

Karnatak University, Dharwad



Valuation Centre

**Instructions to
Chief Co-ordinators/
Moderators / Examiners /
Valuators
2018 onwards**

1. INSTRUCTIONS TO CHIEF CO-ORDINATORS

- a) The Chief Coordinator shall appoint the coordinators, factotum, clerk cum computer operator and peons in consultation with the Registrar (Evaluation).
- b) For Coding of the answer scripts the top portion of the front cover page wherein the candidate has written the Register number shall be cut and filed. Staple these slips together and indicate clearly the packet number in which the corresponding 15 answer books are packed. The same shall be recorded in a coding book.
- c) Maintain the answer scripts belonging to different courses separately. Ensure that the scripts are readily available for inspection when University officials visit the centre.
- d) Invigilators diary (Attendance Sheets) received from the Colleges /Department shall be kept neatly and made available, if required, by the Computer Centre.
- e) The Chairman of question paper setting shall act as the Chairman for valuation of the answer papers and the members shall be moderators. However, it depends on the number of examiners. One moderator shall be appointed for every 05 examiners and fraction thereof. Subject to the above and if necessary, an additional moderator shall be appointed based on seniority for not more than 02 semesters having minimum 05 years of teaching experience.
- f) Required number of UGC teachers with minimum 03 years experience shall be invited for valuation of the answer papers and Non-UGC teachers with minimum 03 years experience- depending on the number of papers available for valuation.
- g) There shall not be Chairman / moderator for the subject / paper of the semester having less than 150 answer papers. The Chairman / member of question paper setting shall evaluate the answer papers.
- h) The Chief Co-ordinator shall issue one answer paper packet in the morning session and second packet after the lunch.
- i) The Chief Co-ordinator / Chairman Shall issue 30 answer scripts to each examiner per day having 03 hrs duration and 60 scripts for 1-2 hrs duration.
- j) The Computer Operator / Data Entry operators shall enter the marks in the Computer in the valuation centre itself. The data entry operators will be working in the office of Central Valuation. The ancillary staff of central valuation shall assist. The printout will be given for each packet and shall be signed by the Moderator / Examiners after verification and 'frozen' immediately.
- k) If the Examiner /moderator are found to be inefficient / highly erratic as reported by the Chairman, the Chief Coordinator shall relieve such examiners and shall bring it to the notice of Registrar (Evaluation). No TA /DA/remuneration shall be given to such an examiner.

- l) The answer scripts should be easily accessible for subsequent valuation, if needed.
- m) The Coordinator shall prepare a list of examiners who abstain from the valuation work without prior permission and shall intimate to the commissioner collegiate Education Bangalore for Government Colleges and to the president of the Concerned Management of the Institution for the Private Colleges for necessary action. A copy of such list shall be submitted to the Registrar (Evaluation) for Information.
- n) Discipline must be ensured in the valuation centre with regard to time of reporting for duty and duration of valuation.
- o) Do not allow students and general public in the valuation centre. Use of cellular phones inside the valuation centre is prohibited.
- p) The supporting staff shall not possess any kind of information about the seat/code number of candidates. If so found in his/her possession, he/she shall not be continued in the valuation centre.
- q) Carry out the disbursement of the TA/DA and remuneration as per the rules and rates approved.
- r) If the examiner after completing the valuation of one paper, is assigned the valuation of another paper, TA shall not be paid for the second time.
- s) The examiners shall return the answer books to the Chief Coordinator.
- t) If any answer paper bundle is sent wrongly by any College / Department forward it to the concerned valuation centre and report the same to Assistant Registrar (GAD) of the Examination Section.
- u) The Chief Coordinator will be held responsible for any lapses in the above and the University shall levy the penalty.

