

## DUTIES, RESPONSIBILITIES OF EXAMINERS & GUIDELINES

### FOR VALUATION

1. The Examiners shall maintain strict secrecy regarding their appointment and work in connection with the examinations. The examiners shall not reveal or give hint regarding the results of the concluded Practicals / Viva examinations. Any violation of this shall be viewed very seriously.
2. Valuation of answer scripts is compulsory.
3. The Examiner shall enter the marks awarded only in the valuer sheet and not anywhere else in the answer script.
4. The examiner shall assess all the answers even if a candidate has answered more than the required number but shall take into account only the required number of questions to be answered to the best advantage of the candidate.
5. Whenever an answer does not deserve any mark(s) **please write “Zero”**. Cipher “0” is not acceptable.
6. **When a question is not answered please write ‘not answered’ (NA is not acceptable). Dashes (---) & blank spaces are not acceptable. *If the candidate has put only question number but not written anything, please write “Zero”.***
7. **Please verify/check**
  - a. **Whether all answered questions have been valued**
  - b. **Whether marks have been awarded & recorded on the valuer sheet**
  - c. **Check the grand total for correctness**
8. The examiner shall **sign along with date, after verifying everything**.
9. Discrepancy in the number of scripts found on verification with the label on the cover should be brought to the notice of the Controller of Examinations/ Principal/Custodian/CAP Director.
10. Each examiner has to value all the scripts independently and award marks separately in the sheet provided for that purpose. The marks awarded shall not be exchanged/disclosed with the co-examiners.
11. **The valuers shall not value the answer scripts in a hurry**. Due care shall be taken to value the scripts and award marks question wise without any discrepancy.
12. If any examiner, during valuation of the scripts, suspects any case of malpractice, he shall immediately report it to the Controller of Examinations or his nominee. He shall send the suspected script after valuing it fully along with his report to the Controller of Examination by name. He shall enter such references in the marks lists against the code number.
13. The examiner shall report to the Controller of Examinations cases of any candidates or other persons on his behalf approaching him for any favour or writing letters etc., indicating the name of the person, code number of the candidate, subject/paper etc. He shall also send the answer scripts of such candidates along with his report to the Controller of Examinations.
14. The examiners shall send the valued practical answer scripts and Viva-Voce forms to the Principal addressed to the Controller of Examinations by name in sealed cover immediately after the examinations are over. The Principal in turn shall hand over the same to the Controller of Examinations.
13. The examiners shall handover the duly sealed marks lists of practical & Viva-Voce examinations to the Principal on the same day of the examination.
14. The examiner shall not enclose along with the marks lists, any other letter, and communication or remuneration bill.
15. Please use only blue or black ball point pen and avoid overwriting.