



# EXAMINATION MANUAL (2008)

## CHAPTER - 4

### Evaluation of Answer Books

(Form No. 401-415)





# Examination Manual (2008)

## Chapter-4

### Evaluation

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| 11.   | ENV 01 Only Question Paper be sealed inside this Envelope                            | 411                 |
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| 14.   | ENV 04 Form No. 201,204,205 & 206 be put inside this Envelope                        | 414                 |
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## Rajasthan Technical University

Rawat Bhata Road, Akelgarh, Kota-324022

To,

Examiner No \_\_\_\_\_

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No.:

Date:

The University is pleased to appoint you as an examiner in the theory paper evaluation of this university. Kindly convey your acceptance in the enclosed Form No 403. In anticipation of your acceptance, required material is being dispatched to you. If for any reason you are not in a position to accept the offer, please return this material immediately. The postal charges will be reimbursed by the University.

| Name of Examination | Subject | Roll Nos. |    | Total No. of Answer Books | Last Date for Completion |
|---------------------|---------|-----------|----|---------------------------|--------------------------|
|                     |         | From      | To |                           |                          |
|                     |         |           |    |                           |                          |

1. "Instruction to Examiners" is enclosed. You have to abide by them.
2. You must ensure to complete the assessment of answer books in the time period allowed by the University. Otherwise the university will be constrained to impose fine as per rules.
3. If you are yourself an examinee (full-time/ part-time) of this university, you cannot become an examiner. If so, please return the material along with relevant information.
4. Teacher fellows are not permitted to be examiners. If so, please return the material along with relevant information.
5. The teachers suspended, compulsory retired and those disqualified by the University are not entitled to become examiners. If so, please return the material along with relevant information.
6. The remuneration for examination work is as per rates approved by the University.
7. The ceiling for remuneration for examination work is Rs 20,000/- excess amount, if any, shall be deducted and deposited in University Development Fund.
8. Marks obtained by students are to be posted on the answer-book and also to be filled up in computerized OMR sheets by the examiners using HB pencil. Please fill up OMR sheets legibly as per instruction given on the back of OMR sheet. Please also enter total and do not leave any entry incomplete, lest the computer will not be able to read the OMR Sheet.
9. If your address changes during the period, please inform the university immediately.
10. All correspondences in the matter be made to:

Asstt. Registrar (Secrecy)  
Rajasthan Technical University  
Rawatbhata Road, KOTA-324022  
& marked **CONFIDENTIAL** if required

CONTROLLER OF EXAMIANATIONS



From,

The Examiner No \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

To,

The Assistant Registrar (Secy.)  
Rajasthan Technical University  
KOTA

Dear Sir, ( Strike out if not applicable)

- a. I accept the offer to act as examiner in the \_\_\_\_\_  
(Name of subject) of \_\_\_\_\_ ( Name of Examination) I acknowledge receipt of answer books of \_\_\_\_\_ candidates The answer books were received by me on \_\_\_\_\_ 200...
- b. I do not accept the offer to act as examiner in the \_\_\_\_\_  
Name of subject) of \_\_\_\_\_ (Name of Examination).  
I acknowledge receipt of answer books of \_\_\_\_\_ candidates The answer books were received by me on \_\_\_\_\_ 200... The same are being returned herewith.

Yours faithfully

\_\_\_\_\_  
(Signatutre of Examiner)

Name of Examiner:

Place:

Date:



**Rajasthan Technical University**  
Rawat Bhata Road, Akelgarh, Kota-324022  
Examiner Report

Notes:

1. Comments such as "generally satisfactory". Unsatisfactory etc. should be avoided.
2. Additional sheets can be used if required.

Examiner No. \_\_\_\_\_

A. General opinion about the Question Paper

- (i) Whether the Question Paper was evenly distributed over the syllabus?

Yes/ No

- (ii) Whether the language of questions in the Question paper was ambiguous ?. If yes, give details.

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- (iii) Whether the distribution of marks was proper? if No, give details

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Give your suggestions to further improve the quality of examination.

