



**KANNUR UNIVERSITY**  
**Examination Branch**

**INSTRUCTIONS ON CONDUCT OF DOUBLE VALUATION SYSTEM OF EVALUATION**

1. As per the revised regulations for PG programme in affiliated colleges w.e.f 2023 admission, there shall be double valuation system of answer books.
2. There shall be no provision for revaluation.
3. First, the answer books (8 Nos.) will be distributed to an examiner for first valuation and then the same answer books will be distributed to another examiner for second valuation.
4. The average of first and second valuation marks will be taken into account.
5. If the difference of first and second valuation marks exceeds 10% of the maximum marks, then the answer books will be distributed to a third examiner.
6. The final marks will be the average of the nearest two (maximum pair), out of three marks awarded by three examiners.
7. For Mark entry process, manuscript of mark sheet should be prepared separately by first, second and third examiner and it should be signed.
8. There shall be no chief valuation and the chairperson should monitor the whole process and should submit the final mark sheet and check sheet duly signed.
9. Ensure that the valuations (First, Second and Third) of an answer script will take place in same cluster.
10. Examiners should legibly write the false number in the mark sheets. The false number is the main key to print **Check Sheet** and **Final Mark Sheet**.
11. After first valuation, the examiner should prepare manuscript of mark sheet and the answer scripts bundle (8 Nos.) are to be returned to camp officer along with mark sheet. This may be given for **barcode shooting, false number entry** and **mark entry**. After mark entry the answer scripts and printouts are to be submitted to the examiner for verification of camp code, false number and marks. After verification the answer scripts are to be handed over to the camp officer along with signed copy of **mark sheet**.
12. After second valuation of second examiner, the answer scripts bundle (8 Nos.) with manuscript of mark sheet are returned to camp officer. This may be given for **barcode shooting, false number entry** and **mark entry**. After second mark entry the answer scripts and printouts are to be submitted to the examiner for verification of camp code, false number and marks. After verification the answer scripts are to be handed over to the camp officer along with signed copy of mark sheet.

13. After completing mark entry of first and second valuation of a bundle of answer scripts a report of **that bundle ( check sheet)** is generated. From this report Chairperson/Camp officer can identify the papers needed to be valued again. The Chairperson shall verify and sign the check sheet
14. After completion of third valuation (if any) the answer scripts are to be given for mark entry and after third mark entry the final report that containing final mark of **a bundle** is to be printed and attested.
15. In the final mark sheet, marks are to be rounded to next whole number for the marks ending with 0.5 and above.
16. In the answer script, camp code should be written by examiners down to down ( In the answer scripts, there is space for only one examiner to write the camp code)
17. Bundle of answer scripts distributed for mark entry must be in the sequential order of false number. If there is any sequence breaks in a bundle that should be brought to attention of data entry operator. In order to bring the sequence breaks of false number to the attention of data entry operator that should be pointed out by the examiner by leaving a blank row in the manuscript of mark sheet.
18. The printout of mark sheet after mark entry must be compared by the examiner with the manuscript prepared by examiner and to be attested. **The false number and marks should be thoroughly verified.**
19. After first, second and third valuation mark entry process, two copies of mark sheet printouts shall be taken at each stage. The copies should be verified and signed by the concerned examiner and to be returned along with the answer scripts. One copy of mark sheet may be kept as office copy and other copy of mark sheet may be issued to concerned examiner. Two copies of printout are needed in the case of check sheet. One copy should be given to chairperson for further action and other copy shall be kept as office copy. The check sheet is to be duly verified and signed by the chairperson. Two copies of printout shall be taken in the case of final mark sheet. The final mark sheet shall be duly verified and attested by the chairperson. One copy of final mark sheet shall be kept by the chairperson and the other copy shall be kept as office copy.
20. Hard copy of mark sheets and check sheets generated at each stage should be kept in concerned tabulation section for further reference.

### **Instructions to Data Entry Assistants**

1. Disable the auto-fill option in the browser first.
2. At the time of online entry, ensure that Camp Code, Paper Code, Teacher Code and Script Count are entered as written in each script by the respective examiner (s).

3. If bar code discrepancies or defective bar code is found in any script, such scripts may be set apart and returned to the University under proper acknowledgement
4. Ensure whether the mark entry of a bundle is first or second.
5. Before mark entry, ensure that the false numbers are in the sequential order of the false numbers. If there is any sequence break of false numbers in a bundle of answer scripts, such set of answer scripts with different sequence shall be entered separately.

Sd/-

**CONTROLLER OF EXAMINATIONS**