

## ZONAL-VALUATION MANUAL -2016

### 1. INTRODUCTION

- A. This Zonal Valuation Manual is approved by the Examination Committee of the Council of Higher Secondary Education, Odisha vide the resolution No. 2918/dated 17.03.2015.
- B. The provisions and instructions contained in this manual are applicable to the evaluation of theory papers of the Annual/ Instant H.S. Examinations in Arts, Commerce, Science and Vocational Streams in the Zonal Valuation Centres located at different Colleges/Institutions.
- C. If there is no provision or there is ambiguity in any provision or there is contradictory provision on any aspect of valuation and valuation related activity in any other manual or document the provisions of this Manual shall be taken as the basic guidelines so far as they do not contradict or make ineffective or override any provision of the Odisha Higher Secondary Education Act and Regulations, 1982. The Examination Committee may change any of its provisions when needed.  
(For instructions of CODING of answer scripts and other coding related matters please see separate instructions/manual).

### 02. VALUATION ZONES :

- A. Valuation of answer scripts except all subjects/papers of Science and Commerce, other MILs, IT, Mathematics, Statistics, Geography subjects of Arts stream, other MILs of Distance Education is to be done in certain affiliated Colleges selected as Valuation Zones by the Council. These Valuation Zones are selected by the Examination Committee of the Council and are managed by the staff members of those Colleges. For this purpose the Council gives appointment to the College staff to take up various positions during the valuation.
- B. While selecting a College as a valuation Zone, the Examination Committee takes into account the following :
  - (i) The location of the College
  - (ii) Communication facilities – train/bus services, telephone, postal service etc.
  - (iii) Physical/Infrastructural facilities in the College
  - (iv) Security of the College Building
  - (v) Loading facilities available in the area and in the College
  - (vi) Availability of affiliated/permitted Colleges and eligible examiners in and around the locality.
  - (vii) Adequacy of staff in the College to manage the Zone
  - (viii) Experience of the principal and other staff
  - (ix) Such other things as the Committee may think proper for the purpose.
- C. For all subjects/papers of Science & Commerce, other MILs of Arts & Distance Education, IT, Mathematics, Statistics & Geography subject of Arts stream, other MILs of Distance Education evaluated through on screen marking system (evaluation) for details see point No. 24.

### **03. ZONE PERSONNEL :**

#### **A. ZONE SUPERVISOR :**

The Principal or Principal-in charge of the selected College or his/her nominee is to act as the Zone Supervisor subject to the approval of the Council. The Zone Supervisor is to act as the key person in the valuation process and is assigned with the overall charge of the Zone.

#### **B. DEPUTY ZONE SUPERVISOR/ZONE OFFICER (S) :**

To assist the Zone Supervisor in managing the Zone smoothly, a Deputy Zone Supervisor and Zone Officer(s) will be appointed by the Council on the recommendation of the Zone Supervisor. These Officers are to be appointed from among the teaching staff (not below the rank of Jr. Lecturers of the College). The Deputy Zone Supervisor and Zone Officer(s) are to work under the Zone Supervisor. While recommending the names of the Teachers for appointment of Zone Supervisor or Zone Officer, it must be ensured by the Principal concerned that none of the near relations of such Teachers as prescribed by the Council is an examinee in the ensuing HS Examination conducted by the Council.

The Zone functionaries ( Zone Supervisor, Deputy Zone Supervisor, Zone Officer and Zone Officials ) will be individually and collectively held responsible for any deviation made from the provisions of the valuation manual.

If the allotment of scripts in valuation zone exceeds 50,000 the Council may consider to appoint another Zone Officer for the Zone. If the number exceeds 1,00,000 appointment of a third Zone Officer may be considered.

#### **C. CONFIDENTIAL ASSISTANT :**

The Zone Supervisor, under intimation to the Council will engage one Confidential Assistant from among the ministerial staff of the College to keep the record of receipt of unvalued answer scripts from the Examination management Hubs, receipt of Mark Foils and to carry out other works as will be assigned from time to time by Zone Supervisor.

#### **D. MINISTERIAL STAFF :**

The Zone Supervisor will engage required number of ministerial staff from among the Group C employees of the College to assist in making packets of answer scripts for valuation, keeping records of issue of answer scripts to the examiners, issuing the joining and relieving Certificates, obtaining the reports of examiners and scrutinisers, maintaining the financial accounts and such other work as entrusted by the Zone Supervisor.

#### **E. MENIAL STAFF**

Menial Staff may be engaged from among the Group D employees of the College keeping in view the requirements, for supplying drinking water, carrying materials from the strong room to the valuation area, running errands at the valuation premises, assisting in packing and unpacking of scripts, watching the valuation centre to prevent entry of outsiders etc.

#### **NOTE – I**

(i) In a Valuation Zone appointment of person with any other designation mentioned before without prior written permission of the Council is not allowed.

(ii) No person (except the Principal or Principal-in-charge) in any College is to be assigned more than one Examination Valuation related duty/responsibility (except Invigilation duty ) in any Examination and the corresponding Valuation. If such assignments (whether for Valuation or coding or supervision of Zone or Examination etc. ) are allowed to any such person inadvertently by the Council, then treat either all such assignments invalid or one of such assignments valid and the other invalid. It is the responsibility of the person with multiple assignments to bring this fact to the notice of the authority concerned.

(iii) If the College is a coding zone, even Group – D employees will also come under the above stipulations.

(iv) A person is not to accept any assignment (In the current examinations) as mentioned under heading “ Zone Personnel “ - if.

(v) One who conceals the above facts is subject to such punishment as may be deemed proper by the Council authorities. It is the responsibility of the person to disclose the above fact before accepting the assignment.

(a) Any of his/her near relations ( as defined in the instructions to Centre Superintendents) is an examinee

Or

(b) He/She gives private coaching to students who are examinees of the current HS Examinations.

#### **4. REMUNERATION TO ZONE PERSONNEL :**

( The remuneration is for the entire period of valuation unless mentioned otherwise)

**ZONE SUPERVISOR :** Rs. 1,500/- in addition to conveyance allowance @ Rs. 100/- per day.

**DY. ZONE SUPERVISOR :** Rs. 1,300/- in addition to conveyance allowance @ Rs.100/- per day.

Zone Officer(S) Rs. 1,200/- each in addition to conveyance allowance @ Rs. 100/- per day.

**NOTE II**

( If the number of scripts exceeds 50,000 the Zone Supervisor will get Rs. 150/-, the Dy. Zone Supervisor will get Rs. 125/- and the Zonal Officer (s) will get Rs. 100/- each for every additional 10,000 scripts and or part thereof if the part is 2,000 or more)

**CONFIDENTIAL ASSISTANT:** Rs. 400/- in addition to conveyance allowance @ Rs. 100/- per day from the actual date of receipt of the script packets and till the end of regular (pre-planned) Valuation and for (three) days more after the regular Valuation.