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B. Question wise Report about the performance of the students

- (i) Write the question(s), which is mostly attempted by the student.

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- (ii) Write the question(s), which is least, attempted by student.

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(Signature of Examiner)  
Name of Examiner:

Place:  
Date:



**Rajasthan Technical University, Kota**  
Rawat Bhata Road, Akelgarh, Kota-324022  
Special Instructions to Examiners for Theory Examinations

Dear Examiner,

You are requested to go through these instructions carefully, before assessment of answer-books.

1. COUNTING OF ANSWER BOOKS

On receipt of the Answer-books please count the number of answer-books and tally the same with statement provided in the packet. Any discrepancy found may please be brought to the notice of the Asstt. Registrar (Secrecy). Acknowledgement in form No. 403 **must be sent after counting of answer books**. Strict confidentiality may please be ensured at all stages.

2. AWARD OF MARKS

- a) "Marks should be awarded in legible figures at the end of each answer in the left margin. Only red ink, (pen/ pencil) or red ball pen should be used for the purpose. Where a question consists of parts and separate marks are assigned to them, marks should be awarded to each part separately. **Blank pages if any should be crossed and marked as BLANK**. Examiner should write "END" where the candidate has **terminated his writing work**.
- b) An answer which deserves no marks shall be awarded "Zero" marks. There should be clear signs in the answer book to indicate that the examiner has actually gone through every answer carefully. Marks awarded to each question as a whole (even if it is "Zero") should be entered on the title cover of the answer-book in the relevant column and then totaled at the bottom both in words and figures. **The necessity of correct posting and totaling of marks need not be over emphasized**. The examiner should put his signature on the title cover and write examiner No. allotted by the University. Corrections or alterations in marking, if any, should be duly initialed".
- c) No answer be ticked or crossed or underlined under any circumstances. Similarly, no comments should be written in the answer book.

3. USE OF O.M.R. SHEETS

- a) O.M.R. Sheets are being provided for entering the marks of all the candidates.
- b) Please check the instructions given on the O.M.R. Sheet before entering the marks.
- c) Please make use of only HB pencil for blackening the ovals on the O.M.R. Sheet.
- d) Please do not enter any new Roll No. and also do not make any changes in printed Roll No. on the O.M.R. Sheet.
- e) One blank award Sheet is also enclosed for you for writing the roll numbers and awarded marks of those answer-books which bear roll number other than the printed ones.
- f) While posting of marks on O.M.R. Sheet please ensure that:-
  - (i) All columns of the O.M.R. Sheet are filled.
  - (ii) Fraction of marks rounded off to the higher number e.g.  $27\frac{1}{2}=28$ .
- g) Please see that neither the O.M.R. sheet is folded **nor it is mutilated**.
- h) Please put foils & counter foil in separate envelopes bearing marks foil & Counterfoil. The two must be put in the outer most envelopes.
- i) The Examiners should send award to the Controller of examinations by name in his self-addressed envelopes per registered A.D. Post/ speed post. **Marks should not be sent in the packet of assessed answer books**. As far as possible, marks of all the candidates must be sent in one installment only.

4. GUIDELINE FOR EVALUATION

- a) Answer-books are to be evaluated personally by you and no one else. Marking may please be done as per the marking scheme mentioned on the Question Paper provided by the paper setter.

- b) Normally, it is expected that answer-books are evaluated @ 30 Answer-books in a day and hence a period of 10 days would be provided to the examiner to evaluate a packet of 300 answer-books. Please stick to the time schedule.
- c) You are requested to please see that no question or part of the question is left un-assessed. **If a candidate has attempted more questions than required, the marks obtained in the best question be added.** The question in which marks were awarded but not counted be indicated and shown "Extra attempted".
- d) Minimum passing marks are indicated on the question paper. **The examiners are advised to go through the answer book again if the candidate falls short of passing marks by narrow margin.**
- e) Blank pages of all Answer-books may please be crossed by you at the time of assessing the answer-books.
- f) If, during the course of marking, an examiner feels that the pass percentage is low or there are some other serious discrepancies, he should report the same to the Controller of Examinations.
- g) Penalty upto one mark in each question may be imposed by the examiner if the question numbers were incorrectly written by the candidate.
- h) Writing answer of a question more than once is an unfair practice. The examiners may report such cases to the university.

