

COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA

e-VALUATION MANUAL **DOs and DON'Ts for the Examiners**

Do's

1. All the examiners should reach in time at the e-valuation centre either using their own conveyance or taking the logistic support given by TCS from parent college to TCS provided centre.
2. They should remain present at least 5 hours in the Valuation Zone.
3. Examiners should see that he/she gets required training before undertaking the e-valuation of scripts.
4. They should take due care to complete the allotted valuation work on the same day.
5. Wherever a doubt arises, the examiners should take the help of Centre Representative of Service Provider deployed at the centre.
6. The examiners should take care to go through all the pages of the answer scripts and evaluate all the answers without skipping before switching over to another answer script. Any deviation from this will be viewed seriously and stringent action will be taken against erring examiners.
7. The examiners should adhere to scheme of valuation during valuation work

Don'ts

1. No one is allowed to carry Cell Phone/Pen Drive to the e-valuation centres.
2. They should not leave the e-valuation centre without completing valuation of the allotted scripts.
3. They should not make any commotion while in doubt or confusion regarding valuation work but take the help of Service Provider to meet the exigency.
4. They should not be erratic while evaluating scripts and patiently go through all the answers given by a student for proper valuation as per scheme of valuation.
5. They should not indulge in talking to each other in the valuation centre as it may disturb the other examiners.

Controller of Examinations