**MINISTERIAL STAFF AND MENIAL STAFF :** The total remuneration to be paid to all the Ministerial and Menial staff taken together shall not exceed Rs. 350/- per day for the period of actual valuation excluding the days for which the valuation is suspended. However beyond 40,000 scripts, an additional amount of Rs. 50/- per day be paid to such staff for every 10,000 scripts or part thereof, if the part is 2000 more. Ministerial staff and Menial staff are not entitled to get conveyance allowance.

**NOTE - III**

i) The valuation period in a valuation zone is to be considered to have started three days prior to either the announced date or actual date of commencement of valuation in the Zone, whichever is later, and shall continue for three days more immediately after the completion of “regular valuation” or the completion of valuation of all the allotted scripts, in all the phases in the Zone excluding the dates for which the valuation is suspended.

ii) Completion of “Regular valuation “ or “ valuation of the allotted scripts” means dismantle of all the pre-planned and phased valuation tables and does not include the valuation of misplaced or left out papers ( inadvertently though) by single examiners appointed on the spot after the dismantling/closure of the table for the same paper.

5. **CONTINGENT EXPENDITURE :**

	Towards bringing of answer script packets from Post office/Railway Station in case of exigencies, purchase of gunny bags, necessary Stationeries, preparation of different proformas ( Subject to production of purchase voucher for such items as procured from local market )	Rs. 3000/- for a Centre valuing scripts. Up to 50,000 and Rs. 30/- for each 1,000 additional scripts or part thereof supported with bills/voucher.
	Rs. 300/- for watch and ward.	

06. **THE EXAMINERS :**

**A. ELIGIBILITY AND APPOINTMENT :**

If the number of Asst. Examiners in a team fall below 06 (Six) the Chief Examiner himself/herself will also be given papers to value in addition to his/her duty of overseeing the work and re-examining the papers valued by Asst. Examiners. The Chief Examiners then will be known as an Examining Chief Examiner. If the number of Asst. Examiners under a Chief Examiner is 06 (Six) or more, he/she will not be given any paper to value but will only oversee the work and re-examine papers valued by Asst. Examiner. Such a Chief Examiner will be known as Non-Examining Chief Examiner. When only one examiner is required to be appointed for a paper the Examiner will be termed as a Single Examiner.

**7. APPOINTMENT OF SUBSTITUTE EXAMINERS :**

As per the need the Zone Supervisor shall appoint substitute Examiners according to guidelines as given hereunder.

a) The Zone Supervisor should not accept any application for appointment of substitute examiners unless such application is forwarded by the concerned Principal and is accompanied with the experience certificate given by the concerned Principal mentioning the exact date of joining and the nature of the post held by him. Xerox copy of P.G. certificate and a Certificate about his Registration as a College teacher under the Council, if any and the Xerox copy of relief order from Principal should be enclosed with application.

b) If a Chief Examiner appointed by the Council, does not turn up the senior most Assistant Examiner, taking all the tables and papers in case of Commerce and in case of other faculties all the table in that particular subject, in the Zone in that phase into consideration shall be appointed as the Chief Examiner for the team on the first day of valuation after 1.00 p.m. or after three hours of commencement of valuation in the Zone whichever is later.

c) Substitute Assistant Examiner may be appointed on the spot from the 2<sup>nd</sup> day onwards, if the required number of Assistant Examiners don't turn up.

d) Selection of substitute Examiner be made on the basis of experience and seniority from among the applicants. The Zone Supervisor is to ensure that such an examiner (i) has completed at least three years of service in recognized/affiliated College and (ii) his/her name is recorded in the latest Gradation list or he/she is registered College teacher as per Council records.

e) The Zonal Supervisor of each valuation Centre are required to submit a list of substitute Examiners appointed in different subjects to the Controller of Examinations after completion of each phase of valuation. A copy of the same should also be attached to the valuation Bills submitted to the Council later.

f) Substitute Examiner cannot act as chief.

g) A substitute Examiner can only be considered as regular Examiner, if he/she is subsequently appointed as Examiner by the Council during the course valuation and not after valuation.

h) The Zone supervisor may requisition the service of teacher for completion of valuation under intimation to the Council during the course of valuation. However the Examiner can be treated as Regular Examiners if he or she is subsequently appointed as Examiners by the Council. Such examiners cannot act as Chief Examiners.

#### **08. NUMBER OF PAPERS TO BE VALUED BY DIFFERENT EXAMINEES:**

a) An Assistant Examiner or a single Examiner is to value a maximum of 20 scripts per day where maximum mark is up to 50 and 15 scripts where maximum mark is above 50 . However the 1<sup>st</sup> 20/15 Scripts shall be valued in 1<sup>st</sup> and 2<sup>nd</sup> day. On the 1<sup>st</sup> day 5 Scripts and rest of the Scripts in the 2<sup>nd</sup> day. Regular Examiners who do not complete their valuation period for the total phase or joining later than the commencement of valuation, he/she is to value 20/15 scripts on first day and the provision of valuing 05 scripts on first day shall not be applicable to them.

b) An Examining Chief Examiner is to value 15/10 scripts a day. Such Examining Chief are eligible to get fee at half the rate admissible to examining answer scripts up to 10% of the total scripts excluding 5% scripts as “ **SPECIMEN**” copies.

c) An examiner is eligible to get C.A/D.A on the basis of 20/15 scripts per day. In case the number of scripts is less than 20/15 but more than 10 on the last day C.A/D.A will be admissible. No. C.A./D.A. will be admissible for valuing ten or less than ten scripts on the last day as residual number. In such case remuneration only at the rate as admissible will be paid to the examiner(s) . However 2 days C.A/D.A will be admissible for first 20/15 scripts valued by them as per valuation under para (a).

#### **09. SCHEMES OF VALUATION :**

To maintain uniform standard of valuation in all the zones, the Council shall arrange to prepare and supply schemes of Valuation for most of the subjects/papers and send those to all the Valuation Zones. The schemes are to be sent to Zones before the commencement of valuation.

In case of the single Examiner appointed for a paper the Council may ask the Single Examiner to prepare the scheme of valuation on the spot and to submit a copy of that to the Council through the Zone Supervisor.

#### **10. THE SCRUTINISER**

(a) The Zone Supervisor shall have to appoint Scrutinizer from the first day of valuation of respective papers table wise. No scrutinizer be appointed for a Chief Examiner if the total number of scripts does not exceed 500. Scrutinizers are required to be appointed from the 1<sup>st</sup> day Examiners can submit the mark foils on the same day after the completion of their valuation. A person shall not be given scrutinise ration work at more than one table.

(b) Scrutinizers shall be appointed preferably from among the teaching and non-teaching staff (not being Group-D employee) of the Zone College. No scrutinizer should be appointed from outside a radius of 8 Kms of the Valuation Zone and under no circumstances be given TA/DA.

(c) In special cases, the Council may also directly appoint scrutinizers for certain papers.

(d) The CA to the scrutinizer may be paid from the second day of commencement of the Valuation but the appointment may be made from the first day, since the job of the scrutinizer begins from second day.