5. CAUTION

- a) **Answer-books of the candidates securing 100% marks or zero marks can be got revaluated by the University on recommendation of respective convener of Board of Studies and changed marks would be awarded. In such cases action may also be taken against examiner.**
- b) If a candidate or any person on his behalf approaches you to influence the result, the fact may be reported to the Controller of examination immediately.

6. Submission of Examination Report

Every examiner will prepare a detailed report in respect of the answer-books examined by him in the prescribed form supplied herewith giving observations on the performance of candidates The report be self-contained and reference to a particular institution should be avoided. The examiners must send their report with the remuneration bill.

7. RETURN OF EVALUATED ANSWER BOOKS

Evaluated answer-books may please be arranged in ascending order of roll numbers inside the packet to be returned. This packet must be returned to the controller.

8. MEDIUM OF ANSWERS

The answer of all the questions except the subjects of language must be written in ENGLISH only.

9. DESPATCH OF REMUNERATION BILLS

The remuneration bill duly filled and pre-receipted must be sent to the university. Examiner's report must be enclosed with the bill. Payment shall be made either through a crossed cheque drawn on PNB or will be directly remitted to the bank account of the examiner. All the examiners are required to include the **remuneration in their annual return of income and are themselves responsible for payment of income tax.**

CONTROLLER OF EXAMINATIONS  
Rajasthan Technical University, Kota

Encls. For all examiners:-

- (i) Form No.....
- (ii) Form No. ....
- (iii) Form of Examiners Report (Form No.....)
- (iv) Remuneration Bill (Form No.....)
- (v) Forms of award list and envelopes.



## Rajasthan Technical University

Rawat Bhata Road, Akelgarh, Kota-324022

### Remuneration for Examination Work (To be printed on back of the remuneration bill)

| S. No. | Name of Examination   | Rate in Rs. |
|--------|---|-------------|
| 1      | <b>MBA/ MCA</b>   |             |
|        | For setting each question paper in full   | 500.00      |
|        | For setting each section of the question paper (A or B)   | 250.00      |
|        | For marking each Answer book in full or part with a minimum of Rs. 300/-  | 15.00       |
|        | Each Head-examiner for Supervising the work of his Co-examiner  | 200.00      |
|        | For examining each candidate in Viva-Voce in MBA (Day) with a minimum of Rs. 300/- to each Examiner (Internal/ External)  | 10.00       |
|        | For conducting the Viva-Voce test (wherever prescribed on the thesis/dissertation/Project for the above examinations), per candidate with a minimum of Rs. 600/- to each examiner | 20.00       |
|        | For Reading the M.B.A. Project Report (Day) (Internal and External Examiner) per candidate.   | 50.00       |
| 2      | <b>B.E., B.Tech., B.Arch.</b>   |             |
|        | For setting each question paper in full   | 500.00      |
|        | For setting each section of a paper   | 250.00      |
| 3      | <b>P.G. Diploma in the Faculty of Engineering M.E./ M. Tech.</b>  |             |
|        | For setting each question paper   | 800.00      |
|        | For examining thesis to each examiner   | 800.00      |
| 4      | <b>Doctorate Degree</b>   |             |
|        | For marking each Answer book (with a minimum of Rs. 300/-)  | 20.00       |
|        | For reading the Thesis of Ph.D.   | 800.00      |
|        | For practical/ Viva-Voce Examination for Ph.D.  | 500.00      |
| 5      | <b>M. Phil Examination</b>  |             |
|        | For reading the Thesis of D.Litt. or D.Sc. Degree   | 1500.00     |
|        | For Viva-Voce examination of D.Litt. or D.Sc.   | 800.00      |
|        | For setting each question paper in full   | 600.00      |
|        | For marking each Answer book (with a minimum of Rs. 300/-)  | 30.00       |
|        | For assessing the Dissertation and conducting Viva-Voce   | 400.00      |

