



Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006

**Guidelines
for
Centralized Evaluation Centre
for End-Semester Theory
Examination**

Examination Division

IGDTUW, Kashmere Gate, Delhi-110006

Document Preparation/Revisions Summary		
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1.0 Introduction

Central Evaluation Centre is responsible for the timely Evaluation of the answer copies of the End-Semester Examination & Verification of the marks given by the Examiner/Evaluator/Faculty in the evaluated answer copies. The Central Evaluation Centre shall function under the overall supervision of the Coordinator (Evaluation) appointed by the Dean (Examination Affairs) with the approval of the Competent Authority.

2.0 Important Points to be noted by Coordinator (Centralized Evaluation Centre)

- i) The centralized evaluation centre shall become functional from the day of start of End semester Theory examination.
- ii) Centralized Evaluation Center is responsible for collection of the answer copies along with the attendance sheet(s), absentee statement(s), and dispatch memo immediately after completion of exam of session and day from the Superintendent (Conduct).
- iii) All the documents including answer copies pertaining to the UFM cases booked are not to be received in Evaluation Centre. The Superintendent (Conduct) is required to submit the UFM cases directly to Dean (Examination Affairs).
- iv) The co-ordinator is provided with a password for accessing the coordinator (evaluation) account and a “key” that is used for allowing the examiner to submit the marks of the end semester examination in examination portal. Without this key the examiner cannot submit the end semester marks. The “Key” is to be kept HIGHLY CONFIDENTIAL.
- v) Verification of marks submitted by the faculty/examiner is a verified by the Rechecker account. The rechecker account is created by Co-ordinator.
- vi) In case of mismatch of the marks entered by faculty/ examiner and rechecker the co-ordinator is required to identify the difference and get it resolved.
- vii) The co-ordinator is required to submit the verified award sheet alongwith the attendance sheet and absentee statement to Dean (Examination Affairs) on regular basis so that the process of finalization of the result be initiated by the Examination Division.
- viii) The co-ordinator (Evaluation centre) must hand over the Evaluation centre after the process of rechecking requests of the students is completed. The evaluation centre must be handed over within one month of declaration of result.
- ix) After evaluation of the copies, the examiner is required to submit the marks awarded in the Online Examination portal through his/ her account. However to access for the same 2-stage verification /login has been provided. In the first stage, the examiner is required to login through his/her account and in the second stage the log in password has to be provided by the Co-ordinator (Evaluation centre). **Please note that this second stage password has to be kept in safe custody by Co-ordinator (Evaluation) and not be disclosed to any other person.**

3.0 Duties and Responsibilities of the Co-Ordinator (Evaluation Centre)

- i). The co-ordinator (Evaluation Centre) is responsible for timely evaluation of copies and submission of awardsheets and other documents such as absentee statements etc. to the examination division for preparation of result.
- ii). The Co-ordinator (Evaluation Centre) shall ensure that the evaluation centre is ready before conduct of the End Semester Theory Examination.
- iii). The Co-ordinator shall notify the schedule of Evaluation Centre and the location of the evaluation centre well before the start of the End Semester Theory Examination.
- iv). During the evaluation process two awardsheets, one by the faculty and other by the verifier, will be generated. The co-ordinator shall ensure that both the award sheets are duly signed by the concerned stakeholder(s). Both the awardsheets for every subject should be submitted to the examination division for preparation of result.
- v). The following ink pens to be used by the different functionaries at the evaluation centre for identification of work performed :

