

# **MAHENDRA ARTS & SCIENCE COLLEGE**

**(AUTONOMOUS)**

**(Affiliated to Periyar University, Salem)**

**[Accredited by NAAC with 'A' Grade & Recognized u/s 2(f) and 12(B) of the UGC act 1956]**

**Kalippatti – 637 501, Namakkal (Dt), Tamil Nadu.**



## **EXAM EVALUATION MANUAL FOR EVALUATORS**

INSTRUCTIONS TO THE EXAMINERS FOR VALUATION

1. Evaluators should ensure that none of your relatives have appeared in the said examination.
2. Evaluation of answer books, make use of red pen alone.
3. The Valuator will receive answer booklets from the Chairman/Chief Examiner every session (2 Sessions per day) and make necessary entry in the Allotment sheet.
4. The Evaluator is expected to devote reasonably sufficient time for evaluating the answer booklets allotted in a day.
5. No question or part of a question should remain unvalued.
6. If answer to a particular sub-part/question does not deserve any marks, then zero marks against that question should be allotted.
7. Marks awarded to a question or any part of a question must be written only on the front page of the answer booklet.
8. Ensure that you have correctly counted the marks before writing the sum (total) on the front page.
9. Avoid corrections. Where correction becomes unavoidable, please put your signature towards the right/left of the corrections.
10. Do not use whiteners on the mark list. Do not overwrite/damage the correction part with multiple strikes. Single and gentle strike is allowed with the counter sign of the valuator.
11. 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 COE. Same procedure should be followed if there is any evidence of double handwriting or Request for more marks than the deserved in any answer script.




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12. If you find the Register No, of any candidate mutilated, kindly bring it to our notice immediately.
13. 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.
14. In case of Either or Choice pattern of question paper, if the student has attempted all the choices, All the questions should be evaluated. The lowest marks should be circled and write "Extra" by the side and the highest awarded mark should be taken for totaling.
15. Please sign each answer script and write your name at the appropriate places provided for the same.
16. Final mark entry should be made through COXCO software at the valuation centre itself.

  
Controller of Examinations

  
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