

Date: 15-6-10

Instructions for assesement of answer books of GTU Examination

1. Examiner should maintain complete confidentiality while assessing answerbooks.
2. Examiner has to assess answer books within the time duration mention in assessment order of GTU.
3. Ensure to allocate marks against all sub part of each question and carry forward in box provided at the top of page of answer book.
4. Kindly verify all questions assessed in case student is close to passing marks.
5. Ensure that marks are correctly transferred to title page of answer book and duly signed at that marked location in answer book.
6. Examiners are informed to clearly **write their name and institute code** in appropriate location of answer book.
7. On completion of assessment of all answer books packets, Examiner must submit it to Institute GTU coordinator within time limit.
8. Any mistake in assessing or totaling carries a penalty as per prevailing norms of GTU.
9. **Examiners should properly cut the seal along the marked line indicated on answerbook bag. On completion of assessment of answerbook, seal the answebook properly marked as examiners seal on bag.**
10. **Examiners should fill all the required details on answer book bag. The packet should be duly signed by examiner and GTU coordinator with a marker pen.**

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I/C Controller of Examination