

**MAHARASHTRA STATE
BOARD OF TECHNICAL EDUCATION,
MUMBAI**



**MANUAL FOR CONDUCT OF REGIONAL ASSESSMENT CENTRE
(DRAFT)
2009**

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1.0 CONTEXT

Consequent to Government of Maharashtra issuing directions, in September 2000, for Board to adopt specific measures to enhance quality in assessment of answers, the Board resolved to introduce moderation of answers as an integral part of the process of assessment of answers at its Regional Assessment Centers (RAC). It has, since, formulated and adopted a scheme detailed hereunder and the same shall be implemented by the RACs for all examinations.

1.0 OBJECTIVES OF MODERATION

- 1.1 The main objective of moderation of answers is to ensure envisaged quality in assessment of answers.
- 2.2 Other objectives are as under.
 - 2.2.1 To minimize the discrepancies in the assessment
 - 2.2.2 To monitor the performance of Examiners
 - 2.2.3 To monitor the entire process of assessment
 - 2.2.4 To make the examiners and concerned supporting staff of R.A.C. accountable
 - 2.2.5 To establish and enhance the credibility of the assessment process.
 - 2.2.6 To propagate the quality aspect in the assessment process among the staff in general.

3.0 GUIDELINES

Conceptual framework:

- 3.1 The Board shall prepare suitable power point presentation of the Quality Assurance Scheme adopted for the assessment process. It shall provide each RAC a copy of this presentation (on CD or Floppy) to be shown to examiners, moderators in particular and all related staff in general, to acquaint them with the scheme.
- 3.2 Regional level meetings shall be held by regional offices to discuss the quality parameters of assessment and moderation work and clarify their roles and responsibilities in it.

4.0 APPOINTMENT OF STAFF FOR REGIONAL ASSESSMENT CENTER (RAC)

- 4.1 The Chief officer-in-charge shall appoint necessary Officer-in-charge, Additional officer-in-charge, Supervisors, Additional supervisors and supporting staff as per the prevailing norms of the Board.
- 4.2 The Chief officer-in-charge shall ensure that the officers and staff engaged in RAC work are aware of the rules, regulations, norms and guidelines for assessment, moderation work and the scheme of quality assurance in assessment. Where necessary, he shall hold meetings to discuss the quality parameters of assessment and moderation work and clarify their roles and responsibilities in it.
- 4.3 The Chief officer-in-charge shall appoint qualified and experienced examiners for assessment of answer books.

5.0 INSTRUCTIONS TO EXAMINERS

- 5.1 Examiners shall not disclose their appointments, treating them strictly confidential. They are prohibited from communicating any matter related to examination on postcards.
- 5.2 Examiners shall make themselves familiar with the instructions contained herein as obligatory part of their assigned duties. They shall treat all instructions and information issued from time to time as confidential.
- 5.3 The acceptance of an appointment as examiner implies an agreement on the part of the acceptor to perform carefully the work entrusted to him and to carry out scrupulously the instructions and directions issued from time to time. Failure to carry out the instructions and directions would attract disciplinary action.
- 5.4 Examiners shall not communicate either orally or in writing with examinees or other persons who are not their co-examiners in their related subjects, on matters connected with the question papers, marking scheme and distribution of examination work among them, marks obtained by examinees or any other information meriting confidentiality.
- 5.5 Examiners shall communicate latest postal address and phone number to the officer-in-charge of RAC. Examiners shall call upon the regional office for any matter of grave concern relating to the examinations.

6.0 PROCEDURE FOR ASSESSMENT OF ANSWER BOOKS

- 6.1 Assessment of unmasked answer books:
 - 6.1.1 Examiner shall open the allotted answer book bundle with the seals broken or intact, immediately on receiving it, check if the contents tally with the supervisor's report or not. In either case, he shall make a report to the Officer-in-charge, RAC.
 - 6.1.2 In no circumstances the answer-books shall be taken out side the confines of the RAC. Each examiner shall be personally responsible for all answer books allotted to and received by him and shall keep them under lock and key until they have been duly examined and returned to the Officer-in-charge RAC.
 - 6.1.3 Examiners shall report the seat numbers of the examinee/s if any who have made attempts to disclose their identity, to the Officer-in-charge, RAC for onward communication to Secretary as CPS cases.
 - 6.1.4 While evaluating the answer papers the examiner shall assess the allotted answer books as per the scheme of moderation explained to him by the RAC authorities. He shall scrupulously follow the marking scheme duly prepared (if not already provided by the Board) and supplied by RAC. He will give due credit to the step-by-step solution, correctness of the method used,

