



# बिरला प्रौद्योगिकी संस्थान BIRLA INSTITUTE OF TECHNOLOGY

(वि० अनु० आ० अधिनियम १९५६ की धारा ३ के तहत मानित विश्वविद्यालय || A Deemed to be University u/s 3 of UGC Act, 1956)  
मेसरा, राँची ८३५२१५ (भारत) || MESRA, RANCHI 835 215 (INDIA)

EXAMINATION DEPARTMENT | परीक्षा विभाग

## **GUIDELINES FOR EVALUATION OF ANSWER SCRIPTS AND UPLOADING OF MARKS ON ERP**

1. Please ensure all answers have been evaluated and marks have been awarded against each answered question.
2. Marking may be made in red ink by pen or Ball Point pen.
3. Please ensure the marks given inside the Answer books are accordingly tabulated on the cover page with correct total.
4. The Total Marks in Answer Book should tally with the result sheet. The examiners are requested to please see that no question or part of the question is left un-assessed. If a candidate has attempted more questions than required, the marks obtained in the best questions be totalled. The questions for which marks were awarded but not counted be indicated and shown "Extra attempted".
5. Blank pages of all Answer-books may please be crossed by you at the time of assessing the answer-books.
6. If, during the course of marking, an examiner feels that the pass percentage is low or there are some other serious discrepancies, he should report the same to the Controller of Examination.
7. If a candidate or any person on his behalf approaches the examiner to influence the result, the fact may be reported to the Controller of Examination immediately.
8. Please show the evaluated answer scripts to students before uploading marks on ERP so that the question of scrutiny does not arise as there are no provisions for scrutiny under the current decentralised system of examination.
9. It is to be remembered that our evaluation decides the fate of the students and academic standards of the Institute for which co-operation from every person involved is solicited and such contribution will always be remembered.

### **10. Maker and Checker Method for entering marks on ERP**

Marks are to be entered by faculty and locked using the "Maker and Checker" method.

**Maker** - the subject teacher (Maker) shall enter the marks along with another teacher (Checker). It shall be the responsibility of the Checker to dictate the marks to the Maker for entry on ERP.

**Checker** - after the marks have been uploaded on ERP by the Maker, the Checker shall take a printout of the same and the Maker shall dictate the marks for cross verification. The Checker shall tick the marks entered and thereafter lock it for result processing.

  
**Controller of Examinations**