

## NORTH-EASTERN HILL UNIVERSITY REGULATIONS

RC- 10

### ON PAPER-SETTING/EVALUATION/MODERATION OF UNDER-GRADUATE EXAMINATIONS

*(Under Ordinance OC –8)*

- Appointment of Paper-Setters / Examiners/ Moderators** 1. The Board of Under- Graduates Studies in each subject shall draw a panel of paper-setters/examiners/moderators in the month of March on every alternate year and forward the same to the Vice-Chancellor, who shall appoint the paper-setters / examiners/ moderators for a period of two years. While drawing the panel, the Chairman of the Board shall take into consideration the confidential aspect of the assignment so as to make it fool-proof. Criteria for recommending the names shall be as under :
- Paper-Setter** (1)(i) The teachers from the University academic department/Centres, teachers from academic departments of other Universities and teachers from the affiliated colleges of NEHU may be appointed.
- (ii) Must be a teacher in the subject concerned with a minimum of 5 years teaching experience.
- (iii) In exceptional circumstances, however, the Vice-Chancellor may relax the condition regarding experience.
- Examiner** (2)(i) Must have at least 5 years of teaching experience in the subject concerned at under-graduate level.
- (ii) Must be a teacher of the affiliated college.
- (iii) In exceptional circumstances, however, the Vice-Chancellor may relax the condition of experience or may appoint an examiner from outside, subject to fulfilment of other conditions.
- N.B. Ordinarily not more than 200 scripts shall be allotted to one examiner. For Honours, conditions of appointment of paper-setter/examiners/moderator will be the same as for Post-Graduate examinations.
- Moderation Board** 2. (1) There shall be a Moderation Board appointed by the Vice-Chancellor for each paper/subject for a period of two year.
- The Board shall consist of:
- (i) Chairman, Board of Under-Graduate Studies or any senior teacher in the subject, recommended by the Chairman.
- (ii) One or two teachers in the subject concerned from post-graduate Department/Centre of the University.
- (iii) At least two teachers in the subject concerned from the affiliated colleges of the University.
- (iv) One or two expert(s) in the subject concerned from outside the University to be nominated by the Vice-Chancellor.

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- (2) Functions of the Moderation Board:
- (i) To ensure that question paper has been set strictly in accordance with the syllabus and instructions given by the University covering all broad areas adequately.
  - (ii) To delete questions set from outside the syllabus and to make necessary substitution, if required.
  - (iii) To remove ambiguity in the language of question, if any.
  - (iv) To moderate all the questions properly giving ample opportunity to candidates of average and exceptional capabilities.
  - (v) To ensure proper distribution and indication of weightage of marks for each question or parts thereof, time prescribed for the paper and to correct error, if any, in this regard.
  - (vi) To bring to the notice of the Controller of examination lapse or omission on the part of the paper-setter, if any.
- Moderation of Results** 3.
- (1) There shall be a Moderation Board if need be to moderate results of each examination and it shall consist of:
    - (i) 3 Principals of the Colleges located at Shillong, to be nominated by the Vice-Chancellor.
    - (ii) Dean of Schools to be nominated by the Vice-Chancellor.
    - (iii) Vice-Chancellor or in his absence Pro-Vice-Chancellor as the Chairman.
  - (2) The term of the office of the members of the board, other than the Chairman, shall be two years which may be curtailed on any ground likely to affect/prejudice the confidentiality of results.
  - (3) The duties of the Board shall be as under:
    - (i) The Board shall scrutinise the statistics of results prepared by the tabulators and moderate the same, if need be, before the declaration/publication of results.
    - (ii) As a matter of policy, the candidates having shortage of 1% marks to pass a subject shall be given grace upto 1% marks in the subject concerned. This will be independent of the grace principle recommended by the Moderation Board.
    - (iii) No grace shall be awarded after the declaration/publication of result.
- Evaluation** 4.
- (1) There shall be a 3-tier system of evaluation of answer-scripts for which purpose there shall be a Chairman, Chief-Examiner and Examiner for each subject.

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- (2) The duties of the Chairman, Chief-Examiner and Examiner shall be as under:
- Chairman**
- (i) The Chairperson for each paper will be appointed by the Vice-Chancellor on the recommendations of the Board of Under Graduate Studies. Immediately after the examination in the concerned subject/paper are over, the Chairman shall prepare the instruction for evaluation. On receipt of instruction, the Examination department shall start the process of evaluation by sending the packets of Answer scripts to the examiners for evaluation alongwith a copy of the instruction prepared by the Chairman. The Examiners shall return the evaluated packets of answer scripts to the Examination department alongwith the Markbook.
- It shall be the duty of the Chairman to give necessary instruction to the Chief Examiners/Examiner and regarding the standard of evaluation of answerscripts in the various papers. He shall also be responsible for ensuring uniformity of standard of evaluation.
- He shall be paid a remuneration of Rs. 250/- (Rupees two hundred and fifty) only.
- Chief-Examiner**
- (ii) It shall be the duty of the Examination department to send all the evaluated answerscripts alongwith the markbooks received from the Examiners to the Chief Examiners alongwith a copy of the instruction for scrutiny.
- It shall be the duty of the Chief Examiner to scrutinise the evaluated answerscripts according to the instruction given by the Chairperson. If any wide variation in evaluation is detected, she/he shall refer the matter to the Examination department for doing the needful. **She/he shall conduct a check-valuation of at least 15% of the total number of answer-books allotted to each examiner.** She/he will have the powers to revalue any or every script allotted to her/his Examiners. But he shall not erase or obliterate the marks awarded by the original Examiner when he revalues any script and if there is variation between his marks and the marks awarded by the original examiner, he shall clearly score off the marks written by the original Examiner, and write his own marks beside that. While scoring off the original marks the Chief Examiner shall take special care to see that the former marks are still clearly visible. If he finds very wide variation between his marks and those of original examiner, he shall make special mention of such cases in the final report which he submits to the Chairman regarding the performance of each and every Examiner placed under him.
- Besides check- evaluation of 15% of the scripts of each and every Examiner, it shall also be his duty to scrutinise each and every paper of all examiners under him.