Co-ordinator	:	Green
Examiner / Evaluator	:	Red
Verifier/ Rechecker	:	Blue
- vi). The Co-ordinator shall ensure the receipt of the end semester copies from the Superintendent Conduct after every session of Exam and get the copies stacked appropriately for smooth distribution of the copies to the examiners for evaluation.
- vii). The evaluation of the copies shall be done by teacher who has taught the subject. The names of the concerned faculty will appear automatically on the screen while allocating the copies to the examiners through the Online Exam Portal. Change in the examiner, if any, will be only with the permission of the concerned HoD and Hon'ble Vice Chancellor.
- viii). The co-ordinator shall ensure that the faculty should not be given more number of copies that can be evaluated in a session / day as per the remuneration guidelines already issued.
- ix). The co-ordinator and deputy Co-ordinator if any shall remain present in the Evaluation centre through out the evaluation centre duration and ensure the timely and smooth evaluation of the copies.
- x). The co-ordinator and deputy co-ordinator shall scrutinize minimum 10% of the evaluated answer copies on each day of the evaluation and put a signature on every such scrutinized answer book and maintain record of the same.
- xi). After evaluation of the copies by the concerned examiner, the Co-ordinator shall ensure that marks are entered in the Examination portal and the award sheet generated is duly signed by the examiner.
- xii). No cutting on the award sheet is permitted either by examiner or the rechecker.
- xiii). The co-ordinator shall appoint sufficient number of recheckers for verification of the copies. The co-ordinator shall ensure that duly evaluated copies are verified on regular basis.
- xiv). The co-ordinator shall keep a record of attendance i.e arrival and departure time of the evaluators/ examiners and other staff working under him/her in evaluation centre.

- xv). The co-ordinator shall maintain and monitor the day –to-day record of evaluated and unevaluated answer copies.
- xvi). The co-ordinator shall ensure that the verifier is entering the marks from the evaluated copies carefully and not from the award sheet submitted by the examiner. This process will ensure correct posting of marks from evaluated answer books and help in identifying any inadvertent discrepancy of entering of marks either by examiner/ evaluator/ faculty or rechecker.
- xvii). The co-ordinator shall submit the remuneration bills immediately not later than 10 days after the closure of Evaluation centre to ensure timely payment to the evaluators and other staff deputed.

4.0 Duties and Responsibilities of the Examiner/ Evaluator/ faculty

- i). The evaluator shall ensure that he/she has gone through the Question Paper and has prepared an evaluation scheme for evaluation of the copies.
- ii). He/She should evaluate the first 8-10 answer copies very carefully and accurately to ensure that :
 - *He/ she is well acquainted with the parts, sub parts of the question i.e what has been asked actually in respect of the question/ parts / sub-parts of particular question.*
 - *He/ She is confident of various value points/ weightage , according to the marking scheme.*
- iii). An evaluator should allot the marks to each answer i.e to the sub parts or full question. The evaluator shall post marks on the title cover of the answer copies from inside the answer copies. He/ she will calculate and write the grand total on the cover page of the answer copies in both figures and words and put his/her signature.
- iv). An evaluator should verify that all the blank pages as well as blank spaces have been stamped “BLANK” and end of the paper has been stamped “END of the PAPER” . In case of any discrepancy, the same must reported to the Co-ordinator (evaluation).
- v). The marks so awarded in the answer copies should be written legibly and can be easily read.
- vi). Sometimes, the students write wrong question / part / sub part number in the answer copy. The evaluator should correct the question number before evaluating the particular sub-part/ part/ question.
- vii). The evaluator / examiner shall devote reasonably sufficient time for evaluating the answer copies.

5.0 Duties and Responsibilities of the Rechecker/ Verifier

- i). The rechecker/ verifier shall verify that all the question / part / sub part attempted by the student have been evaluated by the concerned faculty and the same has been posted appropriately on the title sheet of the answer copy as per the marking scheme mentioned on the question paper.
- ii). He/ She shall ensure that there is no manual cutting / overwriting in award sheet submitted by the faculty.
- iii). He/ she shall ensure that total/ subtotal on the title page of the answer copy has been correctly posted.
- iv). In case of any discrepancy, the same must be reported to the co-ordinator.
- v). After initial verification as mentioned at para 1) to 4) above, the rechecker /verifier shall post the marks in the Examination portal directly from the answer copy.
- vi). After submission and freezing of marks entered by rechecker/ verifier in Exam Portal any deviation in the marks will be reflected on screen.
- vii). If there is no deviation, print out of the award list to be taken and signed accordingly.
 - *In case of deviation / discrepancy, the rechecker must inform the Co-ordinator. It is the responsibility of the co-ordinator to get the discrepancy resolved through concerned faculty/ examiner and rechecker.*
 - *After the resolution of discrepancies, the new awardlist must be generated from the Examination portal and be duly signed by the concerned stake holders.*

6.0 To facilitate the process of centralized evaluation centre, the following features/facilities have been provide in the Examination Portal:

