

AMITY UNIVERSITY HARYANA

GUIDELINES FOR EVALUATORS & CHECKERS

S. No.	Description	Page No.
1	GUIDELINES FOR EVALUATORS & CHECKERS	1

1. **The Evaluation** & Checking of OMR answer books has to be completed within 6 (Six) days after the date of conduct of the examination (Evaluation within 4 working days, Checking within 2 working days after Evaluation). This time span includes one working day for processing secrecy of the OMR answer books by the Examination Department after the date of conduct of Examinations.
2. The Evaluators / Checkers are requested to:
 - a. Receive the OMR Answer Books from the Examination Department staff in the Evaluation Hall and fill the entries in the “Issue and Return Register” with the staff of Examination Department (AUH) carefully as well as record the status of evaluation (“In the Process”, or “Completed”, etc).
 - b. Ensure that the secrecy seal is well pasted before the start of evaluation/checking work. In case of any short fall it may be brought to the notice of the Examination Department immediately.
 - c. Not to open the pasting of the secrecy seal failing which a stringent disciplinary action may be taken as per AUH rules.
 - d. Read the instructions given on Question Paper carefully.
 - e. Fill in the boxes corresponding to the Question Numbers with the marks obtained for each Question
 - f. Enter Total marks in the relevant Box provided for total tally.
 - g. Use Black/Blue ball point pen to fill in the Boxes/Circles in addition to the manual recording of marks.
 - h. Darken the relevant circles completely and carefully for unambiguous machine readability.
 - i. Not to write or mark on the Barcodes/Timing Track.
 - j. Not to fold or smudge the top page and not to make any stray marks on it.
 - k. Deposit the OMR Answer Books with the Examination Department Staff after their evaluation /Checking on a day-to-day basis.
 - l. Fill in the “Statement by the Evaluator/Checker” in the “Statement Register” with the staff of Examination Department (AUH) duly signed.
3. The Evaluators / Checkers are requested to ensure that:
 - a. The OMR Answer Books of none of “Near Relation” are being Evaluated/Checked by you.

(“Near Relation” shall mean and include wife /husband, sons and daughters and members of his/her immediate family, including nephew, niece or similar relation of wife/husband etc.)
 - b. No student is supposed to disclose his/her identity by writing the Enrollment Number, Name, Signatures on Graph paper/Chart and Supplementary Sheets. No Symbol/Mark is expected to have been put by the student inside the OMR Answer Book which may lead to disclosure of the identity. If such a violation is noticed, it may be brought to the notice of Examination Department(AUH) immediately so as to register a UFM (‘Un-Fair Means’) case against the student.
 - c. It may be ensured that all questions (as well as all parts, if any) have been evaluated /checked and no portion of any answer has been left unevaluated. The evaluators are requested to ensure that the awards inside the answer book and on the top page of the answer book tally. In case of any difference in the marks of evaluated and checked answer book is found, the same may be brought to the notice of Examination Department (AUH) immediately.
 - d. **Check if the blank sheets have been crossed with the cross mark (X).**

- e. Check if the total of awards is correct.
-
- 4. The Evaluators/Checkers are requested not to use the mobile phone / Electronic Gadget at the place of Evaluation/Checking (The hall of Examination Department (AUH)).