



Notification

Subject: Examination Answer Paper Checking – Guidelines and Instructions - Reg

Assessment is the systematic process of measuring a student's knowledge, skills, understanding, and abilities in a specific subject or domain. It is designed to evaluate learning outcomes and ensure that students meet the required academic standards through examinations. **A fair assessment is one that does not give any advantage or disadvantage to any student.**

In this context, Faculty members are hereby informed to adhere to the following Guidelines and Instructions during the Answer Paper Checking of ESE /Makeup Exam / 100% Exam for ensuring Quality in the Assessment Process.

Conducting the Evaluation /Moderation of Answer Scripts:

1. **Strict Adherence to Guidelines:** Follow the model answers and marking scheme as the foundation for consistent and fair grading.
2. **Impartiality:** Avoid any personal bias or favoritism; focus solely on the accuracy and content of answers.
3. **Recognition of Logical Reasoning:** Award marks for logical, well-reasoned, and unconventional approaches that are valid and relevant.
4. **Mark Deductions:** Clearly understand errors or discrepancies and with valid reasons for deductions
5. **Rechecking for Accuracy:** Double-check all assessed answers and the total marks for accuracy to prevent errors.
6. **Timely Completion:** Ensure that the entire evaluation process is completed within **three working days** to maintain academic timelines.
7. **No of Answer Scripts to be accessed per day :**
 - 2 Hrs Exam Duration (50 Marks) : Maximum 80 Papers per Day
 - 3 Hrs Duration (100 Marks) : Maximum 60 Papers per Day



Annasaheb Dange College of Engineering and Technology

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(An Empowered Autonomous Institute)

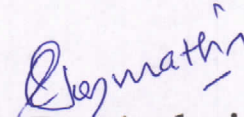


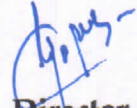
Cross-Verification of Assessed Answer Scripts:

To ensure quality and consistency in evaluation, a random sample of evaluated answer scripts from each bundle should be selected for review. This process involves experienced internal or external senior faculty members to maintain impartiality and uphold evaluation standards. During the review, adherence to the marking scheme, accuracy of total marks, and consistency in grading are thoroughly verified. Any discrepancies identified are addressed promptly, and corrective feedback is provided to evaluators to enhance future assessments.

Date: 02.06.2025

Place: Ashta


Dean Academics


Director