- (1) **Manage Account:** The co-ordinator can change password by using security question and answer chosen by him/her at the time of registration. Please note that the “Key” provided to enable the examiner to submit the end semester marks is not to be shared with anyone. The co-ordinator must keep on changing the password and the “Key” on regular basis to avoid any misuse.
- (2) **Receiving of the answer copies:** After the conduct of the Examination, superintendent (Conduct) is required to submit the answer copies to the Co-ordinator (Evaluation) within one hour of completion of Exam. The Co-ordinator (Evaluation) is required to verify the number of copies received by going to the tab “Receive Answer copies”. The details of answer copies (programme wise and paper code wise) submitted by Superintendent (Conduct) is displayed on the screen. The Co-ordinator (Evaluation Centre) is required to verify the information and mark a “check” in the verify column for each programme / paper code of the session for which the examination has been completed. In case of any mismatch, the Superintendent (conduct) be contacted.

(3) Issue of copies to the examiner: Follow the following steps by going to the tab “Assign Examiner”:

- (i) Select the Programme, Semester, Subject. In case of more than one section of a class, choose the group “Yes” from the drop down and then choose starting and ending roll numbers. The name of registered faculty teaching the subject in the semester will appear on screen.
- (ii) Enter the number of copies issued to the examiner
- (iii) The list of examiner along with the details of the copies issued will appear on the screen.
- (iv) For receiving the copies from the examiner, under the action column, select the “Edit” button, enter the number of the copies checked.
- (v) For re-issue of the un-checked copies, select the “add” under the actions column. The screen will display status of the copies checked and prompt for reissue of the un-checked copies.

(4) Submission of marks by the examiner:

- (i) After the checking of answer copies, examiner is required to log in his/her faculty account.
- (ii) Go to the tab “Exam Login”.
- (iii) The screen will prompt for entry of the Confidential “Key” available with the Co-ordinator (Evaluation Centre)
- (iv) After submission of “Key”, the subject whose answer copies have been checked by the examiner, will appear on the left panel of the screen.
- (v) Select the subject and click on “submit”.
- (vi) The award sheet will appear on the right panel of the screen. The examiner is required to submit the marks against each roll no for each question number. The total of all the marks submitted for each of the questions will appear in the column “total” against each roll number.
- (vii) After submission, click on “submit” button. Please ensure that the marks awarded on the answer book have been correctly submitted against each student. At this stage any inadvertent error can be corrected by going to button “Edit Marks”.
- (viii) After submission, click on the “Freeze” button immediately. After freezing the marks, please take the print out of the award list, sign it and submit to the Co-ordinator (Evaluation Centre).
- (ix) Please note that in case of any correction identified during verification process, the examiner is required to verify the changes thoroughly and make the corrections from his/her faculty account after getting the concerned subject award list unfreeze by the Co-ordinator.

(5) Issue of copies to the Rechecker :

- (i) Register Rechecker: Register the rechecker by going to the tab “Add new Rechecker”.
- (ii) Assign Rechecker : Select the programme, semester, Subject, section if any. Select the rechecker from the registered list.
- (iii) Enter the number of copies issued to the rechecker.

(6) Verification of marks by rechecker: The verification of the copies must be done carefully. The rechecker must verify the marks given by the examiner on the cover page of the answer copy with respect to the number of questions attempted by the student and marks awarded by the examiner for each question by referring the question paper. Please ensure that the marks are correctly posted on the front cover page of answer copy and total marks as awarded. The following features are available in the Examination Portal to facilitate the verification of answer copies:

- (i) Log in Rechecker account.
- (ii) Go to the tab “Verify Marks”. The subject whose answer copies have been rechecked by the rechecker, will appear on the left panel of the screen.
- (iii) Select the subject and click on “submit”.
- (iv) The award sheet will appear on the right panel of the screen. The rechecker is required to submit the marks against each roll no for each question number. The total of all the marks submitted for each of the questions will appear in the column “total” against each roll number.
- (v) After submission, click on “submit” button. Please ensure that the marks awarded on the answer book have been correctly submitted against each student. At this stage any inadvertent error can be rectified.
- (vi) After submission, click on the “Freeze” button. Once freezed, any deviation in the marks submitted by the examiner and rechecker will be reflected on the screen.
- (vii) If there is no deviation, take the print out of the award list and submit the same to the Co-ordinator (Evaluation Centre).
- (viii) Incase of deviation, the award list will reflect the deviation, against the enrollment number as “Not Verified”.
- (ix) For all such cases of discrepancies, the rechecker must inform the Co-ordinator. It is the responsibility of the co-ordinator to get the discrepancy resolved through concerned faculty/ examiner and rechecker.

