



OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY::DIBRUGARH

INSTRUCTIONS TO THE EXAMINERS, HEAD EXAMINERS AND SCRUTINIZERS OF DIBRUGARH UNIVERSITY

(Circulated through E-mail and Dibrugarh University website only)

Before evaluating the answer scripts, the examiners are requested to go through the following instructions carefully

- 1. The answer scripts should be evaluated in the concerned Micro Zones/Examination Zones only maintaining the COVID-19 protocol. The Examiners are not allowed to carry the answer scripts to their residence.**
2. For evaluation of answer scripts, only red ink should be used.
3. For entering the marks on the cover page of the answer scripts, blue ink should be used.
4. Marks awarded to a question or any part of a question must be written at two places. First, on the top most corner of the page (s) of the answer scripts where the answer of the question ends. Second, on the cover page against the serial number of the question.
5. There shouldn't be any mismatch between the marks written at two places, i.e. cover page and the inside page (s).
6. The examiners should ensure that marks have been counted correctly before writing the sum (total) on the cover page.
7. The marks should be carried from the earlier pages of the answer script to the next pages in order to avoid mistakes in totaling of marks.
8. No question or part of a question should remain unmarked.
- 9. If a question consists of two or more parts (part questions), the marks awarded in each part of the question should be shown separately on the particular page (s) of the answer script.**
10. Marks awarded to a question or any part of a question must be written legibly. This is necessary to avoid any confusion during the process of re-checking/re-totaling/RTI.
11. Overwriting or corrections should be avoided. Where correction becomes unavoidable, the same may be encircled and the examiner should put his/her signature towards the right of the circle.
12. Marks shouldn't be awarded if the same question has been attempted by the candidate more than once even if the same is correct. Repeated question/repeated parts should be indicated by the examiner and zero marks be awarded and the answer/repeated portion should be crossed out.

13. While evaluating an answer script if any new page (s) are found to be inserted or unwanted handwritten/printed page (s) are found, the matter may immediately be brought to the notice of the Zonal Officer or Controller of Examinations. Same procedure should be followed if there is any evidence of double handwriting/mismatch of handwriting in any answer script.
14. Quick declaration of results is the hall mark of an efficient examination system. **The examiners are requested to complete the assignment of evaluation within the stipulated period of 15 (fifteen) days.** As a student-friendly teacher, hope the examiners shall ensure the declaration of the result within the quickest possible time.
15. **The examiners must remember that the answer scripts are being evaluated at a time when RTI Act is already in operation.** As such, a student/candidate may seek his/her answer script to verify immediately after declaration of result. As such, the examiners are requested to be extra careful pertaining to the following points:
 - (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) it is necessary that the examiner put his/her 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) the evaluator should draw a line where the candidate has finished his/her last attempted part or question in the answer scripts and the blank pages/remaining pages should be crossed out.
 - (d) the examiner should put his/her signature at the appropriate place on the cover page of the answer script.
16. The Scrutinizer shall thoroughly check the scripts and shall ensure that the marks recorded inside the scripts tally with the proforma in the front cover/mark foil.
17. If, as a result of the scrutiny, any mistake is detected by the Scrutinizer, it shall be brought to the notice of the Head Examiner concerned. The Head Examiner shall exercise re-check and verification, and, if satisfied that there has been a mistake, shall rectify the mistakes by adding, deducting or altering the marks, as the case may be inside the answer script as well as on the front cover and also in the mark foil, and shall put his/her signature below the corrections.

Sd/-Controller of Examinations
Dibrugarh University