**The following shall be the remuneration to examiners for Practical examinations:**

|   |   |       |
|---|---|-------|
| 1 | <b>B.E., B.Arch., B.Tech.</b>   |       |
|   | For practical/clinical, quiz & practical training including Viva-Voce per candidate to each external and internal examiner (with a minimum of Rs. 600/- to each external and internal examiner)<br><b>[Revision issued vide office order no. RTU/F(23) Exam-2/2006/253-254 dtd. 09-01-2007 of UG courses "Remuneration for Practical/ Sessional Exams to Internal &amp; External Examiners is not admissible]</b> | 15.00 |
| 2 | <b>M.E./ M.Tech/ M.Arch./ Written Analysis of Cases (WAC) of MBA (Day)</b>  |       |
|   | For Practical Quiz and Viva-voce and Practical Training per candidate to each external and internal examiner (with a minimum of Rs. 800/- to each external and internal examiner)   | 30.00 |

The following shall be the remuneration to Tabulator and Checker:

Remuneration to be paid to an examiner shall be restricted per annum as under:

|   |  |           |
|---|--|-----------|
| 1 | In general cases   | 20,000.00 |
| 2 | In such subject where separate remuneration is paid for setting the part of question paper (essay type questions and objective type questions) | 30,000.00 |

#### Remuneration for Revaluation

The rate of remuneration for reevaluating the Answer-books of various examinations shall be double the rate of remuneration prescribed for evaluation of the Answer-books for such examination in the subject/paper concerned, Minimum charges for revaluation of answer books will be Rs. 50/-

Deductions shall be made from the remuneration bills unless condoned by the University in special cases. Details for the deductions are as under:

| S. No.                          | For Delay   | Deductions           |
|---------------------------------|---|----------------------|
| 1                               | Delay in despatching marks to Principal/ Coordinator/ University              | Rs. 50/- per day     |
| 2                               | Delay in returning the marked answer books                                    | Rs. 50/- per day     |
| 3                               | Delay in dispatching the examiners report                                     | Rs. 10/- per day     |
| <b>For Errors and Omissions</b> |   |                      |
| 1                               | Entry of marks against wrong Roll Nos.  | Rs. 50/- per mistake |
| 2                               | If marks in the award list differ from those shown on the answer books        | Rs. 50/- per mistake |
| 3                               | Omission to enter marks in the award list                                     | Rs. 50/- per mistake |
| 4                               | Omission to write absent in the award list                                    | Rs. 10/- per mistake |
| 5                               | Omission to assess an answer or part thereof                                  | Rs. 50/- per mistake |
| 6                               | If marks in the award list differ in words and figures                        | Rs. 50/- per mistake |
| 7                               | Omission to fill in the bottom entries in the award-list                      | Rs. 20/- per leaf    |
| 8                               | Posting of marks in a wrong order i.e. not in the Ascending order of Roll No. | Rs. 20/- per leaf    |
| 9                               | Any other mistake found on scrutiny of answer books                           | Rs. 50/- per mistake |

**NOTE:-** Half the amount of the bill shall be paid to an examiner when the penalty for delays and the mistakes etc. exceeds half the amount of the total bill.



