

## Guidelines for 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: <b>48 - Four Eight</b> (not as Forty Eight) <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.

**PLEASE**  
DO NOT USE  
MOBILE  
PHONES