

INSTRUCTIONS FOR EXAMINERS FOR ANSWER BOOK ASSESSMENT

- 1) Every examiner will be given a record paper. Every time, while receiving the answer books, he/she should enter the number of answer books received and the time of accepting the answer books on record paper. This record paper will form the calculation of the total answer books assessed and the remuneration entitled to the examiner.
- 2) Examiners should award marks as per instructions in the scheme of marking.
- 3) The examiner should not leave any part of the Answer-book un-assessed. He/She should ensure that the marks entered in the mark-list are the same as entered on the answer book mark-slip, as per the code number. The Examiner should enter his/her name and signature on each mark-slip of Answer-book and mark-list.
- 4) If an Examiner makes an incorrect entry of marks on the mark-slip, he/she must not overwrite to correct it. Instead, he/she should **encircle the incorrect marks by putting two parallel lines across the wrong figure** and then write the correct marks beside it with his/her signature.
- 5) The Examiner will receive the next bundle of Answer-books for assessment only after completion of assessment of the first bundle.
- 6) While assessing the answer books, each Examiner should enter the marks (in legible handwriting) at the **respective place**.
- 7) Fractional marks should not be rounded-off to the nearest figure by any Examiner; they should be left as they are.
- 8) Marks or any tick marks should not be done on the matter written by students in Answer books.
- 9) If a candidate has attempted **more questions than expected**.
 - a) Answer of all attempted questions should be assessed and marks should be allotted to all the answers.
 - b) The required number of answers with **higher marks** should be **taken into account** while totaling marks of the entire paper. Marks of Extra answer shall be encircled and shall be marked as **"EXTRA"**
- 10) At the time of Verification, if it is found that Examiner has left some part of the answer book unassessed, then the concerned Examiner will be called to the University, for rectifying the mistakes at the Examiner's own cost. No TA/DA will be admissible.
- 11) At the time of assessment, if any Examiner finds copying material or any identification marks in the Answer-book, the Examiner will immediately give a written report in the prescribed format. The CAP Custodian shall prepare report in duplicate and shall report to the University regarding the malpractice reported by the Examiner.
- 12) The assessment of 20 answer books done by examiner **within period of 1 hour will not be accepted**, otherwise it will be reported to COE immediately.
- 13) If any candidate has not attempted any question, **UN ATTEMPTED QUESTION shall be marked as 'NA' on the respective markslip.**
- 14) Extra un attempted question shall also be marked as 'NA'

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