# Rajasthan Technical University

## RULES FOR RE-VALUATION OF ANSWER-BOOK(S)

1. Revaluation of answer books shall be permissible in not more than 25% of the theory papers in which candidate actually appeared at an examination. Where the number of papers in which a candidate appeared at an examination happens to be an odd number, revaluation be permitted upto whole number i.e. if an examination consists of 5 papers, the candidates can apply for revaluation of answer-books upto 2 papers.
2. Notwithstanding the aforesaid provisions, revaluation of answer-books, shall not be permitted in respect of (i) M.E. (ii) the scripts of Practical examinations/ Sessional/ Periodical Tests. Dissertation, thesis and viva-voce (iii) all supplementary examinations, special examination, part examination back papers and boycotted papers.  
N.B.: (i) 'Part Examination' means an examination at which candidate appears in those subject(s)/ paper(s) only which he has yet to clear.  
(ii) 'Boycotted Papers' means the papers in which a candidate having boycotted the examination earlier is allowed another chance to appear.
3. A candidate which wishes to apply for revaluation of his answer-book(s) must submit his application on the prescribed form together with the requisite fee to the Asstt. Registrar before expiry of 15 days excluding the date of the declaration of his examination result. Application not received in the prescribed form or by the due date of without the requisite fee shall be rejected. Incomplete application forms will also be rejected.
4. The process of revaluation includes scrutiny of answer-books and therefore, it will not be necessary for a candidate requesting for re-valuation of answer-books to apply for scrutiny of the paper for which he/she has applied for revaluation. However, if a candidate wants his/her answer-books of any other papers also to be scrutinised he/she will have to apply for the same separately in accordance with the provisions these rules. In such cases if the marks of candidate, in any paper(s) are increased as a result of scrutiny; a reference shall be made to the candidate only if his/her result is changed favorably in pre-revaluation scrutiny i.e. from fail to supplementary. Supplementary to pass, pass to II Div. and II Div. to I Div. or if there i.e and increase of atleast 20% of marks in pre-revaluation scrutiny. In other cases the answer-books will be sent for revaluation without marking a reference to the candidate. In such cases where the marks of the candidate in any paper(s) are increased favourably as a result of pre-revaluation scrutiny and thereafter if he/she does not want his her answer-book(s) to be revalued, he/she will be permitted to withdraw his/her application for revaluation in which case his fee will not be refunded.
5. A candidate shall be required to pay a fee of Rs. 200/- per paper (not subject) for re-valuation of answer-books, which will not be refunded, except when the candidate is allowed to withdraw his application as permitted above.
6. (i) If the award of second examiner (revaluator) is more than the award of the first examiner subject to a limit of 20% of the maximum marks prescribed for the paper, the same shall be taken as the marks obtained on evaluation. In case the award of the second (revaluator) exceeds the above limit of 20%, the answer books shall be referred to a third examiner and the average of the two closest award shall be taken into account. If the three awards are uniformly spread, then the middle award shall be taken into account.  
  
(ii) (a) If the award of the second examiner (revaluator) is less than of the first examiner upto the extent of 5% of the maximum marks prescribed for the paper, the award of the first examiner shall stand.  
  
(b) In case the award of the second examiner (revaluator) is less than that of the first examiner & the decrease is more than 5% but not more than 20% of the maximum marks prescribed for the paper, the average of the two awards shall be taken as the marks of revaluation provided the result of the candidate is not effected adversely, i.e. his division is not changed or he does not get supplementary instead of pass or he does not fail instead of supplementary or he does not fail in an individual paper/subject instead of pass. In such cases the marks shall be decreased to the extent that his result is not affected adversely.  
  
(c) If the award of the second examiner (revaluator) is less than that of the first examiner and the decrease in marks exceeds 20% of the maximum marks prescribed for the paper the answer-book shall be referred to a third examiner and the average of the two closest awards (the middle award in case the three awards are uniformly spread) shall be taken as the marks of revaluation subject to the provision mentioned above in sub-clause (ii) (b).
7. IN CASE A CANDIDATE DOES NOT SUBMIT HIS/HER ORIGINAL MARKS SHEET ALONGWITH THE APPLICATION FORM FOR REVALUATION, HIS/HER APPLICATION SHALL STAND REJECTED.
8. The answer-book(s) shall not be subjected to any Inspection or production before any External or Internal Authority except at the instance of the Vice-Chancellor.
9. A candidate who is declared eligible for Supplementary Examination as a result of revaluation shall be permitted to appear at the usual Supplementary Examination or if the same is already over, at the time of next Main Examination. Such a candidate will also be eligible to appear at the next higher examination as a non-collegiate candidate, if such facility exists for the examination concerned.
10. A candidate who becomes eligible to seek admission to the next higher class consequent upon the improvement of his/her result of revaluation in the middle of a session shall be considered eligible for admission to that class within 21 days from the date of communication of the revaluation result but not later than 31<sup>st</sup> December of the same session. In such cases the attendance shall be counted from the date of admission.
11. Candidates desirous to apply for re-valuation may treat their result as "No Change" for submission of application forms for appearing at the ensuing examination within due dates. In case their result changes consequent upon re-valuation, the application forms submitted by them will be amended accordingly if a request to that effect is made by the candidates.