- explanations with the help of sketches and final answer. He shall also give due credit to the efficacious use of language, neatness and presentation.
- 6.1.5 No fractional marks other than $\frac{1}{2}$ (or 0.5) shall be allotted.
- 6.1.5.1 Examiners should enter the marks on the answer books using ballpoint pen with RED ink in legible hand and make entries of marks given by him, at the end of each answer.
- 6.1.6 Examiners shall also abide by the following instructions for entering marks in the answer books.
- 6.1.6.1 If the question is not divided into sub-questions, marks should be given at the end of the answer of that question on the answer-book. Total marks obtained should again be written in the space available at top margin of the page.
- 6.1.6.2 When a question is divided into bits/sub-questions and marks are assigned to each bit/sub-question, examiners shall write the marks given to each sub-question in the left margin only. Marks allotted to the each sub-question and total marks of the question should also be written in the table printed in the top margin of the page where the examinee has started writing the answer of that question. The examiner shall verify that the marks given to the sub-questions are correct and the total marks do not exceed the maximum marks assigned to that question.
- 6.1.6.3 In case the examinee has solved more bits/sub-questions than asked for, the marks obtained for all sub-questions shall be entered in the table printed in the top of the margin as mentioned above. The total marks of the best combination of bits shall be considered as marks obtained by the examinee.
The marks allotted to the bit/s ignored shall be encircled indicating that these marks are to be omitted from the total of that question.
- 6.1.7 After the examiner has written the total marks of a question, as mentioned above, he shall immediately transfer these marks in the appropriate box in the table on the cover page of the answer book.
- 6.1.8 When an examinee does not attempt a question, the examiner shall make an entry in the related box in the table on the cover page of the answer book by

- marking a dashed line (----). Likewise, when a question is attempted has earned zero marks, the entry shall be two zeros (00).
- 6.1.9 If the answer to a question is not written on consecutive pages in continuous manner, but written at different places in discontinuous manner, in the same answer book or in supplement/s to the answer book, the examiner shall assign marks to each part separately. The total for such answers should be made as mentioned in 5.11 above.
- 6.1.10 If an examinee has attempted more questions than he is required to answer, all the answers shall be assessed and the marks of all questions shall be entered on the cover page of answer book. However, while totaling the marks of the maximum desirable number of questions, including the compulsory question/s, if any, only shall be taken into consideration.
- 6.1.11 Care shall be taken that out of the marks assigned to additional question/s attempted by him, the lowest marks given to any question/s, except compulsory question/s, if any, shall be ignored while totaling and the ignored marks shall be encircled on the cover page of the answer book.
- 6.1.12 When all questions in an answer book have been assessed, the examiner shall verify the total of marks secured, by adding the marks of individual questions as entered on the answer book, preferably using calculator.
- 6.1.13 In case, all the answers written in an answer book are scratched or cross-marked, the matter shall be brought to the notice of the officer-in-charge, RAC. The officer-in-charge shall take action as per the prevailing rules and instructions of the Board.
- 6.1.14 In case, an examinee has been allotted a code number in the mark sheet / supervisor's report indicating his status, but his answer book exists in the packet, then the answer book shall be assessed and the matter shall be reported to the officer-in-charge, RAC. The officer-in-charge shall communicate the discrepancy to the Deputy Secretary of his region on phone and by letter. The Deputy Secretary shall seek the factual information and clarification in writing from the examination center concerned with the answer book in question. On getting the due clarification he shall instruct the RAC regarding the manner in which the communicated discrepancy needs to be sorted out. The examiner shall enter the marks of such examinee/s by writing the seat number/s in the same mark sheet, if space is available after the printed list

in the mark sheet. Otherwise, an additional blank mark sheet shall be used.

7.0 HANDLING CASES OF COPYING, MISCONDUCT, MALPRACTICE AT REGIONAL ASSESSMENT CENTRE (RAC)

- 7.1. Cases of malpractice at RAC detected while assessing answer books include,
- 7.1.1. The copying material/Currency note in the answer book
The occurrence of the event shall be immediately reported to the Officer-in-charge. He shall duly record the facts of the event in the presence of reporting and other two examiners and bring it to the notice of Chief-officer-in-charge. The photocopy of copying material/currency note shall be attested by all these witnesses. The value and number of the currency note(s) shall be mentioned in the statement. The matter shall be reported to the Secretary along with answer book and other documents. The relevant code shall be mentioned in the mark sheet.(see 22.0)
- 7.1.2. Objectionable written contents in the answer book amounting to irrelevant scribbling, temptations or insults to the examiner
- 7.1.3. Name/Contact number of the examinee disclosing his identity
After ensuring the facts of the event, the officer-in-charge shall duly report the case to the Secretary along with the answer book and report of examiner duly attested by him. The relevant code shall be mentioned in the mark sheet. (see 22.0)
- 7.1.4. Verbatim similar written answers, including mistakes or otherwise, evoking a doubt of copying within a small group of examinees or mass copying.
- 7.1.5. Frequent change in ink / handwriting without the knowledge and attestation of block supervisor, etc.
The chief officer-in-charge shall constitute a committee of three officers, one of them shall be the officer-in-charge/additional officer-in-charge RAC to ascertain the doubt of the examiner and if agreed, he shall be report the event to the Secretary. He shall preserve the related answer book/s and documents for future use by the Board. The relevant code shall be mentioned in the mark sheet. (see 22.0)
- 7.2. While assessment, if it is observed that an examinee earns marks, which fall under category of critical cases as defined by the Board, the examiner shall critically re-assess the answer book/s and certify on the answer book itself that he has **critically assessed** these answer book/s.
- 7.3. After all answer books of particular subjects are assessed, the examiner shall furnish a certificate in prescribed format to the officer-in-charge, RAC, stating that he has assessed all

answer books as per the norms and instructions of the Board, referring to the marking scheme prepared at RAC and critically assessed all critical cases.

