall be framed in such a way that candidates in a session get the full duration of the examination to do the experiment or exercise. Overlapping of the batches shall not be permitted.

10.13. Students shall enter the laboratory/venue for practical examination with valid hall ticket and record note book duly signed by the faculty in charge and the HoD.

- 10.14. Question paper shall be set by the internal and external examiners strictly based on the syllabus of the course and the expected outcomes.
- 10.15. Students shall select their question affixed to the answer scripts randomly. The selected question shall not be changed at any circumstances.
- 10.16. Students shall register their attendance by signing and entering the serial number of their answer script on the attendance sheet.
- 10.17. Students' observation and the answer scripts shall be evaluated by internal and external examiners.
- 10.18. The valued answer scripts shall be signed by the internal or external examiner.
- 10.19. Marks awarded to the students shall be tabulated and signed both by the internal and external examiners.
- 10.20. Answer scripts shall be packed in a cover, signed on all flaps around the cover and sealed by transparent cello tape on all flaps.
- 10.21. Internal and external examiners shall submit the packed answer scripts, question paper, attendance sheet to the Office of the CoE.
- 10.22. External examiner and internal examiner shall enter the marks in the examination software in the Office of the CoE.
- 10.23. The printout of the entered marks shall be signed by both the examiners and the same shall be submitted to the Office of the CoE.
- 10.24. External examiner, internal examiner and skilled assistant shall submit the claim bill to the Office of the Controller of Examinations.
- 10.25. Practical examination shall be conducted only with the presence of the external examiner and internal examiner.
- 10.26. During the period of practical examination, staff members, not connected with the examination shall not be present in the laboratory or in the place of conduct of the practical examination.

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