



# AL-AZHAR DENTAL COLLEGE

(APPROVED BY DENTAL COUNCIL OF INDIA  
& AFFILIATED TO KERALA UNIVERSITY OF HEALTH SCIENCE)  
RUN BY NOORUL ISLAM TRUST  
Perumpillichira P. O., Thodupuzha, Idukki Dt., Kerala - 685 605  
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Date: 15-09-2021

Date .....

## INTERNAL EXAM ASSESSMENT POLICY

In college an exam committee is established to oversee the internal exams consisting of a senior faculty members and non-teaching staff to ensure the smooth conduct of exams. The college strictly adheres to the guidelines and rules set forth by the university for conducting internal examinations.

- The department conducts two internal assessment exams and one model examination in a year and the schedule for these exams is prepared well in advance and communicated to the students.
- A seating plan is also created and displayed on the notice board
- After the internal assessment answer scripts are evaluated, students are given the opportunity to review their scripts for any discrepancies or doubts
- If they have any doubts, the faculty provides them with clarification to help them improve in the future.
- The criteria for the internal assessment tests are based on the direction of the affiliating university, ensuring complete transparency.
- The faculty prepares an assessment report, which is shown to the head of the department.
- The marks obtained in all three sessional tests are uploaded onto the college ERP system.
- At the end of the Academic year, the final internal assessment marks are calculated based on average obtained taking model exam and one internal examination into consideration. These marks are then uploaded onto the university ERP system.

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