

COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA
C/2, Prajnapitha, Samantapur, Bhubaneswar-13

Letter No. 179 Dt. 01.04.2015

To
The Zone Officers of all the e-valuation Centres

Sub : e-valuation 2015

Sir,

As we all know the e-valuation of five subjects of Science stream will be taken up on a pilot basis for Annual H.S. Examination 2015. As the zone officer of e-valuation centre you have to discharge the duties & responsibility of Zone Supervisor. TCS has been selected as the service provider. A brief guideline in this regard has been incorporated in the valuation Manual 2015 at Point No.24. Besides, I would like to bring your attention to the following aspects of e-valuation.

1. Examiners are to report at the e-valuation centre at 10.30 a.m. or report at the college to which the e-valuation centre has been tagged at 10.00 a.m. to avail the logistic support provided by TCS.
2. Examiners are to devote at least five hours for valuation work and follow "Dos & Dont's for the examiners" up loaded in the CHSE website (www.chseodisha.nic.in)
3. On the first two days of the e-valuation, examiners will be imparted training by the Service Provider. On the first day, only five scripts will be evaluated, on the second day, 10-15 scripts will be evaluated and from the third day onwards, full quota (15 or 20) scripts will be evaluated. The Service Provider should employ one Instructor/Guide for each fifteen examiners to provide hand-holding training on initial days of valuation. Thereafter, 2 to 5 Instructors/Guides may stay at the centre to guide the evaluators depending upon the number of examiners in a centre.
4. You should ensure that, TCS makes arrangement of proper ambience in the e-valuation zones regarding the functioning of A/C, provision of drinking water, toilet facility etc. It has also been decided that a temporary canteen facility should be made available by TCS to the examiners on payment basis.
5. No examiner is allowed to carry cell phone or pen drive or any other electronic gadget to the e-valuation centre.
6. On the first day of e-valuation i.e. 06.04.2015, you are to hold a sensitization meeting of all the examiners regarding e-valuation.

As this is a pilot project and sensitive in nature I request you to be very cautious and seek your active co-operation for its success.


Chairman