



DR. B.R. AMBEDKAR UNIVERSITY, SRIKAKULAM ETCHERLA (AP) – 532410

U.G. DEGREE EXAMINATIONS **SPOT VALUATION OF ANSWER SCRIPTS** **GUIDELINE FOR THE SPOT VALUATION**

A) GUIDELINES TO CHIEF TEACHER ASSOCIATES:

1. The Chief Teacher Associate/Camp Officer shall be the overall in-charge of the Spot Valuation at the center concerned and shall ensure smooth conduct of Valuation as per norms and complete the valuation process within the stipulated timeframe.
2. Subject chief and Examiners are appointed by the University based on the faculty lists submitted by the Principals of the Degree colleges affiliated to BRAU.
3. In case of shortage of Examiners, the Chief Teacher Associate may appoint Examiners from local or nearby Government, aided or unaided colleges established before 2010, with the approval of the University Authorities.
4. Each subject board contains 10 examiners. However, the second board may be constituted with another “CHIEF EXAMINER/SUBJECT CHIEF” when the numbers of Examiners exceed 15 and equal distribution of Examiners may be made for each board. All the “SUBJECT CHIEFS” have an equal status and work under the guidance of the “CHIEF TEACHER ASSOCIATE”.
5. **The Chief Teacher Associate/Camp Officer is the sole responsible for the smooth and fair conduct of valuation. The timing of the spot valuation center is from 9:00 AM to 4:00 PM and the Camp officer should strictly adhere to the timing of the spot center.**
6. Camp Officer is responsible for the allotment of answer booklets to the Subject Chiefs after taking due receipt and receives the corrected bundles and keep them in the strong room.
7. The Chief Teacher Associate/Camp Officer cannot act as Chief Examiner simultaneously.
8. The Chief Teacher Associate shall see that S.O.P. at the spot valuation centre for the Covid-19 Pandemic without any difficulty to the Examiners attending to the Spot Valuation Centre. More precautions must be taken to prevent Covid-19 disease at the centre.

B) FUNCTIONS OF THE SUBJECT CHIEFS:

1. The Subject Chief shall bear overall responsibility of valuation under their supervision as per the Scheme of Valuation provided.
2. The Subject Chief shall collect the Answer Scripts for evaluation from the Camp Officer and allot the same to the Examiners for Evaluation @ 40 nos. each per day. Each Board consists of 10 nos. After evaluation of the scripts the Subject Chief shall collect the valued scripts from the Examiners and handover the same to the Strong Room every day.

3. As far as possible, Scripts may be allotted to Examiners in the subjects they have taught in Degree. The Scripts of Special papers may also be given to the Teachers of subject concerned, in case of shortage of teachers in the specialization.
4. A) If the duration of an Examination of a particular subject is 3 hours with maximum marks 100/75, 40 Scripts per day should be distributed @ 20 each in the Morning and the Afternoon session.
B) If the duration of an Examination of particular Subject is 1½ Hours with maximum marks of 50, 80 Scripts per day should be distributed @ 40 each in the Morning and the Afternoon session.
5. Subject Chief have to revalue 10% of the scripts valued by ten examiners subjects to a maximum of 40 scripts (When Examiners are less than 10 then the chief has to go for first valuation for the shortage of number) to that extent.
6. The Subject Chief can allot 10 nos more answer scripts to the Examiners with an instruction to stay at spot valuation centre One hour more or till completion of the evaluation of the scripts i.e. 40+10=50 nos each.
7. **He must focus on the answer scripts where Zero Marks or highest marks awarded and reevaluate the same for the sake of the students.**
8. He will have to maintain a Confidential book showing the number of scripts given to the Examiners, taken back the Evaluated the scripts on day wise so that it will be easy while claiming the remuneration and other allowances etc. after completion of the spot without any difficulty. All the transactions from the day 1 till the end should be entered in the CHIEF book.
9. Instruct Examiners to write the control Bundle number on Part II and Part III of OMR Answer Booklet.
10. Assess Examiners who are casual in their valuation work and report to the Chief Teacher Associate based on the quality of valuation, mistakes committed in valuation, non-adherence to the Scheme of valuation, posting of marks in Part II and Part III and Bubbling of Marks in the relevant circles S.No. 1 and 2 of Part III of OMR Answer Booklet.
11. One Board with ten examiners will have one Special Assistant/Scrutinizer; Special Assistants/Scrutinizers shall be appointed from local college lecturers by the Chief Teacher Associate. The subject chief has to supervise the functioning of the Special Assistants/Scrutinizers.
12. He must see that all the facilities at the spot valuation room must be provided to the Examiners without any inconvenience to them while evaluation of the scripts and also to maintain S.O.P. due to Covid-19 Pandemic at the spot valuation centre.