**11. MORE THAN ONE ASSIGNMENT :**

Examiners and scrutinizers are not to accept more than one assignment during the same period. It is to note that even if a person gets (from the Council or the Zone Supervisor) more than one assignment (which must have happened inadvertently) it is his/her responsibility to accept only one assignment and treat other assignment(s) as invalid and cancelled (Usual College duties and invigilation duty are not to be considered as assignment for this clause).

If it is detected that a person is valuing papers or scrutinizing papers or doing any other Examinations Valuation related work during the same period at more than one spot, action as deemed proper will be taken against that person. Every Examiner and every scrutinizer will have to give an “Undertaking” in the given proforma to this effect. (Proforma-1).

**Specimen Proforma-1  
UNDERTAKING**

Name of Zone \_\_\_\_\_

“I hereby declare that I have not taken up any valuation related work (Examination/Scrutinization of scripts etc) of the Council of Higher Secondary Education, Odisha, anywhere else at present nor I will take up any such activity till the end of my work in this valuation zone. If I am found to be engaged in any of these jobs except the one I am engaged in during this period, the Council may debar me from such jobs number of years as deemed fit besides other disciplinary & administrative action and I undertake to abide by such decisions of the Council/Govt.

Sl. No.	Name with Office Address Examiner/Scrutinizer	Assignment	Date	Signature.

[Zone Supervisors are requested to type this undertaking in loose sheets or write it in a register and get the signature of Examiners and Scrutinizers.

**12. LENGTH OF VALUATION PERIOD AND TIMING OF VALUATION :**

Depending upon the number of scripts to be valued (either by single Examiner or team of Examiners) and the availability of Examiners the length of valuation period may be from 1 (One) to day 10 (ten) days and at times even be stretched further if, due to some unavoidable situation, the work is not completed in time as planned. The Council will however make arrangements for different phases of Valuation of 10 (ten) days each including Sundays and other holidays. Ordinarily the “Valuation Period” will have 02 (two) such phases.

**Note - IV**

Length of valuation period in relation to Zone personnel will mean as mentioned under Note-III. Ordinarily the timing of the Zone will be from 10 A.M. to 6.30 P.M. every day in between which examiners and scrutinizers are to work at least for 5 (five) hours, However, the Zone Supervisor is authorized to change the timing (Keeping in view the total time of 8 hours) if the situation demands so.

**13. REMUNERATION/FEES TO CHIEF EXAMINERS/SINGLE EXAMINERS/ASSISTANT EXAMINERS SCRUTINISERS :**

- a) Non-Examining Chief Examiner having 08 Asst. Examiners or more – Rs.900.00
- b) Non-Examining Chief Examiner having 6-7 (Six to Seven) Asst. Examiners – Rs.800.00
- c) Examining Chief Examiner with three to five Asst. Examiners - Rs. 600.00
- d) Examining Chief Examiner up to 02 Asst. Examiner – Rs.300.00
- e) Single Examiner – Rs.300.00

In addition to the above mentioned remuneration, each Chief Examiner is entitled to get a fee half the rate admissible to Asst. Examiners for re-examining scripts maximum up to 10% of the total valued scripts excluding 5% scripts as specimen copies and entitled for remuneration at the half rate as above for examining all scripts where 90% or more has been awarded by the Assistant Examiner.

- f) The remuneration for valuing an answer script (theory papers) is Rs. 10.00 where the maximum marks is up to Rs. 50/- and Rs. 15/- where the maximum marks is more than 50.
- g) Minimum remuneration payable to an examiner (all type) for one phase is Rs.60.00.
- h) For scrutinizing scripts Re. 0.70 paise per script will be paid to Scrutinizer as remuneration.
- i) Each Examiner (Chief/Assistant/Single) and each Scrutinizer is entitled to contingent expenditure of Rs. 10.00 for entire period of valuation.

**14. RULES & RATE OF C.A., D.A. AND T.A. PAYABLE TO EXAMINERS/SCRUTINISERS NOTE – V :** Unnecessary retention of money more than 2 moths shall invite fine and penal interest as per Govt. provisions from the person responsible for such delay.

**A. CONVEYANCE ALLOWANCE (C.A.)**

To all local Examiners, substitute examiners and scrutinizers, conveyance allowance @ Rs. 100/- per day is to be paid for the days of valuation in which they are engaged.

**B. DAILY ALLOWANCE (D.A.)**

(As per the Government Rules currently in vogue)

- (i) For daily allowance the principles of payment at the following graduated rates should be followed :

Grade	(1)	Rate of D.A. inside the state.
1 <sup>st</sup> Grade	(i.) Officers drawing grade pay Rs. 8000/- and above and those in pay scale of HAG + and above	Rs. 200/-
	(ii) Officers drawing grade pay Rs.7600/- and above and below Rs. 8000/-	Rs.180/-
	(iii) Officers drawing grade pay of Rs. 5400/- and above and below Rs. 7600/-	Rs.150/-
2 <sup>nd</sup> Grade	Officers drawing grade pay of Rs. 2800/- and above and below Rs. 5400/-	Rs.140/-
3 <sup>rd</sup> Grade	Officers drawing grade pay of Rs. 1650/- and above and below Rs. 2800/-	Rs.130/-



4 <sup>th</sup> Grade	Officer drawing grade pay below Rs. 1650/-	Rs.110/-
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**Note – V**

As per Govt. letter No. CS-II 5/2011-16638 dt. 02.04.2011 the admissible D.A. inserted in the guide line for Zonal Valuation Annual-2012

(i) The D.A. admissible for the employees drawing Grade pay of Rs.2800-5400 shall be admissible to the employees drawing block grant salaries above 9300/-

Block grant employees drawing salary above Rs. 9300/- p.m. is D.A. Rs. 140/- and drawing salary below Rs. 9300/- p.m. , D.A. is Rs. 130/-

(ii) Absence from headquarters for less than 6 hours, 30% D.A. is permitted.

b) Absence from headquarters for six hours or more but less than 12 hours 60% D.A. is permitted.

c) Absence from headquarters for 12 hours or more full D.A. 100% is permitted.

(iii) Beside the absence and days of work D.A. is to be calculated taking into account the distance of journey from the headquarters to the place of valuation) as follows :

a) Persons attending the valuation work from a distance of 60 kms or less on one side journey are entitled to D.A. for the days of the valuation only.

b) Persons travelling a distance up to 120 kms on one side is to be paid one D.A. for both the up and down journey taken together besides D.A. for the day/days of valuation.

c) Persons travelling a distance of 121 kms or more on one side is to be paid two D.A.s for both to & fro journeys taken together besides D.A. for all day/days of Valuation.

**NOTE – VI**

(Chief Examiners and Scrutinizers are entitled to get C.A. or D.A. for one day more immediately after the completion of valuation by all the Assistant Examiners of their respective tables for finalizing their work).

**C. TRAVELLING ALLOWANCES (T.A.)**

(i) Travelling Allowance is to be paid as per Govt. of Odisha Rules subject to conditions mentioned below

(ii) First class train fare should never be paid to the claimants unless the bill is supported by tickets for the incoming journey.

