

GTU Instructions for assesement of answer books to GTU

1. Examiner has to assess answer books within the time limit mention in assessment order of GTU.
2. 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.
3. Kindly verify all questions assessed in case student is close to passing marks.
4. Ensure that marks are correctly transferred to title page of answer book and duly signed at that marked location in answer book.
5. Use given OMR (External Examination Mark-List) sheet for entering Marks of assessed answer books.
6. Examiners are informed to paste barcodes in serial of a particular lot no. on marked location of answer book (i.e. Barcode for examiner).
7. Examiners are informed to use Black Ball Pen only for darkening the circles corresponding to marks obtained by a student and entering marks in a numerical form in an OMR Sheet (External Examination Mark-List).
8. Examiners should ensure that marks of assessed answer books are entered corresponding to Barcode no. of a particular lot on an OMR sheet.
9. On completion of assessment of all answer books packets and filling of Mark sheet, Examiner must submit it to Institute GTU coordinator within time limit.
10. **Examiners should ensure to seal answer book cloth packet with red wax seal and write the numbers of answer book assessed on the packet. The packet should be duly signed by examiner with sketch pen or marker pen. This is to be done only after verification from Institute GTU coordinator.**

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I/C Controller of Examination