

Appendix E

Guidelines / Instructions for Evaluation

After receiving the order for evaluation of answer books, the examiner shall -

1. Not disclose the order as it is confidential (Applicable only for examiners other than course faculty, if appointed).
2. Report at the Examination Cell.
3. Submit the 'Examiners Declaration' Form given by Examination Cell. (Form No. E-20)
4. Collect packets of answer books from office in-charge (evaluation); count all the answer books in the packet. If any difference in number of answer books is found, the examiner shall get it clarified immediately from DY.COE/office in-charge (evaluation).
5. Collect question paper & solution/scheme of marking of the course from office in-charge (evaluation). If a copy of solutions/scheme of marking is not available, he/she shall prepare solutions/model answers & claim the bill for that.
6. Award stepwise marks for each answer.
7. Transfer marks carefully on the front page of the answer book & carry out total of marks correctly.
8. Write marks in double digits (e.g. 01, 02, 12 etc) in the space provided on the front page of the answer book. Write 00 marks for the question to which answer/s written by the examinee is/are completely wrong. Also write the obtained marks in words. Write - (single dash) for the question which is not attempted (completely ignored) by the examinee.
9. Put signature with his/her name in the space provided on the front page of the answer book.
10. Handover the bundle & report immediately to office in-charge (evaluation) for further action if he/she comes across any of the following cases while assessing the answer books-
 - (a) Answer book found with a written request stating cancellation of previously written answer.
 - (b) Answer book found with multiple-writings, or with multiple use of inks or use of ink other than blue colour.
 - (c) Answer book found attached with any currency note and/or found requesting examiner to assess answer book favourably.
 - (d) Answer book found disclosing identity of the examinee in any form with an intent to get clear-cut illegal benefit.
 - (e) Answer book found with abusive & threatening language of writing.
 - (f) Question paper with missing data, misprint of any nature.
 - (g) Evidence of mass copying.
 - (h) Any other case, in which examiner feels that the examinee has shown intent of seeking favouritism.

11. Submit assessed answer books to office in-charge (evaluation) along with mark sheet in prescribed format.