(iii) T.A. for travel by train in normal condition should be limited to shortest possible route only

(iv) T.A. for travel by car (and other 4 wheelers except public bus), motor cycle or scooter etc. whether owned or hired is not admissible (As per the normal rule one is not allowed to draw additional T.A. for another purpose if one moves in the same route in the same period whatever may be source and purpose).

**NOTE-VII**

After reporting for duty if any one does not perform allotted work he/she is not to be paid TA/DA/CA etc. and if one remains absent from duties during the valuation and is debarred by the supervisor to perform duty thereafter or gets relieved from duty due to some reasons, he/she is not entitle to get TA for return journey.

**15. FUNDING THE ZONE :**

The Council is to advance money to the Zone Supervisor before the start of the valuation to meet various expenditures at the zone like payments to Examiners, Scrutinizers, Zone personnel and to defray other expenses of the zone. The Zone Supervisor will have the authority to make all sorts of payments at the Zone level as per rules at permissible rates. If at any time the Zone Supervisor finds that the money with him/her is likely to fall short (after spending substantial portion of the money) he/she is to send a request letter to the Council with detailed estimate for the additional money. The Council is to arrange to send another advance within a reasonable period.

**IMPORTANT :**

After meeting all the expenses the Zone Supervisor should submit the bills of Zonal Valuation and refund unspent balance within 15 days of the completion of the valuation in the zone. Unnecessary retention of money more than 2 months shall invite fine and penal interest as per Govt. provisions from the person responsible for such delay.

**16. THE ZONE SUPERVISOR/DEPUTY ZONE SUPERVISOR/ZONE OFFICER(S) FUNCTIONS AND RESPONSIBILITIES :**

A. If the zone is a Coding Zone the Zone Supervisor has to co-ordinate the coding activities and the valuation activities in the Zone. The Supervisor should refer the “instructions for coding” to take various required steps in respect of coding.

The Zone Supervisor is responsible for all the works entrusted to a Valuation Zone. For this he/she will distribute the works among the Dy. Zone Supervisor/Zone Officers and other staff engaged for the purpose. He/she will specially have to look into the following.

(a) Zone functionaries (Zone Supervisor, Deputy Zone Supervisor, Zone Officers), should not accept any examiner ship during the time of valuation in the same zone or in any other zone.

(b) The Zone Supervisor should not entrust the members of the teaching staff of his/her College, who are appointed as examiners by Council with any other academic, administrative and examination work during the period of valuation. This is to be followed in case of appointment of scrutinizers also.

(c) The teachers appointed as examiner should be apprised of the provisions of the Section 8 of the Orissa Conduct of Examiners Act, 1988 where under one cannot normally refuse examiner-ship if offered.

(d) Shall ensure proper security of unvalued and valued answer scripts, Marks Foils and other documents. For this as well as for maintaining law and order, if need be he/she may arrange police patrolling or stationing police personnel at the zone.

(e) Shall arrange to bring the answer book packets from the Post Office/Rly Station.

(f) Shall maintain a stock register of unvalued answer paper packets received from the examination centres in the prescribed proformas (No. 2) Maintenance of this register is extremely important and this exercise has to be done much before the commencement of valuation i.e. from the date of receipt of answer scripts packets from the centres as per allotment.

**NOTE –VIII**

The Zone Supervisor shall report non-receipt of answer book packets (as per the Distribution/Despatch Advice) to the Controller of Examinations.

Shall also report about extra packets or scripts received which are not meant for the zone as per the Despatch Advice.

In both the cases the Supervisor shall also correspond with the centres of examination concerned/Centre Supdt. (with copies to the Council) to ascertain the correct position.

(g) The valuation Zone Supervisor shall compare the scripts received with the Rolls mentioned in the accompanying memo sent by the examination centres and if any script is found missing

or found in excess or there is any other discrepancy the matter is to be immediately reported to the Centre Superintendent concerned with a copy to the Controller of Examinations.

(h) Supervisors are to maintain stock register of mark foils as per the given pro forma (No.3) if he/she is satisfied that standard Foils are not available for the paper or the available standard foils is completely unusable he/she should issue non standard foils (after getting a requisition from the Chief Examiner or Single Examiner and taking in possession the unusable standard foils, if any, from the Chief Examiner). Proper recording in the stock register should be made for this.

**IMPORTANT :**

(i) A foil should never be declared unusable without reports and without the Supervisor taking the unusable foil into his/her possession.

(ii) A fresh Non-standard Foil (in place of an unusable foil) should always be handwritten and never typed.

(iii) In place of an unusable standard foil a fresh foil should always be a non-standard foil and it should be prepared as such also.

**B. IN RESPECT OF PHYSICAL/INFRASTRUCTURAL ARRANGEMENTS:**

i) Shall provide Almirahs/Iron chests to keep Answer Scripts, Mark Foils etc.,

ii) Shall spare the Rooms, Furniture, Computer Printer and Telephone etc of the College for use at the Valuation Zone.

iii) Shall arrange drinking water, Latrines and Urinals for Examiners and other personnel of the Zone.

(iv) Shall prepare and provide various required forms as per the specimens given either by typing/cyclostyling or photocopying if there is shortage of such forms.

**C. IN RESPECT OF VALUATION :**

(i) Shall draw up a time schedule for valuation work at the zone which ordinarily will start every day (including holidays and Sundays) at 10 A.M. and continue till 6.30 P.M. in between which Examiners/Scrutinizers are to work at least for five hours a day. However, the zone supervisor may be authorized to make necessary change in the time schedule to suit the local conditions and extraordinary situations. In such cases the Zone Supervisor will notify the time schedule to all concerned in advance with a copy to the Council of such notification. Under no circumstances, Examiners will be allowed to value answer scripts if they report after expiry of 3.5 hours of commencement of valuation in the zone on each day.

(ii) Shall see that no person is appointed as an examiner if he/she has not completed two years of service as a college teacher.

(iii) Shall issue entry pass/Identity card to all concerned.

(iv) **SHALL GET THE DECLARATION / UNDERTAKING (ON ATTENDING TO AND ACCEPTING A SINGLE ASSIGNMENT DURING THE SAME PERIOD (PROFORMA – 1) SIGNED BY EVERY EXAMINER AND SCRUTINISER IN SEPARATE REGISTERS PAPER WISE PHASE WISE.**

(V) In view of the implementation of the Right to information Act and as per the decision of the Examination Committee copies of the valued answer scripts in different subjects will be

supplied to the candidates on demand. This necessitates proper and error free valuation of the answer scripts as well as accurate addition, posting of marks on the cover page and in the Computer mark foil ( CMF)/non standard mark foil. To ensure this Chief Examiners/Asst. Examiners/Scrutinisers must be briefed properly by the Zone Supervisor.

***For the purpose as stated above a meeting of all concerned be convened on the 1<sup>st</sup> day of valuation in each phase between 10.00 A.M. and 01.00 P.M. and necessary detailed instruction for proper and error free evaluation shall be given by the Zone Supervisor. A copy of this Valuation Manual may be circulated among the Zone personnel/Examiners/Scrutinisers for their reference and needful actions.***

(vi) Shall supervise the daily attendance of the Examiners and other personnel and maintain regular records of attendance in the proforma (See Specimen Proforma )

(vii) Shall ensure that a gateman is posted at the gate during the period of valuation to check the entry of outsiders into the valuation zone.