(7) Unfreezing of Award List by the Co-ordinator (In case of discrepancy identified during verification proces ONLY)

- (i) In case of discrepancies identified by the rechecker, the same must be resolved through concerned faculty / examiner and rechecker.
- (ii) For marking the changes in the portal, the co-ordinator is required to UNFREEZE the concerned award list so that concerned faculty/ examiner can carry out the necessary corrections.

(8) Correction of Marks by Examiner (In case of discrepancy ONLY and after UNFREEZING by the Co-ordinator)

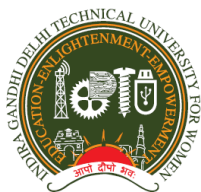
- (i) The examiner will login to his/ her account.
- (ii) Go to “Exam Login”. Co-ordinator will enter the confidential “Key”.
- (iii) On the left panel, subject for which correction is required will appear. Select the subject and click on submit.
- (iv) On the right side of the panel, the awardlist for which there is deviation will appear.
- (v) The examiner will submit the correct marks, submit and freeze the award list.

(9) Correction of Marks by Rechecker (In case of discrepancy ONLY and after correction carried out by the concerned faculty)

- (i) The rechecker will log in to his/her account
- (ii) Again submit the marks for which discrepancy has been resolved.
- (iii) The final corrected awardlist printed from Rechecker’s account will depict the corrected discrepancies.
- (iv) The final printed award list be signed by BOTH concerned Examiner and Rechecker.

(10) Reports: The following Reports are available for smooth functioning of the Evaluation Centre:

- i). Receipt of copies and Examination related documents in the Evaluation Centre.
- ii). Status of Evaluation of Copies (Programme-wise/semester-wise)



Indira Gandhi Delhi Technical University for Women Kashmere Gate, Delhi-110006

Bill No. _____

Examination Division

Bill for Evaluations of Answers Script for End-Term Examinations May-June/ Nov-Dec, 20__

Course Code: _____

Centre Title: _____

1. Name of Evaluator _____
 2. PAN No. _____
 3. Bank Account No. _____
 4. IFSC Code _____
 3. Residential Address _____
 4. Office Address _____
 5. Mobile No. _____
 6. E-Mail id _____
 7. Evaluation Details
- Have you set the Q.P. of the Subject Yes/No

S.No.	Date	Number of A.S. Evaluated	Conveyance Claimed	S.No.	Date	Number of A.S. Evaluated	Conveyance Claimed
1				6			
2				7			
3				8			
4				9			
5				10			
Total							

_____ Number of A.S evaluated @ _____/- per A.S. amount workout _____

Conveyance _____

Remarks if any _____ Total Claim _____

Kindly deduct income tax as per applicable Income Tax Law. I will intimate my aforesaid income to my employer/ I will include it in my income while calculating my Income Tax.

Name & Signature of Evaluator

It is certified that _____ was appointed as Evaluator in the aforesaid course and details of Answer Sheet as mentioned at S.No. verified and payment of Rs. _____/- recommended in his/her favour of _____.

Dealing Assistant

Signature of Coordinator/Dy. Coordinator with date

Gross payment admissible: _____ TDS deducted: _____ Net Payment: _____

Dealing Hand

AAO

AO/FO

Check List for Receiving the Material in the Evaluation Centre**Date and Session of Exam:** _____

Course Code and Programme	Dispatch Memo	Attendance Sheet	Answer Copies Packing Details	Student Absentee Statement	Use of Main Answer Book	Certificate for opening of Question Paper	Certificate for announcement of Instructions to the student	Unfair Means if any

Signature of Supritendent (Conduct of Exam)		Signature of Co-ordinator (Evaluation)	
Name of Superintendent (Conduct)		Name of Co-ordinator (Evaluation)	