

BCU Manual-2018 (Extract of Duties and Responsibilities of Valuers/Reviewers)

01.04 Examiners

01. The Chairman of BoE in concurrence with Registrar (Evaluation) shall appoint Examiners for each examination from amongst the list of eligible Examiners approved by the Syndicate depending upon the need in each paper. Persons whose names are not in the approved list shall not be appointed. However, under special circumstances after obtaining the permission of the Vice-Chancellor exceptions may be made and such cases shall be reported to the Syndicate at its next meetings. Under no circumstances can the Chairman of the BoE issue appointment orders on his / her own. All Examiners will be required to submit their acceptance of the offer in the format given (Appendix 'A').
02. Every Examiner shall be assigned an unique code and the same is to be mentioned in the draft marks sheet filled by the Examiner post valuation
03. The Examiners shall maintain strict secrecy regarding their appointment and other work allotted in connection with the examinations. They shall mark their attendance through maintained in the valuation center every day without fail.
04. Each Examiner, after the receipt of appointment letter from the Chairman of BoE in concurrence with Registrar (Evaluation), shall report to the Coordinator / Custodian of concerned valuation centre allotted to him/her and affix the signature in the attendance register maintained by the Coordinator / Custodian of respective valuation centre.
05. On the day of commencement of valuation, half a day shall be utilized for getting familiar with valuation work and procedures to be followed.
06. The Examiners shall not evaluate the answer papers not related to his/her subjects.
07. The Examiner is required to count the number of answer scripts in the packet. He / she is also required to verify the QP Code / Packet number on the packet cover as well as on all the scripts are one and same.
08. The Examiners shall value the scripts strictly in accordance with the scheme of valuation provided to them. They shall get 15% of the scripts valued by the reviewer / additional reviewer appointed for the purpose and adhere to the instructions given.
09. The Examiners shall value the answer scripts assigned to them only with RED INK PEN. Marks awarded for each answer or part shall be awarded in RED INK and on the facing sheet of the answer script along the columns provided for them. However, marks should never be marked at the left hand of the margin of the answer under any circumstances. After entering both in figures and in words the total marks obtained by the examinee the Examiner shall record his/her full signature in the column provided for on the facing sheet.

10. The Examiner shall value all the answers and take into account the marks of only the maximum required or permitted questions by considering the marks awarded to the questions advantageous to the candidate and round off those not considered.
11. The Examiners shall write 'ZERO' wherever answers do not deserve any marks. The Examiner shall total up the marks.
12. The Examiner shall ensure that no answer or part of any answer is left out in valuation. The Examiner should read the answer script in detail and evaluate the scripts.
13. The Examiner shall not take the answer scripts out of valuation centre under any circumstances.
14. The Examiner shall not value any answer script which bears no code number. All such cases shall be reported forthwith to the Coordinator / Custodian and follow the instructions received from them
15. If the Examiner during valuation of the scripts suspects any case of malpractice, he/she shall immediately report it to the Coordinator / Custodian. He/she shall submit the suspected script after valuing it fully along with his/her report to the Coordinator / Custodian by name. He/she shall enter such references in the marks list against the code number.
16. The Examiner shall report to the Registrar (Evaluation) by name, cases of any candidates of other person on his/her behalf approaching him/her for any favour or writing letters to him/her indicating the name of the person, the register number/code number of the candidate, subject/paper etc., He/she shall also send the answer scripts of such candidates along with his/her report to the Registrar (Evaluation), forthwith.
17. The Examiners shall value not less than 36 full/ 54 half scripts per day i.e., 18/ 27 answer scripts in the morning and 18/27 answer scripts in the afternoon as the case may be.

Note: A half script implies an answer script of a paper of duration of less than 3 hours.

18. The Examiner shall prepare marks lists in the prescribed proforma provided for the purpose.
19. The Examiners appointed for the conduct of practical examinations shall ensure that the marks are awarded in the answer scripts to each answer or part of an answer. The marks list of practical examinations entered on the facing sheet of the answer scripts in the columns provided and the Examiners shall also enter the marks awarded for class records separately in the marks lists in the column provided for and in case of exceptions shall make the required observation in the remarks column in the marks list.

20. The Examiners shall handover the duly sealed marks lists of practical examinations to the chief Superintendent of the centre on the same day. The Chief Superintendent shall send practical marks lists to the University.

08.05 Reviewers

01. The Chairman of BoE in concurrence with Registrar (Evaluation) shall appoint reviewers who have unblemished service record. They shall mark their attendance in the valuation centre every day without fail and as per the guidelines of the University.
02. The reviewers shall use “Green Ink” for the review work and put “R” against the answers reviewed. The review work shall proceed alongside with valuation work in the presence of Examiners.
03. The review work shall be completed on a day to day basis. The Chairman of Board of Examiners shall have the authority to ensure that the review work is completed on the same day, the scripts are valued, by getting the work done with help of senior teachers present for valuation work.
04. The Reviewer shall review 15% of papers valued in each subject completely. However, he/she should verify each answer script and marks allotted to each question and marks transferred on to the draft marks sheet. If any discrepancy found regarding valuation, transfer of marks and totalling, etc., warn the Examiner and get the mistake corrected and report to the Registrar (Evaluation) for necessary action as per the rules.
05. The Reviewer has to verify the inside pages as well as draft marks sheet, signature and date on all the answer scripts valued by his/her team of Examiners on the same day without fail. Failing which he/she shall be jointly liable for the penalty/punishment for such mistakes.
06. If the reviewer finds the valuation done by any Examiner under him/her unsatisfactory, he/she shall arrange for fresh valuation of the answer scripts by the Examiner and report the same to the Registrar (Evaluation). If the Examiner refuses to comply with the instructions, another Examiner may be entrusted with the work and the one who had erratically valued or not valued correctly may be denied remuneration for the unsatisfactory evaluation work done.
07. The Reviewers shall follow such procedure of review as notified by the University from time to time.
08. The Reviewers shall be entitled to remuneration as fixed by the University from time to time.