



University of Kashmir

NAAC Accredited

Important Instructions for Evaluators

Before evaluating the answer books, please go through the following instructions/guidelines carefully:-

1. No question or part of a question should remain unmarked. In particular, extreme care should be exercised in case of Q.No.1 where there are 8 to 10 very short answer type questions.
2. Marks awarded to a question or any part of a question must be written at two places. First, on the perforated top most corner of the answer scripts where the answer of the question ends. Second, on the front page against the serial number of the question.
3. There should be no mismatch between the marks written at two places, i.e front page and the perforated corner.
4. Ensure that you have correctly counted the marks before writing the sum (total) on the front page.
5. Marks awarded to a question or any part of a question must be written legibly at both places. This is necessary to avoid any confusion during the process of re-checking/re-totaling or re-evaluation.
6. Avoid overwriting/corrections. Where correction becomes unavoidable, please encircle the same and put your signature towards the right of the circle.
7. While evaluating an answer script if you find any new page(s) inserted or any handwritten chit pasted on any page of the answer script, please immediately bring it to the notice of the undersigned. Same procedure should be followed if there is any evidence of double handwriting in any answer script.
8. If you find the Roll No, of any candidate mutilated, kindly bring it to our notice immediately.
9. No score should be awarded to a question where the answer is crossed even though the answer is correct to the extent of 100%. However, the matter should be reported immediately to the Controller of Examination for further necessary action.
10. In case of section C of the question paper, if the student has attempted three or all the four questions, the highest marks of only two questions must be written on the front page.
11. If due to oversight a single code number has been used for two answer scripts, make use of English alphabets to resolve this problem. For instance, if a code number like 11367 has been used for two answer books, one could retain the same code number, while as the second could be coded as 11367-A. Here the new code must be written on the front page and it must carry your signature also.
12. If the Answer script is uuencoded, kindly fix any fictitious code number viz A,B,C,or X,Y, Z.
13. Please sign each answer script and write your identification number at the appropriate places provided for the same.
14. Quick declaration of results is the hall mark of an efficient examination system. Please complete the assignment of evaluation within the stipulated period of _____ days. As a student-friendly teacher, please ensure the declaration of the result within the quickest possible period of time.
15. Last but not the least, please remember that you are evaluating these answer scripts at a time when RTI is already in operation. Xerox copy of any evaluated answer script could be demanded

by the student immediately after the declaration of the result. Any compromise with the instructions mentioned above can seriously discount your honour and integrity on the one hand and name and fame of our A-Grade institution on the other. To survive public scrutiny, we request you to ensure that:

- a. no question escapes evaluation particularly where the answer is attempted at two places. In certain cases, a student leaves a few blank pages and then writes the answer of a fresh question.
- b. besides the use of perforated corners, it is necessary that you put your initial or at least a tick mark at the end of each attempted answer. It will convince the student that each answer has been thoroughly evaluated/checked.
- c. that none of your relatives (brother, sister son, daughter, cousin, nephew, niece, spouse, brother-in-law, sister-in-law or any other relative financially dependent on you) have appeared in the said examination.
- d. write the word "END" at the end of the last attempted answer and cross the remaining pages if the same are uncrossed.
- e. for evaluation of answer books, make use of red pen alone.

Wishing you best evaluation

Controller of Examinations