

## **R.7 Assessment of Answer Books**

- 1) The Senior Examiner shall distribute the work of assessment of answer books among the co-examiners appointed for a subject head.
- 2) As far as possible, the work of assessment should normally be distributed equally among all the examiners and the payment of remuneration should also be accordingly equal. When this is not possible, the distribution of assessment work shall be so arranged that the entire paper or section or questions of all the candidates are examined by the same examiners. The payment of remuneration shall be distributed proportional to the actual work done by them. In the case of any dispute, the matter shall be referred to the VC and his/her decision shall be final.
- 3) The examiners should keep in view the rules regarding the assessment of answer books of physically handicapped candidates.
- 4) Examiners shall treat the entire work related to the examination as confidential and shall not enter into communication with candidates or any persons representing them on any matter connected with the examination.
- 5) The examiners should inspect the parcels of answer books as soon as they reach them and verify whether they are properly sealed. They should report any anomaly to the COE. Any unsealed or open parcel should be returned to the COE immediately, within one day from its receipt.
- 6) The Examiners should open the sealed parcels of answer books as soon as they receive them, even if they are unsealed or have their seals broken and check the contents and verify whether they are according to the Junior Supervisor's report enclosed. They should report to the COE, whether the contents of the parcels are in accordance with the report of the Junior Supervisor tied to the bundles of the answer books.
- 7) To expedite the work of assessment, if an examiner receives any answer books not intended for him/her, or answer books in which answers to questions belonging to wrong section are attempted, he/she should send such answer books to the respective examiner and take a receipt of the same and report the same to the COE. If this is not possible, he/she should submit the same to the COE immediately and take the receipt. Any wrong answer books or sections received should be returned to the COE at once.

- 8) Examiners shall observe the following instructions, while assessing the answer books:
- (a) The assessment work must be done in red ink only.
  - (b) The marks assigned to any sub-question must be written in the margin in legible handwriting at the end of the respective answer. The marks assigned to any question must be written at the end of the complete answer of the respective question, in the margin and they must be circled.
  - (c) Marks once written on an answer book or in a mark-list shall not be erased or overwritten. If any entry is to be revised, a line is drawn through it and the revised figure is to be written over the cancelled entry. Each correction so made shall be initialed by the examiner concerned. In the case of a correction in the total, the examiner shall put his/her full signature.
  - (d) Fractional marks should not be assigned to individual questions.
  - (e) If a candidate has tried more sub-questions than he is required to answer, all the sub-questions shall be assessed and while assigning marks to the question concerned, only the sub-questions with higher marks shall be considered.
  - (f) If a candidate has attempted more questions than he/she is required to answer, all the questions shall be assessed and the respective marks shall be entered first on the front page of the answer book and also on the mark list. While totaling, however, the marks only of the maximum number of questions, including the compulsory question/s, if any, required to answer shall be taken into consideration, in such a way that the total shall be maximum. The marks assigned to additional question/stried by the candidate, except the compulsory question/s, if any, shall be left out in totaling and shall be denoted on the front page of the answer book and on the mark list by drawing a circle around the entry of marks assigned to each of such additional questions.
  - (g) In the mark-list, the entries should be made in the proper columns.
  - (h) The candidates who are absent at the examination should be noted from the Junior Supervisor's report and be marked absent by writing 'A' first in the mark-sheet.
  - (i) When any question is attempted by a candidate, but the answer does not deserve any marks, the entry should be made as 'zero', i.e. in word.
  - (j) When a question is not attempted by a candidate, a dash (-) is entered in the relevant column on the front page of the answer book as well as in the mark-list.
  - (k) If the answer to a particular question is written at different places in the answer books, marks may be assigned at more than one place, but the total marks assigned to the question should be given at the end of that answer.
  - (l) In case an examiner finds the answer book of any candidate illegible, it should be

forwarded to the COE for taking appropriate action.

- (m) In the case of blind candidates, the COE shall intimate to all the examiners concerned the respective Examination Numbers. The examiners should keep in view the possibility of misspellings and other mistakes committed by the writers due to mishearing and give the benefit of doubt to such candidates by ignoring such mistakes.
  - (n) Examiners should report to the COE the cases of candidates who appear to have resorted to any unfair means.
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- 9) The senior examiner shall submit the consolidated mark-list of each subject head of a particular examination separately in one lot, along with the supporting mark lists submitted by the co-examiners.
  - 10) The mark-list along with the assessed answer books shall be submitted to the Exam section on or before the last date stipulated and a receipt be obtained to that effect. No remuneration bill will be processed if either of them is not received in the office.
  - 11) Any problem encountered in the assessment work should be brought to the notice of the Controller of Examinations.