(viii) Shall ensure that answer book packets along with the corresponding memos and mark foils are made available to all the examiners.

(ix) Shall maintain a record of date wise distribution of answer books to Chief Examiners along with their full name and address. ( The record should be sent to the Council along with the mark foils when those are collected by the Council Staff )( See the Specimen of Distribution Register)

(x) Shall ensure that all the answer scripts are given for valuation serially, centre wise with due importance to the seriality of Computerised Mark Foils.

(xi) Shall appoint scrutiniser as per rules from the first day of commencement of valuation of each individual table.

(xii) Preparation of packets of Answer scripts for valuation.

With the help of Zone Officials and Assistants, the Supervisor shall prepare packets of the answer scripts for individual examiner to hand them over to the Chief Examiners for valuation purpose. Packets/bundles are to be made ordinarily in 20s for papers with maximum Full mark up to 50 and 15s for papers with maximum full marks of more than 50.

Where there are more than one Chief Examiner in a subject/paper, while making packets for distribution it should be ensured that as far as possible all the papers of particular examination centre are not put under the same Chief Examiner and at the same time it should also be seen that all the answer scripts of a particular centre are not valued by the same Asst. Examiner.

Care should be taken to see that as far as practicable Roll No.s/Code Nos. printed in an individual foil are not split into two packets. In other words one Asst. Examiner should value all the scripts relating to a particular foil. If that is not avoidable then both the examiners involved shall sign on that particular foil.

(xiii) The Zone Supervisor should see that on each day each Asst. Examiner completes the Valuation of scripts allotted to him for that day, enters the marks in the mark foils meant for those scripts after re-examination of the required number of scripts by the chief examiner and scrutiny of all the scripts by the scrutinizer.

**Torn and Mutilated Script** : While making packets, if it is found that a script is torn or mutilated and cannot be brought back to its original positions/shape or some pages are missing and that it may not be possible on the part of an examiner to value it, the matter should be brought to the notice of Centre Superintendent concerned with copy of such intimation to Controller of Examinations. The Script should be sent to the Controller of Examinations.

#### **D. AFTER VALUATION :**

(i) Shall make payments ( CA, TA, DA Remuneration) to Examiners, Scrutinisers and other personnel at the permissible rates on the basis of bills and related documents **NEFT** on the 1<sup>st</sup> day information such as Bank Account Number and **IFSC Code**, Branch address of the Bank shall be collected from all Examiners.

(ii) Shall arrange to issue Relief Certificates in the proforma to all who need them. ( See the Relieving Certificate form ).

(iii) Shall ensure that outside examiners are on no account detained at the Valuation Zone after the last day on the ground of non-disbursement of TA/DA/CA/Remuneration etc.

(iv) Shall see that valued answer scripts and mark foils are packed properly ( as per point 21 & 22 ) Account statements and other documents are made ready for onward transmission to the Council.

#### **E. GUIDELINE FOR PREPARATION & SUBMISSION OF BILLS.**

The Zone Supervisors are requested to take note that while submitting the bills, they must see that the bills are complete in all respect.

( The Zone Supervisors are requested to take note that while submitting the bills, they must see that the bills are complete in all respect. )

(i) The payments made must be supported by acknowledgements.

(ii) Expenditure made towards purchase of stationary etc. must be supported by purchase Bills/Vouchers.

(iii) The claim made by the claimant is not increased at clerical level.

(iv) The bills are counter signed by the Zone Supervisor.

(v) DA to be calculated as per rules.

(vi) A list showing the date of joining and relief of the Examiners by the Zonal Supervisor shall be attached to the bills.

#### **17. CHIEF EXAMINERS : FUNCTIONS AND RESPONSIBILITIES**

(i) Every Chief Examiner is to give undertaking (as per the pro forma No. 1 given under points-11) that he/she has accepted only one assignment of valuation during the same period of valuation.

(ii) A chief Examiner is to receive the unvalued answer scripts (made into packets by the Zone) and corresponding Mark Foils everyday from the Zone Supervisor and distribute them to the Assistant Examiners under him/her.

(iii) He/She should see that all the scripts of a particular Examination Centre are not given to a particular Asst. Examiner.

(iv) The Chief Examiner on the first day of valuation will explain the scheme of valuation outline the model answer and the method of recording marks in the mark foils to his/her Assistant Examiners.

(In case of single examiner the scheme of valuation is to be prepared by the Chief himself/herself, if not sent by the Council). He/She will re-examine (in green ink-dot/ball pens) all the five scripts of an Asst. Examiner on the first day irrespective of commencement of valuation and joining of the Asst. Examiners. From the 3<sup>rd</sup> day onward he/she will also re-examine at least 10% of the total scripts valued every day by each Assistant Examiner under him/her. The Chief Examiner should re-examine all answer papers where the Assistant Examiner has awarded 90% or more marks (This must be followed without any exception)

(An Asst. Examiner on the first day of joining is to value five scripts or his/her packets and the rest on the next day. From the 3<sup>rd</sup> day onwards an Asst. Examiner will value ordinarily 20/15 scripts a day).

(v) He/She should see that after valuation the scripts are properly scrutinized by the Scrutinizer appointed.

(vi) He/She must ensure that the scripts have been actually valued by the Asst. Examiners as per the Distribution Register.

The Chief Examiners are not allowed to value or revalue answer scripts of their children and near relation or the students of their own colleges (except in case of single examiner)

The Chief Examiner should maintain a stock register of non standard marks foils in which the quantity of such foils received from the Zone Supervisor and issued to each Asst. Examiner will be recorded date wise (Pro forma No. 4)

To check the wrong posting of marks in the foils the Chief Examiner is to compare the marks entered in the scripts and the foils. There should be no exception to this

(vii) The Chief Examiner should see that an Asst. Examiner completes the valuation work and entries the mark of all the papers allotted to him/her for the day in the mark foil before he/she leaves the zone.

(viii) The Chief Examiner is to receive back every day the valued answer scripts and filled in marks foils from the Asst. Examiners and hand over the same to the Zone Supervisors/Deputy Supervisors/Zone Officer.

(ix) He/ She is to see that the marks foils are filled in properly and is signed with date by the Asst. Examiner.

(x) With the help of the Asst. Examiners he/she should compare the roll nos and marks in the answer scripts with those in the marks foils.

(xi) He/ She is to detach the original copies of foils from the carbon and carbons copies and keep them in the prescribed covers.

(xii) All the information required to be given on the marks foils covers should be given. No column on the cover should be left blank.

(xiii) A chief Examiner has to give report on the performance of candidates, performance of Asst. Examiners, percentage of pass etc. in a prescribed pro forma (see chief examiners Report form).

(xiv) A Chief Examiner should see that anybody carrying out any work in the zonal valuation under him must give his signature (full name) with date instead of mere initials on the documents received by them.

(xv) The person connected with valuation will be made liable for any kind of mistake/ deviation observed at a later stage individually and collectively.

