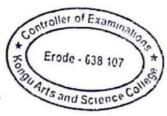# Evaluation Process

Procedures for Question Paper Setters

1. **Blooms Taxonomy Level** has to be followed **(Compulsory).**

2. The Question Paper should be framed only from the prescribed **text book and not from other sources.**

3. Kindly treat this appointment as **Strictly Confidential.**

4. Go through **The Syllabus** and **Question Paper Pattern** carefully.

5. Questions should be set covering **all the portions of the syllabus from Unit – I to Unit- V without any omission.**

6. If Questions asked from **out of syllabus exceed 25 percent** in the Question paper setting, the default **setter will be debarred for 2 years from the panel of QP setters.**

7. Do not **REPEAT or COPY** the questions from other Question Paper Sets for the Examinations of any other College or University.

8. Mathematical **signs, symbols and index figures, sub-scripts, super-scripts, biological scientific names and abbreviations** should be typed clearly. Typesetting shall be made in MS Word in A4 format, 12 font size (Times new Roman).

9. Dispatch the Question papers within **15 days** from the date of communication and send as **Soft Copy** through prescribed e-mail (Both Set-A and Set-B).

COE

Chief Controller of Examinations

Kongu Arts and Science College (Autonomous), Erode -638 107.

Office of Controller of Examinations

Procedures for ESE Valuation of Examiners

1. He / She must be qualified for **appointment as Assistant Professor** as per the University/ UGC/ AICTE rules and has obtained qualification approval from the university.

2. The External Examiner should **not accept the assignment if any one of his / her relative appears** in this College Examinations.

3. The concerned Chief Examiner of each programme shall convene a **pre-evaluation meeting** of all the Examiners / Evaluators associated and provide the scheme of valuation and discuss in detail the various aspects of the evaluation process.

4. No Internal / External Examiners shall **leave the evaluation hall without completing** the assigned work i.e. completion of evaluation and tabulation of all the answer scripts allotted.

5. In the spot, Chief Examiner shall issue **two bundles** of answer books in a **day** each containing **25 scripts to the evaluator.**

6. To ensure uniformity in marking, a given question (or a set of questions) shall be **evaluated by a single examiner** for all the students registered in the course.

7. After evaluation by the examiner, the evaluator answer scripts will be checked by the tabulators. If any discrepancy is found it is brought to the notice of Chief Examiner.

8. The Internal / External Examiner and Tabulator shall sign on the marks gally of answer scripts which they have **checked / evaluated and scrutinized** in the space provided on the answer scripts.

9. The Chief Examiner of the Board shall randomly **check and sign** in the answer scripts.

10. After valuing the answer scripts, the examiners shall enter the marks in the **online software in computer lab and get printout for verifying the mark sheet** to be reviewed by the Chief Examiner.

11. The examiners shall **readout the register number and respective marks entered** in the mark sheet to the Chief Examiner to verify the **appropriateness of marks entry.**

12. In case of **any corrections made**, the examiners shall be requested to their **initials on the mark sheet.**

13. On completion of valuation, the **Chief Examiner is responsible** to collect all issued scheme / question paper copies and return it back to the COE section.

14. Before vacating the evaluation hall, the Chairman/Chief Examiner should carefully **check if any of the examination materials** (Mark sheet/answer books/stationery / question papers /scheme/etc..) are left in the Hall and return it back to COE section.

15. If the difference of marks is found to be **more than 20 marks** at the time of revaluation process, the **Examiner will be debarred for two years from the valuation panel.**

COE

Chief Controller of Examinations

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Erode - 638 107
Kongu Arts and Science College