

Dean



Loyola
Institute of
Business
Administration
(LIBA)

A Jesuit Business School

EXAMINATION RULES & REGULATIONS (2025 - 2026)

CONTROLLER OF EXAMINATION OFFICE

LOYOLA INSTITUTE OF BUSINESS ADMINISTRATION (LIBA)

LOYOLA COLLEGE CAMPUS, CHENNAI - 600034.

(FOR PRIVATE CIRCULATION ONLY)

*Forwarded
M. D. S.*

For Year Approval
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Per Sureyya
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1. Introduction

This document provides an overview of the summative assessment rules and guidelines for students at LIBA. It is essential for all students to familiarize themselves with these rules to ensure a fair and transparent summative assessment process.

The objective of the summative assessment rules is to maintain academic integrity, assess students' understanding of the course material, and provide a fair and transparent evaluation process. The CoE office will publish summative assessment schedule in each academic term. The schedule will include the dates, times, and locations of all summative assessments. It is the responsibility of students to review the schedule and make necessary arrangements to attend their exams.

To be eligible to sit for the summative assessment, students must fulfill the following requirements:

- Minimum attendance as per the LIBA students' manual
- Completion of all mandatory formative assessments
- Compliance with any specific eligibility criteria set by the course instructor or department

Summative assessments may take various formats, including but not limited to:

- Multiple-choice questions
- Short-answer questions
- Essay questions
- Practical assessments
- Oral summative assessments
- Case Studies

The format of summative assessments will be communicated by the faculty co-ordinator in the course outline and through Learning Management System.

2. General Rules During Assessment

To maintain a fair and standardized summative assessment environment, students are expected to adhere to the following general rules and guidelines:

- Arrive at the summative assessment venue by reporting time and bring a LIBA student ID card for identification purposes.
- Bring only the necessary writing materials and permitted resources specified by the faculty.

- **Students shall come clean, tidy and neatly dressed. All students are expected to follow the appropriate dress code.**
- **Students are advised NOT to: wear precious jewels, bring any costly or valuable items such as electronic gadgets or mobiles or heavy cash. The college authorities are not responsible for the loss.**
- Maintain proper decorum and avoid any form of cheating, plagiarism, or misconduct.
- Follow the instructions provided by the invigilators throughout the summative assessment.
- Maintain silence during the summative assessment and refrain from any form of communication with fellow students.

- Seek clarification from the invigilators if there are any questions or concerns during the summative assessment.

2.1 Reporting Time

- Students must report to the summative assessment venue 15 minutes before the scheduled start time
- Students arriving late are not permitted to enter the assessment hall or will be dealt appropriately
- Students should check their designated seating arrangements upon arrival

2.2 Attendance Requirements

- Minimum 80% attendance in the course is mandatory to be eligible for the summative assessment
- Students failing to meet the attendance criteria will be debarred from the summative assessment

- Attendance records will be verified before the summative assessment

2.3 Malpractice & Disciplinary Actions

- Possession of unauthorized materials
- Use of electronic devices (unless specifically permitted)
- Communication with other candidates
- Copying or allowing others to copy
- Impersonation
- Disrupting assessment environment
- Gestures, hand signals or any other non-verbal communication
- Disciplinary Actions for malpractices include:
 - Immediate expulsion from summative assessment hall

- Cancellation of the particular paper/entire summative assessment
- Suspension/debarment from future summative assessments
- Downgrading or Awarding of F grade
- Disciplinary committee hearing
- Possible academic probation or suspension
- Written warning in student's academic record

2.4 Mandatory Requirements

- Valid student identification card
- Only calculators allowed. Smartwatches and other electronic devices strictly prohibited.
- Transparent water bottle (permitted)

2.5 Prohibited Items

Mobile phones

Smart watches

Electronic devices

Unauthorized materials

Bags/purses

Written/printed materials

2.6 Summative assessment Process

Occupy assigned seat only

Follow invigilator instructions

Sign attendance sheet

Write necessary details on answer sheets

Maintain silence during summative assessment

2.7 Special Considerations

Medical emergencies must be reported beforehand

Special needs/Seating must be pre-approved

Students using scribe need to inform prior

Alternative arrangements subject to proper documentation

2.8 Exit Procedures

Should not leave the hall within first 30 minutes

Submit all answer sheets to invigilator

Exit quietly without disturbing others

Collect personal belongings from designated area

Students are not permitted to leave the hall during the last 10 minutes.

3. Summative assessment Results

The Dean's office will communicate summative assessment results to the candidates. The grading criteria and scale will be as per the LIBA student manual of policies document, and students will be issued grade sheets by the Dean's office.

4. Summative assessment Review and Appeals

Students have the right to request a review of their summative assessment results if they believe an error or injustice has occurred. The review process and any associated deadlines will be communicated by the Dean's office/CoE. Students should follow the designated

procedure for submitting an appeal and provide valid justifications for their request.

5. Academic Integrity

LIBA upholds strict standards of academic integrity and expects all students to maintain honesty, integrity, and ethical conduct during summative assessments. Any form of cheating, plagiarism, or misconduct will be subject to disciplinary action, which may include but is not limited to grade penalties, academic probation, or expulsion.

6. Breaks during the summative assessment

- **Nature breaks are not allowed during the summative assessment. Any calls to nature has to be attended before entering the summative assessment hall.**

- If a student falls ill during the summative assessment and is unable to complete the summative assessment, the concerned student should alert the invigilator and to make suitable arrangement for proper medical attention.
- No student shall re-enter the assessment hall after leaving it unless he/she was under approved supervision during the full period of absence.

7. Question papers:

- The invigilator will distribute the question paper & answer sheets to the students. No other paper than that shall be used by the student. A summative assessment written on any other paper will be considered invalid.
- During an ongoing assessment, students are not allowed to take the answer sheet outside the assessment hall.

After the summative assessment, the student should personally submit his/her summative assessment answer sheet to the invigilator.

- Unused answer sheet shall be handed-in to the invigilator.

Each answer sheet should contain details of the student's name, section and ID number legibly written.

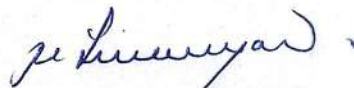
8. Other materials:

- Students should bring their own pencils, pens, erasers, rulers, calculators, and any other tools required for the summative assessment.
- The invigilator will decide where the student's handbags, cases, etc shall be placed.
- Students are responsible for the safe keeping of all personal belongings they bring to the summative

assessment hall. The Institute takes no responsibility for
the loss or damage of such belongings.



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