**Rajasthan Technical University, Kota**  
Rawat Bhata Road, Akelgarh, Kota-324022

**Instruction for Local Co-ordinator for Evaluation Work of RTU**

1. Copies for evaluation will be delivered by the University representative to Local coordinators at designated places.
2. Local coordinator & University advisor with the list provided by the University (RTU) will identify evaluators with strong credentials so that sanctity of evaluation work is maintained by such teachers.
3. Packets will be delivered to such sort listed teachers by the vehicle provided by the RTU within two-three days with the help of advisor & local Coordinator.
4. Local coordinator will keep in touch with such teachers regularly & seek information about evaluation work progress after 10 days as specified in assignment letter.
5. Evaluator will deposit assigned copies and packet at the local coordinator address alongwith evaluated OMR sheets & remuneration bill with report of evaluation.
6. Evaluators may be directed to deposit Answer books, OMR Sheets, Remuneration Bill and report separately to the local coordinators.
7. The bill will be verified by Local coordinator & University advisor & will be sent by Local coordinator to the Controller of Examination RTU for processing the bills.
8. Such bills will be processed by the exam RTU & cheques will be sent to Local coordinators along with University advisor while the same will be visiting the same place for collection of OMR sheets & packets once again.

**Controller of Examination**  
**RTU**



**Rajasthan Technical University**  
Rawatbhata Road, Akelgarh, Kota-324022

Form for obtaining option in respect of those who have applied for revaluation of answer books & have appeared in subsequent back papers/ supplementary examination.

**Enrollment No.** :.....

**Roll No.** :.....

**Name of Student** :.....

**College of Study** :.....

**Course of Study** :.....

**Subject in which applied for Revaluation-**

| S.No. | Subject Code | Subject Title |
|-------|--------------|---------------|
|       |              |               |
|       |              |               |
|       |              |               |

**Subject in which appeared in Back Papers-**

| S.No. | Subject Code | Subject Title |
|-------|--------------|---------------|
|       |              |               |
|       |              |               |
|       |              |               |

I want my marks obtained in **Revaluation/ Back Papers** in all the subjects to be considered for the declaration of result. (Part option are not permitted i.e., the candidate is required to opt all the papers of either **Revaluation or Back Papers** and not in parts separately).

**Signature of the Student**

**Counter Signature of the Principal**

**Rajasthan Technical University**

Rawat Bhata Road, Akelgarh, Kota-324022

**Bill for Remuneration to University's Local Coordinator/ Advisor for Evaluation**

(To be Sent to The Controller of Examination)

1. Name & Address of Local Coordinator / Advisor .....
2. Centre of Evaluation Where appointed .....
3. Office order No.....
4. Period of Appointment/ Exam. of appointment.....

**Details of Evaluation supervised**

5. Date of Receipt of Packet for evaluation = .....
6. Total number of packets = .....

**Honorarium & Other Charges**

7. Honorarium / packet @ ...../Lump sump ..... =
  8. Conveyance charges @ ...../Lump sump ..... =
  9. Telephone charges @ ...../Lump sump ..... =
  10. Handling charges @ ...../Lump sump ..... =
  11. Institutional charges @ ...../Lump sump ..... =
  12. Postal Charges (Enclose receipts) =
  13. T.A./ D.A. (Bill enclosed) =
  14. Other charges (Enclose details) =
- TOTAL OF (7 to 14) =

Total Amount Claimed (in words) .....

Signature of Local Coordinator/ Advisor

Verified by .....

**For use in University Office**

|   |  |
|---|--|
| Deductions: (i) T.W.F.....<br>(ii) Other..... | Total Amount claimed.....<br>Total Deductions .....<br>Net Amount Payable..... |
|---|--|

**Accountant**

**(Accounts Officer)**