The Chief Examiner will be relieved of his job only after handing over of the script and filled in mark foils in sealed covers and other related documents to Zone Supervisor.

(xvi) The Chief Examiner is to prepare consolidated list (in duplicate) of cases of Absentee, MP, MV, ZX and scripts without Roll No. with more than one roll with ambiguous Roll and with name of the candidate in the given pro forma No. 5.

(For the abbreviations see point 20 (i) to (iv).

## **18. ASSISTANT EXAMINERS : FUNCTIONS AND RESPONSIBILITIES :**

I. (a) The Assistant Examiner should remain present and devote at least five hours in the valuation zone.

(b) On the first day of his/her joining the Asst. Examiner should have an in-depth discussion with the Chief Examiner on the Question Paper and mode of valuation. Everyday he/she is to

collect the scripts from the Chief Examiner for valuation and return the same after completion of the valuation along with corresponding mark foils after posting of marks thereon.

(c) No leave or un-authorized absence is permissible during the period of valuation. If one absents oneself from duties even for a day, one will not be permitted to continue the valuation work further whatever be the reason of absence. In such case one will not be paid TA/DA for the return journey.

(d) Every Assistant Examiner must give an undertaking (in the Pro forma given under point-II) that he/she has accepted only one assignment of Valuation) during the same period of valuation. If it is detected subsequently that he/she is valuing scripts at more than one place at the same time action as deemed proper will be taken against him/her.

(e) The timing of zone may be changed by the Zone Supervisor for administrative convenience. The Examiners should be prepared to adjust themselves to this timing.

II. (a) The Assistant Examiner should value scripts (with red ink dot/ball pen) strictly in accordance with the scheme of Valuation supplied to him/her and also as per instructions given by the Chief Examiner.

(b) On the first day of joining each Assistant Examiner is to value five scripts of his/her packet and the rest on the next day. On all subsequent days i.e. from third day he is to evaluate is 20/15 scripts per day.

(c) All correction in respect of award of marks in the answer books should be attested. Erasing of any kind (with erase/blade/knife) or overwriting are strictly prohibited.

If any answer is entirely wrong those should be marked with a multiplication sign (x) and be given "Zero". If it is wrong in one part that part only be marked wrong the whole answer as such should not be struck off. Care should be taken to **adopt step marking system** as per the scheme of valuation.

III. (a) After the valuation of the given scripts, re-examination by the Chief Examiners, the Assistant Examiners should enter the marks in red ink dot/ball pens in the marks foils. They are requested to check the College Code/Roll Nos. both on the scripts and the mark foils, to avoid wrong posting. The Scrutinisers then scrutinize the answer scripts and the corresponding marks foils minutely and ensure accuracy.

(b) Under no circumstances the work of entry of marks in the foils be entrusted to Scrutinisers.

(c) Roll No. in any standard marks foils must not be written.

#### **IV. Rectifying incorrect entries in the Foils.**

While entering marks of totals in the foils one has to be extremely careful because it being a pre-printed foil ordinarily one cannot and is not allowed to replace a foil with another (In case of non standard foil also one has to give proper justification and proper account for use of such foils). However even after taking all possible care, if a mistake is inadvertently committed, one has to take the following steps to rectify it.

a) First ascertain and be confirmed about the correct figure.

b) Never try to convert the wrong digit into the right by overwriting.

c) Never try to erase the wrong figure by eraser or by scratching it by blade or knife or by any other method. Wrong figures should never be struck off.

d) Encircle the wrong figures and /or words.

e) Write the correct figure or words above or below or side of the circle but always inside the specific box.

- f) After the corrections are made in the above manners (d) and (e) the line totals and the grand totals if they also are to be rectified are to be rectified in the similar manner indicated above.
- g) Lastly count the number of corrections made and write the number in words in the box meant for it. If no corrections are made "nil" should be written in the box. Asst. Examiners are advised not to fill up the box rather leave to the chief Examiners who after comparison and checking will fill it up.
- h) No signature / initial in the square of the foil where corrections are made or marks are entered is permissible.

V. After the daily valuation, the Assistant Examiner should personally hand over all the scripts assigned to them to the Chief Examiners with mark foils duly filled in at end of each day. On no account should be Assistant Examiner leave the hall before valuing all the papers allotted for the day.

VI. Each Assistant Examiner at the end of valuation phase, shall prepare a report on the performance of the candidates in the prescribed proforma. (See Assistant Examiners Report form).

**VII. Accountability & Responsibility :**

(a) Wrong/mistake or discrepancies found in posting of marks in the Marks Foils : The Chief Examiner, The Assistant Examiner or The Single Examiner and the Scrutiniser shall be held responsible and accountable for such lapses. In case, such a script has been re-examined by the Chief Examiner as a specimen copy, then the Chief Examiner can also be held responsible and accountable for such lapse.

(c) Wrong/mistakes found in sub-totalling/totalling or posting of marks on cover page of the answer script : The Assistant Examiner or single examiner and the Scrutiniser shall be held responsible and accountable for such lapse.

**19. SINGLE EXAMINER(S) : FUNCTIONS AND RESPONSIBILITIES :**

A Single Examiner is an examiner who is both an Assistant Examiner and Chief Examiner combined together. Therefore, he/she is to follow all the instructions given in this manual for Chief Examiners and Assistant Examiners.

In case, scheme of valuation for the paper is not supplied by the Council, he/she himself/herself is to prepare the scheme and give a copy to the Zone Supervisor.

**20. ADDITIONAL INSTRUCTIONS TO ALL EXAMINERS :**

(i) Use of Non-standard foils with pre printed Roll Nos. are available no non-standard marks foils should be used. If a standard mark foil is not available or is found to be unusable ( either due to pre printed defects or too much corrections made by examiners making the entries illegible or is mutilated etc. ) a non-standard mark foil must be prepared and handed over to the Zone Supervisor who will send it to the Council with his/her remarks. Under no circumstances the non-standard mark foils are to be converted into standard mark foils at the Zone. Non standard foils should always be handwritten and never be typed. Use different non standard marks foils for different Examination Centre.

(ii) Malpractice cases discovered/suspected by examiner :

If in the course of valuation, an examiner has reasons to suspect that candidate has taken recourse to copying or any other unfair means he/she should nevertheless value the paper



but prepare a non standard mark foil for this. The examiner should prepare a report detailing the material evidence upon which he/she bases his/her suspicion. The Non-standard Foil along with the suspected script and the report to be handed over all these to the Zone Supervisor with his/her own remark/report. In such a case the Examiner will mark ' MV ' against, the Roll NO. in the standard mark foils.

( In case of scripts with identical answer, the Examiner and the Chief Examiner are to report categorically about the identical errors and identical answer scripts also. Separate reports are however to be submitted to the Council along with the scripts). It shall be the duty of the Zone Supervisor to see that all malpractice cases detected in the valuation centre are arranged serially and the list along with the reports of the Examiners, Chief Examiners and the Zone Supervisor are submitted to the Controller of Examinations along with the scripts as soon as possible.

