

Instruction to the answer script evaluators

Chairperson of the Board of Examinations will assign evaluators including chief evaluator for each course from among the panel of evaluators in consultation with the Controller of Examinations.

A buddy system of evaluation is followed for the evaluation of OBE pattern, so a minimum of two evaluators should be assigned for a single course.

One of the evaluators (preferably the course facilitator) shall act as the chief evaluator.

The course facilitator/faculty member assigned by the chairperson shall prepare the scheme of evaluation and upload the same in the mcka.in portal.

On the evaluation day 'the buddy evaluators' shall discuss the scheme and make necessary modifications, if any, before starting the assessment of the answer scripts.

A maximum of 25 answer scripts will be assigned on each day for evaluation.

Evaluator should ensure that the marks/grades for each question are updated only in the space provided for the same in the mark sheet in mcka.in.

The evaluators should verify whether marks/ grades are awarded to all the answers written, before submitting the mark sheet to the chief evaluator.

The chief evaluator shall revalue 20% of the total answer scripts valued by the buddies and recheck all other scripts before submitting the same to the CoE.

(Note to Chief – If the chief evaluator clicks on the revaluation button, the chief should evaluate all the questions and enter the marks in the respective cell, otherwise final mark awarded will be displayed as Zero).

Evaluators shall not write the marks/grades/comments inside the answer sheet or against each answer.

Marks/ Grades should be awarded according to the rubrics provided in the answer scheme.

Evaluator should mark 0 (for UG)/E grade (PG) for a wrong answers / unattended questions.

Any discrepancy or misconduct in marking / evaluating the answer scripts will be viewed seriously and action initiated.

Photocopy of answer script will be given to the students on request and facility for scrutiny is also provided to the students. Hence the evaluators should be vigilant while valuing the answer scripts.

The evaluators are expected to maintain absolute fairness in the evaluation process.

Students are strictly prohibited to enter in to the evaluation hall.

Make sure that the buddies are evaluating the scripts together throughout the evaluation.

Evaluators should maintain the secrecy of evaluation. They are strictly directed to not to divulge the confidentiality of evaluation to the students at any stage.