

## Guidelines for Conduct of Practical / Clinical / Viva voce Examinations & Theory Valuation

### Practical / Clinical / Viva voce Examinations

1. Practical/Clinical examinations shall be conducted to test the knowledge and competence of the candidates for making valid and relevant observations based on the experimental/Laboratory/Clinical studies and their ability to perform such studies as are relevant to the subject. **Please refer and follow the guidelines given by in the Regulations issued by statutory bodies and/or JSS AHE&R for the particular course.**
2. Viva voce examination shall be thorough and shall aim at assessing the candidates' knowledge and competence about the subject, principles, procedures, techniques and other aspects of the specialty.
3. The examiners shall ensure that students are assessed fairly and impartially.
4. Practical/Clinical/Viva voce examinations and Valuation of theory answer scripts shall be conducted as per the schedule notified by JSS AHE&R.
5. Selection and allotment of exercises/experiments shall be done conjointly by the internal & external examiners. A copy of the Practical/Clinical question paper signed by both the examiners shall be submitted along with Practical answer scripts.
6. Allocation of time for the candidates to perform the exercises/experiments and for the Viva voce shall be as per the Course Regulations.
7. Questions of personal nature and intimidating actions such as teasing, mocking, ridiculing the candidate are strictly prohibited during the examinations.
8. Examiners shall spend adequate time to examine each candidate and shall allocate marks independently for Practical/Clinical/Viva voce examinations.
9. The sum of marks awarded by the examiners shall be the total marks awarded to the candidate.
10. All the Practical and Viva sheets shall be signed by all examiners. **Order of signing in answer scripts shall be External examiners followed by Internal examiners.**
11. Maximum marks and total marks awarded by examiners, for each exercise and Viva voce shall be clearly entered in the Practical and Viva booklets respectively without errors, **in both figures and words.**
12. **Awarding and entering of marks shall be done confidentially by the examiners only and no other person(s) shall be allowed to handle the procedure. Please ensure that no copies of Marks list (Hard and Soft Copy) are accessible to any other person. Discard any drafts of the marks awarded.**
13. All scripts related to each candidate must be placed in order, stapled and placed according to register numbers allocated for that day and packed. **All examiners shall be present while packing and sealing the answer scripts.**
14. The total marks awarded to each candidate for Practical/Clinical/Viva voce exercises shall be submitted to the JSS AHE&R online on the day of completion of practical examination.  
The procedure to be followed for online submission of marks:
  - ✓ Enter the final marks from the answer booklets **manually** in the blank format
  - ✓ Upload the final marks online and take a printout prior to freezing (marked as 'To be Verified').
  - ✓ Verify the marks uploaded against the manual entry, freeze the same and take the final printout.
  - ✓ Affix signatures of all the examiners on ALL the three copies and submit to the Chief Superintendent in the sealed cover. Internal examiner shall obtain the acknowledgement of the same.
15. The marks entered in all the three forms must tally with each other and with the marks entered in the answer booklets. **No changes are permitted after freezing the marks online.**
16. **The responsibility of smooth conduct of the examination process including documentation rests with the internal examiner(s).**

## Theory Valuation

1. Valuation of theory answer scripts is compulsory.
2. Valuation of theory answer scripts **shall not be** undertaken during the practical/clinical/Viva voce examination hours.
3. Answer scripts must be valued by designated valuers only.
4. Valuation must be completed within the stipulated date(s) as specified in the appointment order.
5. Valuation should be carried out independently and confidentially. **The Examiners shall not disclose the marks awarded to another Examiner or others under any circumstances.**
6. **Avoid overwriting and write legibly in your own handwriting** using blue or black pen only. Please put initial if any correction(s) are made.
7. Marks entry guidelines

|   |  |
|---|--|
| If student just writes only the Question Number/ Question and does not write the answer | Mark as "Zero"   |
| If student writes irrelevant / wrong answer   | Mark as "Zero"   |
| If student does not attempt to answer the question at all                               | Mark as "NA"   |
| Enter the final marks in figures and in words   | for example:<br><b>48 - Four Eight</b> (not as Forty Eight)<br><b>08 – Zero Eight</b> (not as Eight) |

8. Ensure that the total marks are summed up accurately. Fractions if any shall be rounded off. **Please double check the total.**
9. In question papers with choices (extra questions), the examiner is bound to check all the attempted answers and award the marks. But while totaling, please ensure that best marks awarded for requisite number of questions only are considered. **The extra marks shall be rounded off and mentioned as "EXTRA".**
10. Affix your signature with name and date on the marks sheet after entering the marks.
11. Handover the marks sheet only to authorized persons on duty.
12. Actions such as photographing the answer script(s) or marks sheets/ leaking the marks awarded or sharing in the social media will be viewed seriously.
13. **Discard any drafts of the marks awarded.**
14. In case of any clarification/discrepancies, kindly bring it to the notice of Custodian/Coordinators present in the valuation centre.

### Note:

- **Use of mobile phone in the Practical / Valuation hall is strictly prohibited. Mobiles should be in silent mode /switched off.**
- Officiating as Examiners and conducting University examinations is an integral part of the teaching profession.
- Examiners are obliged to discharge the examination duties as assigned by the University with a sense of responsibility and accountability.
- Examiners are solely held responsible for errors in entry, totaling mistakes and are liable for disciplinary action in case of any discrepancies.



**THANK YOU FOR YOUR KIND COOPERATION**

**Controller of Examinations**