



# EVANS SCHOOL OF EXCELLENCE

## SENIOR SECONDARY SCHOOL

(Affiliated to Central Board of Secondary Education – New Delhi)

Affiliation Number: 1931094

### EXAMINATION COMMITTEE

The Examination committee is an apex body of the Institute which is headed by the Controller of Examinations (CE) and shall be facilitated by three sections: Examination, Record Maintenance and Administration. The main function of this Committee is to carry out examinations, publish results and award certificates (provided by the school) to the students who pass the final examinations. Keeping the record of each and every issue related to the examination and organizing workshops and seminars for the improvement of the examination system are also the responsibilities of this Committee.

### OBJECTIVE:

To conduct Internal Assessment and External Assessment Examination related all work as per school notifications and ordinance.

### ROLE AND RESPONSIBILITY:

1. The Exam Cell shall distribute the Exam Forms of the school to regular students (the fees for the same are collected as part of the school fees) and collect them back after having them duly filled in.
2. The Exam Cell shall put up notice inviting students to have the exam form collected and returned in due time.
3. The Examination Committee shall prepare relevant time tables for our school based on the Examination Time Table.
4. The Examination Committee shall make the Block and Seating Arrangement and display them on the concerned Notice Board.
5. The Exam Committee shall prepare and display an overall Supervision Duty List as well as Daily Supervision Duty List on the Staff Notice.
6. The Exam Committee shall ensure that adequate stationery, like answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads, water jugs etc. are made available.

**CORRESPONDENT**

EVANS SCHOOL OF EXCELLENCE  
C. T. M. PURAM, PARAKKAI POST  
KANYAKUMARI DIST. - 629 601.

**V. Kannan**  
**PRINCIPAL**

EVANS SCHOOL OF EXCELLENCE  
C.T.M. PURAM, PARAKKAI POST  
KANYAKUMAR. DIST - 629 601

7. The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities of each member. A report of the same shall be submitted to the Principal.
8. Committee should collect examiners names for assessment and moderation of each subject from respective coordinators.
9. Preparation of smooth conduct of Examinations, preparation of time - table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.

S. No	Name of the Staff Member	Official Position	Designation
1.	Mr. V. Kannan	Principal	Chairperson
2.	Mrs. Stella Bai	Vice Principal	Member Secretary
3.	Mrs. Selvi	Co-ordinator	Member
4.	Mrs. Gnana Usha Rani	PGT	Member
5.	Mrs. Ravitha Malar	PGT	Member
6.	Mrs. Fathima Shifana	TGT	Member
7.	Mrs. Subha Lekshmi	PRT	Member

V. Pitchay  
**CORRESPONDENT.**  
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