

Guidelines/Instructions for Examiners (Assessment)

- **For Online Assessment**

After receiving the order for assessment 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. Submit the “Examiners Declaration” form given by Examination Cell. (Form No. E20)
3. Check the course name /course code/ student’s suspension numbers etc. allocated from CAP Director . If any discrepancy found in course name /course code/ student’s suspension numbers etc., the examiner shall get it clarified immediately from CAP Director/ Dy.CoE.
4. Collect question paper and solution/scheme of marking of the course from CAP Director. If a copy of solutions/scheme of marking is not available, he/she shall prepare solutions/model answers and claim the bill for that.
5. While online assessment through JUNO , mark ‘Yes’ for the attempted questions by the student and mark ‘No’ if the question is not attempted by the student.
6. Award step-wise marks for each answer.
7. Put the marks carefully in the marking tab provided in JUNO for online assessment and carry out total of marks correctly.
8. Report immediately to CAP Director/ Dy.CoE for further action if you 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 missing pages in it
 - c. Answer book found with multiple-writings, or with multiple use of inks or use of ink other than blue color.
 - d. Any kind of issue regarding suspension number
 - e. Answer book found attached with any currency note and/or found requesting examiner to assess answer book favorably.
 - f. Answer book found disclosing identity of the examinee in any form with an intent to get clear-cut illegal benefit.
 - g. Answer book found with abusive and threatening language of writing.
 - h. Question paper with missing data, misprint of any nature.
 - i. Evidence of mass copying.
 - j. Any other case, in which examiner feels that, the examinee has shown intent of seeking favoritism.
 - k. Any kind of technical issue during online assessment
9. Submit all assessment and moderation reports to CAP Director with your name and signature.

- **For Offline Assessment**

After receiving the order for assessment 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. E20)
4. Check the course name /course code/ bundles of answer books allocated from CAP Director . If any difference in number of answer books is found, the examiner shall get it clarified immediately from CAP Director/ Dy.CoE.
5. Collect question paper and solution/scheme of marking of the course from CAP Director .If a copy of solutions/scheme of marking is not available, he/she shall prepare solutions/model answers and claim the bill for that.
6. Award step-wise marks for each answer.
7. Transfer marks carefully on the front page of the answer book and 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 answerbook. 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 and report immediately to CAP Director for further action if you come 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 color
 - c. Answer book found attached with any currency note and/or found requesting examiner to assess answer book favorably.
 - 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 and 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 favoritism.
 - i. Any kind of technical issue during online assessment
11. Submit assessed answer books to CAP Director along with mark sheet in prescribed format with your name and signature

