

**Fwd: Appointment Letter and Guidelines to the Chief Head Examiners (Odd Sem 2023-24\_Phase 2)**

1 message

**sandip banerjee** <officialmail.sandip@gmail.com>  
To: coe@sittechno.org

Fri, Feb 23, 2024 at 9:09 PM

Dear most Jayantada,  
Here I am sending mail from MAKUT.

with regards ...

.....  
Sandip Banerjee  
Asst. Prof.  
ECE Dept.

----- Forwarded message -----

From: **Maulana Abul Kalam Azad University of Technology** <makautportal2020@gmail.com>  
Date: Thu, Feb 22, 2024 at 11:57 PM  
Subject: Appointment Letter and Guidelines to the Chief Head Examiners (Odd Sem 2023-24\_Phase 2)  
To: <officialmail.sandip@gmail.com>

Ref. No: **249023**date : **23.02.2023**

From:  
**Controller of Examination,  
Maulana Abul Kalam Azad University of Technology, WB**

To:  
**Mr./Mrs./Miss/Dr./Prof. SANDIP BANERJEE      College Code:119**

Sir/Madam,

This is to inform you that you are engaged as Head Examiner (3rd evaluator) for the subject mentioned. The following would be the steps to complete your assignment.

Subjectcode-(UPID): CE(OE)701B - 7679

Subjectname: ICT for Development

1. The appointment of the Head Examiners is the first step to initiate assessment of the answer scripts of a course.
2. **Chief Head examiner needs to submit an instruction sheet which would contain question-wise solution and advisory to the examiners to bring uniformity in assessment. The issues of incomplete/out of syllabus questions, if any, would also be taken care of in consultation of the office of Controller of Examinations, if required. A special instruction sheet will be available which would be made available by the office of CoE on the basis of some changes/queries made during the examination to include appropriate advisories for such issues.**
3. **The instruction sheet should be complete in nature with specific instructions. Putting external/other references should strictly be avoided.**
4. ***The instruction sheet should be submitted within 24 hours from email is received.***
5. **The quality and uniformity of the assessment would depend on the instruction sheet made available by the Head Examiners.**
6. **The examiners would be able to see the (i) question paper, (ii) model answer (wherever available) (iii) special instruction, if any and (iv) instruction/advisory of the Head Examiner in their online account.**
7. Once a defined number of scripts are evaluated by the examiners, 10% of scripts (2% each from 5 categories of marks band) are moved to a second pool.
8. Scripts of the second pool are evaluated by a second examiner other than the first examiner.
9. When the marks difference between first and second examiner goes above the acceptable limit, it goes to the Head Examiner.

10. Head Examiners would be able to see both the evaluations in a single screen (side by side). Head Examiners can choose either of the evaluations as correct and can complete the process.

**11. The rejected script could be defined in two categories. (i) Yellow mark - where there is no major issue in evaluation but marks awarding pattern is not acceptable in comparison to the other examiner. (ii) Red mark - where evaluation is not at all acceptable and it is evident that evaluation is done by the examiner without properly reading the answers and marks are awarded inconsistently.**

**12. The Head Examiner needs to put a brief comment during rejecting the script so that the examiner could understand the reason for the script being rejected and corrective measures could be taken for subsequent scripts evaluation.**

13. Once 3 red marks are recorded, an intimation would go to the examiner that his evaluation quality is not upto the mark.

14. Once 5 red marks are recorded, the access of further scripts to that examiner would be blocked automatically and one intimation would be sent.

15. Since the process would be dynamic, the Head Examiner may get the scripts in intervals based on the pace of assessment and difference in marks of assessments.

16. An intimation would go to the Head Examiner once the evaluation of the subject is fully completed.

**Steps: Login to your Teacher Profile >> DIGITAL EVALUATION >> GUIDELINE PREPARATION FOR DVS.**

It is therefore requested that the Head Examiner should remain alert until the evaluation process is completed fully.

Your cooperation is highly solicited.

Thanking you

Controller of Examinations