



Office of the Controller of Examinations
St. Xavier's Catholic College of Engineering
An Autonomous Institution Affiliated to Anna University, Chennai
Chunkankadai, Nagercoil – 629003
Excerpt from the Examination Manual

16.3. Valuation Board

16.3.4. Valuation boards will function on all days except Sundays and Government holidays.

16.3.5. There shall be two sessions of valuation from 9:30 a.m. to 12:30 p.m. in the forenoon and 1:30 p.m. to 4:30 p.m. in the afternoon.

16.5. Vice Chairman/Chief Examiner

16.5.1. Vice Chairman/Chief Examiner shall be appointed for every 6 examiners to monitor the valuation for fairness and uniformity.

16.5.4. A vice chairman shall be allotted for 6 examiners who are valuing same or similar courses.

16.5.5. Vice chairmen shall randomly valuate at least 3 answer scripts per packet of 25 answer scripts.

16.5.6. Vice Chairman or Chairman shall verify whether i) all the questions and sub divisions of questions are valued, ii) totalling of the marks is correct, iii) all the given instructions, if any, are followed by the examiners while valuing the answer scripts and iv) uniformity and objectivity is maintained in valuation.

16.5.7. Vice Chairmen shall sign on the valued answer script packet, after the examiners enter the marks in the examination software and verify the entered marks with answer scripts.

16.6. Examiners

16.6.1. The external examiners shall be appointed by the CoE based on the willingness received by the Office of the CoE from external examiners.

16.6.2. The internal examiners shall be appointed by the CoE based on the experience and specialization of the faculty members.

16.6.3. The internal examiner shall not decline the valuation duty except in extraordinary situations as the examination duty is one of the essential duties of a faculty member of SXCCE.

16.7. Instruction to the Examiners

16.7.1. The examiners shall communicate their acceptance/decline to the CoE by email before the prescribed deadline. If no communication is received from the examiners, it is presumed that the examiners decline the offered valuation duty.

16.7.2. Examiners shall value only the answer scripts of courses which have been handled by the examiners and have sufficient knowledge to fairly value the answer scripts.

16.7.3. Examiners shall maintain confidentiality about the appointment and the valuation work done and its results.

16.7.4. The examiners shall mark their attendance twice in a day, first before 10.00 a.m. in the forenoon session and second after 4.00 p.m. in the afternoon session.

16.7.5. The examiners shall be present in the valuation hall from the time they are allowed in till the time they are permitted to leave, except during the lunch break from 12:30 p.m. to 1:30 p.m.

16.7.6. Attending phones, playing music, watching videos, talking with fellow examiners or any other activity that may disturb the valuation process are not permitted inside the valuation hall.

16.7.7. Examiners shall start valuing answer scripts only after obtaining all the necessary instructions related to the course of valuation and the procedures of valuation from the Chairman or Vice Chairman.

16.7.8. Examiners shall collect only the answer script packets allotted to them after making proper entry in the answer script issue register.

16.7.9. Examiners shall count the number of answer scripts in the packet and make sure that the count tally with number written on the packet. Discrepancies, if any, shall be brought to the knowledge of the Chairman immediately.

16.7.10. Examiners shall be provided with 25 answer scripts per session except on the last day of valuation. On the last day of valuation, if circumstances demand, the maximum answer scripts allotted to an examiner per session could be 30. If extraordinary circumstances demand more than 30 answer scripts to be valued by an examiner in a session, the Chairman can brief the CoE about the circumstances and permit it after obtaining the permission from the CoE.

16.7.11. Examiners shall value the answer scripts and write the marks on the corresponding cells of the valuation table given in the front page of the answer script using only red ink pen.

16.7.12. Examiners shall value the answer scripts based on the answer keys, if provided, and shall award marks for the alternate correct answers, even if it is not available in the answer key.

16.7.13. Examiners shall award marks only after fully reading the answers provided in the answer scripts, and valuing hurriedly without reading the answers fully should be avoided.

16.7.14. If a candidate has answered both the questions of an either or question, the examiners shall value both the answers and award marks, out of the two, the maximum marks shall be considered for calculating the total marks.

16.7.15. Examiners shall ensure that no answer or part of an answer is left out in valuation.

16.7.16. After valuating all the answers and making necessary entry in the valuation table, examiners shall add up the marks without making any mistake in addition. The total shall be written in figure and words.

16.7.17. Examiners shall write their name and sign with date in the space provided on the front page of the answer script, only after valuing the answer script and totaling the marks.

16.7.18. Examiners shall submit the valued answer scripts of a session to the Chairman or Vice Chairman for random verification of the valuation.

16.7.19. Examiner shall sign on the packet before submitting to the Chairman or Vice Chairman, the Chairman or Vice Chairman shall sign on the packet after random verification.

16.7.20. Examiners shall handover the packets containing the valued answer scripts, to the data entry operators, to enter the marks in the examination software and take printout of the marks.

16.7.21. Examiners shall collect their answer script packets along with the printout of the marks, from the data entry operators. The marks in the printout shall be verified with the marks in the answer scripts, by the examiner and the vice chairman or chairman.

16.7.22. After verification, examiners shall handover the packet to the Chairman of the board.

16.7.23. Examiners shall report in writing, using the Malpractice Complaint Form available in the valuation board, to the CoE, through the Chairman, the suspected cases of malpractice or special marking on the answer scripts or written appeal to award pass marks to the candidate. But the Examiner shall value the answer scripts and enter the marks in the examination software. The form and the answer scripts

shall be submitted to the CoE after marking the necessary details on the original packet cover of the answer scripts. The details shall be entered in the Suspected Malpractice Register.

16.7.24. Examiners shall report to CoE the cases of any candidates or other persons approaching them for favors.

16.7.25. Examiners shall collect the afternoon packet, only after completing the valuation of the forenoon answer scripts and entering the marks and handing over the packet to the Chairman or Vice Chairman.

16.7.26. Examiners shall leave valuation hall in the evening, only after completing the valuation of afternoon answer scripts and entering the marks and handing over the packet to the Chairman or Vice Chairman.

16.7.27. The above two rules can be relaxed and Chairman can permit the examiners to collect afternoon packet or leave in the evening without entering the marks, only if there is problem in the computers or long delay in the mark entry.

16.7.28. Under any circumstances the examiners shall not take the answer scripts out of the valuation hall.

16.7.29. Taking photograph of the answer scripts or photograph of the examiners along with answer script is prohibited.

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