(iii) Answer scripts without Roll No. / with More than one Roll No / with Ambiguous Roll No. or where the name of the candidate is written, should be valued but marks should be entered in a (separate) Non-standard Marks Foil and the scripts together with the marks foils be handed over to the Zone Supervisor in a separate cover super scribed scripts without Roll No. or scripts with name or scripts with more than one Roll No. or scripts with ambiguous Roll No. as the case may be.

**(iv) Missing Scripts.**

If the answer scripts in respect of a particular Roll No. (mentioned in a standard foil) is not found in the packet, it may be due to any of the reasons like.

- (a) The candidate was absent or
- (b) The candidate was booked under malpractice or
- (c) The candidate has changed the Examination Centre to some other Centre, or
- (d) The candidate has fled away with the script or
- (e) The script is misplaced at Examination Centre.

In all these eventualities (except) (d) & (e) as per rule, would be mentioned in the memo sent by the Examination Centres along with the answer script packets. The Examiner in this case should first consult the Zone Supervisor through the Chief Examiner and take the following steps.

In case of absentee Roll No and malpractice cases (communicated by the Centre Supt.) the blank space in the foil shall be filled up with 'A' & 'MP respectively. Never mention 'A' or MP unless it is ascertained from the memo concerned.

If a candidate has changed centre from the parent college to another college the standard foil prepared for the parent college may have the Roll No. of that candidate, but the answer scripts packet of the parent college will not contain the script of that candidate. The parent college might have marked it in its '**Memo**' accordingly and the college from where this candidate has actually appeared must have mentioned this Roll No. in the column meant for it in its memo form. The Examiner having the marks foil but not the script will mark for this Roll No. the Symbol Z and the Examiner with the scripts but not the standard marks foil will prepare non-standard mark foil for this Roll No.

(For all these above cases consolidated list (Proforma-5) is to be prepared by Chief Examiner to be sent to the Controller of Examinations through the Zone Supervisor by name).

**21. SCRUTINIZERS : FUNCTION AND RESPONSIBILITIES**

(Scrutinizers are to be appointed for a Chief Examiner if the number of scripts to be valued under the Chief Examiner exceeds 500).

(i) Every scrutinizer is to give an undertaking (in the proforma No. 1`) that he/she accepted only one valuation related assignment (scrutinization) during the same period of valuation.

(ii) The scrutinizer attached to a Chief Examiner shall scrutinize all the scripts valued by the Assistant Examiners.

(iii) Scrutinization means and includes checking the totalling sub totalling posting of marks and verifying the entries of marks in the marks foils. At the end of valuation work, the scrutinizers should give a certificate that he/she has checked the marks inside the scripts and posting on the front page of every script and that the addition (totalling/sub totalling) everywhere is correct (see proforma-7).

(iv) He/she has to give tick mark in blue ink dot/ball pen against every entry of marks inside the script and on the cover page.

(v) If the scrutinizer finds any discrepancy he/she should bring that to the notice of the Asst. Examiner and the Chief Examiner.

(vi) The scrutinizer should keep a record of the number of scripts valued by each Asst. Examiner. He/She has to submit a report in the prescribed proforma about the number of days worked and total number of scripts valued by each examiner ( See proforma scrutinisers report Form)

(vii) He/She is to assist and help the Chief Examiner as and when instructed by the Chief Examiner in the valuation related work.

#### **NOTE-IX**

Though flawless valuation is the collective responsibility of all the Chief Examiners, Assistant Examiners & Scrutinisers, the following will be the specific responsibility.

Sl. No.	Activity	Responsibility
01.	Problem in Valuation	i) Examiner ii) If the script has been reviewed by the Chief Examiner as the specimen copy, then both the Chief & Asst. Examiner.
02.	Problem in the subtotalling/ Totalling Posting of marks on the cover page -	Examiner & Scrutiniser
03.	Posting in the Mark Foils -	Assistant Examiner.

#### **22. MARK FOILS:**

The Council makes use of three types of Foils.

(i) Standard MF (Non-coded)

Having pre printed Roll No. and blanks boxes for entry of marks prepared by the computer.

(ii) Non standard MF (Non-Coded)

Having blanks boxes to write Roll Number and blank boxes for entry of marks prepare by the computer.

(iii) Standard Mark Foils (Coded)

It contains two parts :

a) Code strip – it contains both pre-printed computerized Roll Numbers and Code Numbers and code numbers.

b) Marks Strip- It contains both pre printed computerized code number and blank boxes for entry of marks.

The College code number subject/paper code no. etc. are to be mentioned on non-standard code strip and mark strips by the coding official on the basis of contained in the answer scripts and standard marks foils relating to the concerned college.

**VERY IMPORTANT :**

Empty space in standard mark foil should be used for specific entries, as required. Don't insert any extra Roll No. in the standard mark foils and instead use non-standard foils supplied subject wise/paper wise.

The valuation zone functionaries are required to handover the coded standard Mark strip ( after entry of marks by examiner) to the coding cell. The coding officials have to pin-up (paring) this mark strip with the related code strip separately to be used as computer copy and office copy.

**23. STORING OF SCRIPTS AFTER VALUATION :**

When valuation of all the allotted scripts is over in zone and tables are dismantled, the scripts are to be kept in a scientific manner to facilitate quick location of individual scripts required for re-addition/re-checking. Zone supervisors are to be very careful while arranging these scripts to ensure easy & quick tracing of individual script. Following principles are to be followed during packing.

(i) In general scripts are to be arranged Roll wise, paper wise, College/Centre wise and District wise.

(ii) It should be seen that the scripts of Centre Change candidates if any are placed at the bottom of the respective packet. ( The Centre change cases can be very easily known if the Memo of the Examination Centre is verified. )

(iii) The scripts required for re-addition/re-checking ( as per the requisition of the Council) shall be traced from the packets of Answer Scripts. The Council will make arrangements to collect such scripts.

(iv) Answer script packets made as per 23 (i) & (ii) shall be put in gunny bags. Gunny bags so prepared should be given Distinctive Serial Number which may consist of number and the name of the Valuation Zone. For example, if in a valuation zone the number of gunny bags come to 60 and the name of valuation zones is S.S. College, Balasore 1<sup>st</sup> gunny bag will bear the number " 01/60-S.S College, Balasore " the second will have " 02/60-S.S. College, Balasore " and so on.

(v) The Zone will prepare a detailed chart ( to be sent to Council along with bags ) of scripts kept inside each gunny bag. The chart should be in the proforma(6).

**24. e – Valuation :**

As per the decision of the Examination Committee of the Council vide its Resolution Nos. 2953 Dt. 20.11.2015 and No. 2974 Dt. 03.02.2016 e-valuation is to be done in respect of answer

scripts of all the subjects/papers of Science and Commerce stream, other MILs , IT, Mathematics, Statistics and Geography of Arts stream and other MILs of Distance Education of Annual HS Examinations – 2016. For this purpose some of the Colleges affiliated to CHSE where infrastructure required for the purpose exists or can be created in short notice and some of the institutions selected by Service Provider where required facility already exists shall be selected for e-valuation work. Though e-valuation shall be treated as a separate process the guidelines for valuation specified in this manual shall be applicable to it unless and otherwise mentioned under this clause.

