



**Biju Patnaik University of Technology, Odisha
Rourkela**

No. BPUT / EXM / 20887 / 2017

Date: 06.05.2017

NOTICE

**INSTRUCTIONS FOR THE CHIEF AND ASSISTANT EXAMINERS FOR END
SEMESTER EVALUATION**

It is for the information of all registered Teacher (s) and approved Chief and Assistant Examiners that they shall strictly adhere to the following during e-evaluation;

- a. Check and report the Coordinator of e-Evaluation Centre if any answer Booklet is less than 36 (Thirty Six) pages,
- b. Check and report if any page of the Answer Booklet is not properly visible after exercising contrast and brightness option provided in the software,
- c. Award Mark (s) to each question attempted by an Examinee, even if it is wrong.
- d. If the question (s) is not attempted; then it shall be "Not Attempted".
- e. In the event of any unforeseen concern or doubt during evaluation, may inform / report the Coordinator and University authority for in-time clarification.


Director Examinations

Memo No. 20888 / 2017

Date 06.05.2017

- Copy to:
- 1) PA to Registrar / PA to Hon'ble Vice Chancellor / PA to Director Examinations / Dy. Director Examination / All Exam Section / Guard File and Information Officer for information and necessary action,
 - 2) All Principal / Director (s) of Constituent and Affiliated College with a request to circulate amongst the Teachers who are being relieved and deputed for e-evaluation of End Semester Examinations,
 - 3) All Centre Coordinator (s) of e-Evaluation Centre (s) / Service Engineers for information and necessary action.


Director Examinations