C) GUIDELINES FOR EXAMINERS:

1. For Examiners shall value the scripts according to the suggested Scheme of Valuation under the general guidance of subject chiefs. In case of a doubt or vagueness in an answer, the assessment of the Subject Chief is final.
2. Examiners shall enter the control bundle number on Part II and Part III of OMR Answer Booklet.
3. Examiners shall enter the Marks awarded to each question and total marks obtained by the candidate in the space provided in part II or OMR Answer Booklet in words also. If any

correction taken place the Examiner and Chief must sign at the correction made duly writing the marks awarded in words also.

4. Examiner should post the Marks in Part III and bubbling of Marks should be done carefully in the valid circles Sl.No. 1 and 2 on Part III of OMR Answer Booklet.
5. Examiners shall put their initials for every correction made on the OMR Answer Booklet countersigned by the Chief Examiners.
6. Examiners shall handover all the valued OMR Answer Scripts to Chief Examiner as and when the entire Valuation process is completed on every day for onward transmission to the Chief Teacher Associate. No Pending work is allowed.
7. Examiners shall use red ink for valuation and Black ink for entering the marks. Examiners are requested to bring the pens, pencils and erasers while attending for valuation. The office will NOT supply pens and pencils.
8. If a script is not coded, it may be valued with the register number itself and the marks may be posted with Regd. No. on the OMR Answer Booklet.
9. OMR Answer Booklet with unteared counterfoils shall be valued with control bundle number and the counterfoil may be teard and handed over to the Subject Chief for onward transmission to Spot Chief. All such counterfoils shall be recorded and handed over to the Additional Chief Teacher Associate from time to time.
10. In case scripts of other Subject / Specialization are found in a bundle, they should be separated and handed over to the subject Chief for onward transmission to Chief Teacher Associate.
11. If any script is not valued properly or marks are not posted exactly and bubbling of Marks in the relevant circles in Part-III of OMR is not done properly by an Examiner. He/She is liable for disciplinary action.
12. Examiners shall strictly observe Spot Valuation timings and discipline. The decision of the Chief Teacher Associate on all matters with respect to that Spot Center is final.

D) DUTIES OF SPECIAL ASSISTANTS / SCRUTINIIZERS:

TO VERIFY WHETHER:

- a) All the answers of a script have been valued by the Examiner and awarded the marks or not.
- b) Marks are correctly posted, Question-wise, on Part II and Part III of OMR Answer Booklet;
- c) The totaling is correct;
- d) The total marks are correctly posted in Part II and Part III by the Examiner and bubbling of Marks in the relevant circles in Part III is correct.
- e) The Scripts are arranged according to the Control Bundle.

E) GENERAL GUIDELINES:

1. Records to be maintained at the Spot Valuation center by the Chief Teacher Associate.

- a) Attendance Register for Examiners/Special Assistants/Scrutinizers/Supporting Staff.
 - b) Separate register for the issuing of the bundle and receipt of the Answer scripts after valuation for B.A./B.Sc./B.Com/BBM, separately.
2. **The timings of Spot Valuation is from 9.00 AM to 4.00 PM with a lunch break from 1.00 to 1.30 pm.** Examiners be instructed to strictly observe the timings. Examiners and other staff wearing badges issued by the Chief Teacher Associate shall only be allowed into the valuation center. Examiners have to sign in the attendance register both in the morning and afternoon sessions.
 3. The Chief Teacher Associate should make frequent visits to the valuation rooms and supervise the whole process. The Chief Teacher Associate shall hold meetings with subject chiefs from time to time to discuss and resolve the problems and assessment of the valuation of the scripts for completion of the spot-on time, if any related to valuation and other related aspects.
 4. The Chief Teacher Associate shall submit a Confidential Report on all aspects of the Spot Valuation after Spot Valuation is over.
 5. The Part III of OMR Answer Booklet must be verified and teared and they shall be handed over by the Chief Teacher Associate to the University nominee in a sealed cover.
 6. The norms for appointment of supporting staff along with rates of remuneration are enclosed. The supporting staff along with rates of remuneration is enclosed.
 7. Board wise statements for the valuation of the scripts and amount (Consolidated statement) to be paid for each examiner has to be prepared by the Subject Chiefs and hand over to the University Authorities through Chief Teacher Associates. The Chief Teacher Associate has to provide the TA DA forms (Given by the University) to all the staff involved in the spot for filling and collect back on the last day and the same has to be hand over Board wise bundles along with statement to the University authorities.
 8. The University will depute the concerned clerk to verify the TA DA bills on the last day. All the remuneration and TA DA bills be handed over to the University staff between 3rd July to 5th July soon after the completion of the spot.

Dean Exams