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**Scrutiny does not mean reevaluation.** It means only checking up as to whether all questions have been marked, both inside and on the facing sheet of the Answer script, checkup the correctness of the totalling of marks and posting of the same in the mark book. Correction of marks effected by him at the time of scrutiny shall be initialled in the answer-scripts as well as in the mark-book with red-ink. **In the mark-book single digit marks shall be written both in figures and in words.**

As soon as the valuation work is completed, he will forward all evaluated answer-scripts **to the University in double-fold cloth-bound parcels by registered (A.D.) post.** While packing, the answer-books must be serially arranged. **The Chief Examiner specially look into all answers which have been awarded zero mark while scrutinizing the answer-books. The candidates should not be penalised for wrong numbering of answers.**

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| <b>Examiners</b>                 | (iii)  | It shall be the duty of each and every Examiner to carry on evaluation of answer scripts sent to him according to the instructions he receives. Immediately on receipt of answer scripts from the University, he shall check up whether all the scripts are there. Discrepancies if any, shall be reported to the Controller of Examinations. He shall complete the evaluation within the prescribed period and return the evaluated answer scripts with the Markbook to the Examination department on or before due date. |
| <b>Continuous Sessional Work</b> | 5. (i) | Evaluation of continuous sessional work shall be made on the basis of the student's performance in (a) tests organised for this purpose by the department concerned and (b) written assignment and/or seminars, fieldwork, etc. as indicated in the syllabus.  |
|                                  | (ii)   | The schedule for the tests shall be made known to the students at the beginning of the year and each test shall assess the student on that part of the syllabus covered preceding the test. The tests shall be evenly spaced out throughout the year.  |
|                                  | (iii)  | The marks awarded for the sessional tests shall be made known to the candidates within 15 days of the conduct of the test. Candidates may discuss and seek clarification, if any, about their performance from the Principal within a week of the declaration of the marks.  |
|                                  | (iv)   | Principal shall constitute an examination committee for each subject consisting of the Head of the department and two members of its faculty to oversee all work connected with evaluation of sessional work. The Principal shall be ex-officio chairman of each committee.  |
|                                  | (v)    | The awards given by the teacher(s) concerned shall be kept confidential until they are moderated and approved by the concerned Examination Committee. It shall be the responsibility of this committee to maintain the standard of evaluation.   |
| <b>General</b>                   | 6. (1) | Special care shall be taken by the Chairman, the Chief Examiners and Examiners to maintain secrecy relating to matters of evaluation.  |

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On completion of the scrutiny work, the Chief Examiners shall send the pockets of answer scripts alongwith the markbooks directly to the department. Malpractice, if any, if detected during the course of evaluation and scrutiny, the matter is referred by them directly to the Controller of Examinations. Special care shall be taken in packing and forwarding answerscripts. Answer-books and mark-books must be always despatched only through the post office, if they are not being sent by Special messenger or personally delivered. No. T.A. shall, however, be admissible for his purpose. Postage charges can be claimed supported by the original vouchers.

Evaluation of answer-scripts shall be done strictly in the serial order and marks shall be entered in the mark-books also accordingly. While despatching the answer-scripts they must be arranged serially. Ordinarily only about one hundred answer-books shall be made in a parcel. Marks must be always written legibly and clearly and in words **with ink** in the mark-book. All alterations or corrections of marks must be done by clearly scoring off the original figure and writing the new figure by its side. There should not be any kind of over-writing of marks in the answer-books and in marks-books.

- (2) Correspondence relating to Examinations shall be carried **on most confidentially** and all envelopes containing correspondence relating to Examination shall bear the superscription "**Confidential**". All correspondence to the Controller of Examinations shall be carried on in his personal address. **No post card shall be made use of for any correspondence relating to matters of Examination between anybody.** The assignment of valuation or anything relating to that shall not be divulged or let known in any manner to anybody. Correspondence at every stage shall be reduced to the absolute minimum. Unnecessary correspondence with the Chief Examiner or the Chairman or the University should be avoided. Special care must be taken to ensure absolute punctuality in matters relating to the schedule of valuation, despatch of answer-book and submission of mark-books.
- (3) Every Chief Examiner shall submit a report on the nature of work done by each Examiner under him to his Chairman immediately after the valuation work is completed. The Chairman shall forward all those reports to the Controller of Examinations with his own remarks. Separate report shall be prepared by the chief Examiner in respect of each Examiner. **While preparing the final mark-book. All columns on the cover- page of the mark-book must be filled up,** The mark-book of every Examiner shall be countersigned by his Chief Examiner and the Chairman. The Chairman shall forward the mark-books to the Controller of Examinations, as and when they are received, instead of waiting for all the mark-books from the Chief Examiners to be received.

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- (4) The External Examiners appointed for the Practical Examinations shall reach the allotted stations **one clear day before the commencement of** the concerned Practical examinations. Failure on the part of any external examiner to reach the allotted station on the due date shall be telegraphically reported by the concerned internal Examiner to the Controller of Examinations.
- (5) It is hoped that every Examiner/Chief Examiner Chairman will fully realise that it is his duty to ensure utmost secrecy and integrity at the various stages of the valuation work and thus cooperate with the University in upholding the sanctity and fairness of Examinations.
- Remuneration** (6) Examiners, Practical examiners, Internal examiners, faculty and staff etc shall be paid remuneration for examination work according to latest rates approved by Academic Council.