2. INSTRUCTIONS TO MODERATORS

- a) The marks awarded for each question / sub question therein shall be entered only in the front cover page of the answer book and not inside the answer book.
- b) The examiners shall not put mark or remark or cancellation marks at any point inside the answer script.
- c) Instruct the examiners to enter the marks in the front sheet with minimum errors. Overwriting and cancellation should be avoided.
- d) Check the correctness of the totaling done in each answer script. Any errors in the totaling should be brought to the notice of the examiner and corrected by the examiner.
- e) Moderate minimum of two papers for every 15 papers evaluated by an examiner. Write legibly with green ink any modification in the marks granted.
- f) Choose answer scripts at random for moderation. However, priority may be given to candidates who have scored in the critical range of marks.
- g) Evaluate a minimum of 15 answer scripts in addition to the moderation work.
- h) Both moderator and evaluator are responsible for wrong totaling of marks on each paper.
- i) Any identity of the candidate in the answer paper, doubts of mass copying, written with different ink without endorsement by the Junior supervisor, uneven handwriting in the answer paper, scratching the answers throughout the Booklet etc shall be brought to the notice of the Chairman/ Chief Co-ordinator in writing.
- j) The names of inefficient / highly erratic examiner should be brought to the notice of the concerned Chief Co-ordinator with orders to relieve them from valuation work.
- k) Follow the instructions given by the Chairman.
- l) Verify the marks entered by the Computer Operator carefully and put the signature on the printed marks list and freeze.
- m) Any lapse in the observation of above instructions would be viewed seriously with appropriate penalty.

INSTRUCTIONS TO CHAIRMAN

- n) The Chairman shall conduct the meeting of Moderator / Examiner immediately after reporting to the valuation work to discuss the scheme of valuation.
- o) The Chairman shall receive the answer paper packets from the Coordinator personally.
- p) The Chairman shall check the answer papers randomly and affix his/her signature on all valued papers.
- q) The Chairman shall distribute the answer paper packets to the moderator and in turn the moderator shall distribute the packet to team of his examiners.
- r) The Chairman shall submit the answer paper packets and marks list to the Coordinator personally.

3. Instructions to Examiners / Valuers

- a) Check for the correct number of answer scripts in the packet. The answer booklet consists of 36 pages with two cover pages. The first cover page is for awarding the marks in the first valuation and second cover page at the back side is for second or revaluation.
- b) Do not enter marks or put any remarks (like right or wrong) anywhere inside the answer book.
- c) Enter the marks awarded for each question and the sub-questions therein in the front cover page only. Do not write the question number as the number is already printed and follow the sequence. For example, if the candidate has answered 5th question first, enter the marks in the 5th row only and so on.
- d) The total marks for each question shall be entered in figures in the space provided and the grand total shall be entered in the space below in the cover page. There is no need to fill the OMR bubbles as marks sheet will not be scanned. The examiner will be held responsible for errors in the totalling.
- e) If the candidate has answered more than the stipulated number of questions, evaluate all the answers and enter the marks in the front cover. Obtain the grand total by adding the highest marks scored in respect of number of questions to be answered as indicated in the respective question paper.
- f) Answer scripts shall be collected and returned only at the office of the Chief Coordinators.
- g) Strictly adhere to the valuation timing in the Centre. Evaluate 30 answer scripts per day. The examiners have to sign a muster role twice a day (first before 11 am and second after 4 pm) Discontinue the assessment work with prior permission from the Registrar (Evaluation) in writing. If permitted, claim applicable remuneration from the Chief Coordinator.
- h) Using cell phone and entertaining outsiders in the valuation centre is strictly prohibited. Possessing candidate seat numbers or code number or marks will be treated seriously.
- i) Don't leave answer scripts unattended or without completing the valuation on your table.
- j) Any identity of the candidate in the answer paper, doubts of mass copying, written with different ink without endorsement by the Junior supervisor, uneven handwriting in the answer paper, scratching the answers throughout the Booklet etc are found, the same shall be brought to the notice of Moderator/Chairman/ Chief Coordinator in writing.
- k) They shall be entitled for TA/DA and remuneration and shall submit the bills to the Chief Coordinator.
- l) Assist the Chief Co-ordinator in the entry of marks in the computer in the Valuation Centre.
- m) Verify the marks entered by the Computer Operator carefully and put the signature on the printed marks list and freeze. Any omission in this regard would be viewed seriously and appropriate penalty awarded.