BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA
ROURKELA

NO. BPUT / EXAM / 06 / 2017
Date: 15.05.2017

NOTIFICATION
E-Evaluation Do's & Do not's for Chief Examiners / Examiners

Do's

a) An Examiner shall carry the copy of the e-Mail of the e-Evaluation Centre, letter of deputation letter issued by the Principal / Director clarifying that the Member Faculty has taught and conducted internal examination (s) if any in the subject during last two academic sessions and proof of Identity (Aadhar Card / Driving Licence / Voter ID) and deposit before the Centre Coordinator for record of BPUT,

b) After reporting to e-evaluation centre they should share their finger print for Biometric attendance.

c) Collect their own password from the Coordinator,

d) Check the proper Question Code before starting the evaluation,

e) Model Answer must be prepared before starting the evaluation (if not provided by the University),

f) Check that all the 36 pages are scanned in every answer script before evaluation.

g) Any specific mark in the answer script, report to the Coordinator.

h) Any blackening of the scanned script must be reported to the Coordinator.

i) Examine / scroll to all the 36 pages of the scanned answer script before submission of marks of that answer script.

j) Award mark (s) for all questions attempted (For ex. zero marks for wrong answer) and observation on each page if necessary.

k) Questions which are not attempted must be marked as "Not attempted".

l) Evaluate maximum 50 answer scripts either in one subject or more than one subject per day.

m) Use all features of online evaluation.

n) Maintain silence and proper decorum in the evaluation zone.

o) Any concern (s), immediately inform the Coordinator of e-evaluation centre of BPUT.

Don'ts

a) Use other's password during evaluation,

b) Use laptop / mobile during evaluation,

c) Use of earphone / music system during evaluation,

d) Take screen shot of the scanned answer script.

e) Award marks to the questions not attempted.

f) Evaluate more than 50 answer scripts in any subject / subject (s) in a day.

g) Disturb other during evaluation.

h) Bring eatables to the evaluation zone.

All the Examiners hereby requested to collect the Remuneration Bill at the end of evaluation of a particular subject and submit the original, and retail the duplicate with you for future correspondence with the University.

Director Examinations

Memo No 07 / 2017

Date 15.05.2017

Copy to: PA to Vice Chancellor / PA to Registrar / PA to Director Examinations / Dy. Director Examinations / All Examination Sections / e-Evaluation Coordinators with a request to fix at the Entry Point of the e-Evaluation Centre / Notice Board / Guard file.

Director Examinations