Each e-valuation centre whether located in a valuation zone of the CHSE or in an institution selected by the Service Provider shall have a Zone Officer and Zone Assistant appointed specifically for the centre. Institutions selected by Service Provider shall be attached to a valuation zone of CHSE and Principal of such valuation zone shall appoint Zone Officer and Zone Assistant from his/her college. Advance in respect of e-valuation centres shall be given to the Principals of the Colleges which have evaluation centres either in their own College or to which an institution of the Service Provider is attached.

**Appointment :** The Zone Officer for e-valuation centre shall be appointed from among the Readers/Lecturers/Jr. Lecturers of the College by the Principal under intimation to the CHSE Similarly , the Zone Assistant for e-valuation centre shall be appointed from among the Group – C staff of the College by the Principal.

**A. Functions and Responsibility :**

**(a) Zone Officer :**

(i) He/She will be in overall charge of the e-valuation Centre and discharge the duties of Zone Supervisor and should be in constant touch with the I.T. Manager deputed by the service provider for the e-valuation centre.

(ii) He/She shall maintain the record of examiners and their attendance.

(iii) In consultation with the IT Manager of e-valuation centre, seat and terminal ( Computer) will be assigned to an examiner in such a manner that examiners of a particular subject/table will be seated in a nearby position.

(iv) Appoint substitute examiner wherever necessary.

(v) Ensure hand-holding training of examinees to be provided by the Service Provider during the period of valuation.

(vi) Keep a day-wise record of scripts valued by the Examiners. ( With the help of the Service Provider )

(vii) Receive the money advanced by the CHSE for the e-valuation centre.

(viii) Stock Register of Scripts and Mark foils.

(ix) He/She shall be in touch with the inspector in charge of the nearest Police Station and make arrangements of Police personnel at the e-valuation centre during the period of valuation.

**(b) Zone Assistant :**

- (i) He shall assist the Zone Officer and act as per his/her instructions.
  - (ii) He shall maintain all the records relating to e-valuation Zone.
  - (iii) He shall scrutinize the bills presented by the Examiners as per the norms of Council and make payment on the day of completion of valuation.
  - (iv) He shall prepare the statement of account supported by bills and vouchers relation to all the expenses made at the e-valuation centre for submission of the same to the Council just after the completion of valuation.
- (c) Remuneration :
- (a) Zone Officer : Rs. 1200 /- in addition to CA @ Rs. 100/- per day for the valuation period.
  - (b) Zone Assistant : Rs. 100/- per day for the valuation period
  - (c) Contingencies : Rs. 500/-

**NOTE – X : “ Valuation Period”** here means – one day prior to commencement of actual valuation and ends one day after its completion.

(d) Examiner’s Guide for e-valuation :

After reporting at the Valuation Zone/Centre, each Examiner will be assigned a seat and a Terminal (Computer) by the IT Manager in consultation with the Zone Officer.

Each Examiner will be given an **Id and one-time password** which he/she has to change for the change of password, the following procedure/steps be adopted.

- i) Enter the credential on the screen
- ii) Go to “password change” page
- iii) Set up a Secret Question ( the answer of which may be needed in future if the Examiner forgets password) and a new password
- iv) Logout
- v) Again Login with new password

### **IMPORTANT**

The Password should not be shared with or disclosed to anybody.

For the valuation purpose, the Examiner has to select his/her subject and medium. A demo page will appear on the screen explaining various parts of the screen. After making her/himself acquainted with the demo-page, the Examiner may click “Skip page” which is displayed at the top. Then the actual answer book meant for valuation will appear on the screen. The examiner may go through the entire answer book by simply clicking arrows on the answer book. For each answer, the respective question/scheme of valuation can be obtained by clicking on the right panel. Marks can be awarded to each answer in right side. If the Examiner desires, she/he can also give annotation { like tick marks ( ), cross mark (X), encircling “O”} on the answer page by dragging & dropping the annotation marks located in the right side of the panel.

If the Examiner wishes, he/she can also visit a specific page ( if necessary) either by giving the page number at the bottom left corner or by using the left side panel. Ordinarily the left side panel is not visible. By clicking on the left side margin of the screen, the left side panel will be visible wherein all the pages are displayed. This panel also indicates whether all pages have been evaluated or not by reflecting green ( already evaluated) or red (not evaluated borders).

Summary of current evaluation can be seen by selecting the **“View Summary”** button which is located on the right top corner. Finally, **“save & submit”** button can be clicked to finish current

answer book evaluation. After this, the examiner will be asked if he/she wants to evaluate another answer book or not. By clicking **“YES”** a new answer book will appear on the screen and the Examiner will repeat the above process for evaluation. When the valuation is complete (15/20 scripts as the case may be) for the day, he/she should click **“NO”** for next answer book and Log-out from the screen.

If in any case, the answer book is incorrect or not readable, it can be skipped by clicking **“Skip”** button which is located at the right bottom.

## **25. ZONE CHECK LIST :**

The Zone Supervisor has to return the following items to the Council after the close of the Zone ( Between 6<sup>th</sup> and 10<sup>th</sup> day after completion of valuation )

- (i) Sealed packets of filled in mark foils ( all types)
- (ii) Detached portions of coded Answer scripts ( only for coding Zones )
- (iii) Unused mark foils ( Standard & Non-standard )
- (iv) Unused standard mark foils, if any.
- (v) Covers containing carbons of used Mark foils ( Chief Examiner wise )
- (vi) Stock Register of Mark Foils ( all types )
- (vii) Undertaking of coding supervisor and Dy. Coding Supervisor and coding Officer ( in case of coding zones )
- (viii) Stock Register of Scripts and Mark foils.
- (ix) Distribution Register of Answer Scripts
- (x) Attendance Sheets of Examiners and Scrutiniser.
- (xi) Undertaking of Examiners and Scrutiniser on Assignment as per clause 11 and pro forma -1.
- (xii) Joining Reports of Examiners and Scrutiniser.
- (xiii) Reports of Examiners & Scrutinisers.
- (xiv) Any report of suspected/discovered malpractice at the zone level and reported by examiners.
- (xvi) Copy of the scheme of valuation prepared at the zone in case of single Chief Examiner and single examiner as instructed by the Council.
- (xvii) One copy of Memo Form received from each Examiner Centre.
- (xviii) Copies of correspondences made with the Centre Superintendent for miss-sent scripts or any other discrepancy.
- (xix) Accounts statement.
- (xx) Passed Bills ( Remuneration/TA/CA/DA) of examiners, scrutinisers & personnel of the Zone.
- (xxi) Auto numbering machines ( for coding zones )
- (xxii) Balance money, if any in shape of Bank Draft, drawn in favour of the Finance Officer, CHSE, Odisha, Bhubaneswar.
- (xxiii) Consolidated list of special cases, prepared by Chief/Single Examiners (proforma-5)

**Sd/- B.N. Mishra**  
**Controller of Examinations,**  
**CHSE, Odisha, Bhubaneswar**