8.0 PROCEDURE OF FILLING IN EXAMINER'S MARK SHEETS AT RAC

Mark sheets are scanned in the result processing. Any diversion from the set procedure, in filling in the mark sheets, would cause refusal to accept the data by the computer programme and the consequent undesirable and avoidable delay due to reversion to manual mode. Utmost care shall be taken to follow the procedure given below.

- 8.1 Before starting to enter the marks in the mark sheet, the examiner shall verify the correctness of the information already printed or written in the data boxes atop the mark sheet. The examiner shall bring to the notice of the officer in charge any discrepancy observed therein.
- 8.2 Each mark sheet has space for 80 examinees, arranged in 4 vertical columns of 20 examinees each. The marks allotted to a examinee shall be written in three-digit mode only, one digit in each of the three boxes provided against each examinee, as demonstrated below:

Marks allotted Three-Digit Mode

36	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">0</td> <td style="width: 20px; height: 20px; text-align: center;">3</td> <td style="width: 20px; height: 20px; text-align: center;">6</td> </tr> </table>	0	3	6
0	3	6		
9	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">0</td> <td style="width: 20px; height: 20px; text-align: center;">0</td> <td style="width: 20px; height: 20px; text-align: center;">9</td> </tr> </table>	0	0	9
0	0	9		
0	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">0</td> <td style="width: 20px; height: 20px; text-align: center;">0</td> <td style="width: 20px; height: 20px; text-align: center;">0</td> </tr> </table>	0	0	0
0	0	0		

The allotted marks shall not be written in words.

- 8.3 All entries in the mark sheets shall be made only by ballpoint pen in dark black ink. Pencil or ink-pen or gel-pen shall not be used for writing the marks.
- 8.4 Overwriting and using any correcting fluid are strictly prohibited. Any wrong entry of marks shall not be corrected using correcting fluid. Wrongly entered marks along with the seat number of the examinee shall be struck off by a single horizontal line drawn across the digits. The examiner shall enter the seat number and correct marks of such examinee immediately below the last examinee or on a fresh mark sheet in case there is no space available on the printed mark sheet.
- 8.5 The additional seat numbers allotted by the Institute shall be written immediately after the printed seat numbers, in the ascending order.
- 8.6 Additional mark sheet shall be used only when the available space after the printed seat numbers is not enough to accommodate all additional numbers to be entered in the

mark sheet. In this case, the additional numbers shall begin immediately after the printed numbers and continue on the additional sheet. The additional sheet shall be given the same *Sheet Number* as that of its preceding printed mark sheet, with suffix A.

- 8.7 When an examinee's seat number appears in the mark sheet but his answer book is not available, appropriate code from the following list shall be written against his seat number in the mark sheet if not already entered at the examination center.
- 8.7.1 When an examinee is expected to appear for the subject but remains absent, the code to be written is **401**.
- 8.7.2 When an examinee has been disallowed from appearing in the examination, the code to be written is **402**.
- 8.7.3 When an examinee has appeared in the examination and has been caught using unfair means, the code to be written is **403**.
- 8.7.4 When an examinee's seat number appears in the mark sheet, but he has already passed that subject in previous examination and he has not registered for class improvement either, the code to be written is **404**. No marks from previous history shall be written in the mark sheet.
- 8.7.5 If an examinee has been allotted two seat numbers for the same examination and the Institute has permitted him to appear on a particular seat number, his marks shall be reported against such permitted seat number only. The other seat number shall be treated as deleted and code **405** shall be written against this seat number.
- 8.7.6 If the Board has granted exemption to an examinee in a certain subject by issuing an order, the code to be written is **406**. However, in absence of any specific order from the Board exempting the examinee, the code 401 shall be written.
- 8.7.7 If a course offers two or more optional subjects, and an examinee has to opt for some of them as provided in the relevant teaching scheme, the others become the "opted out" subjects. As a matter of procedure, Board issues mark sheets for all optional subjects. In such a case, code **407** shall be written in the mark sheets of the opted out subject/s against the examinee/s seat number.
- 8.7.8 If an examinee's seat number appears in the mark sheet and his status does not fall in any of the foregoing categories, it falls in "any other case". In this case code **408** shall be written in the mark sheet.
- 8.7.9 When an examinee is directly admitted to a higher year

or semester, he may have to appear in and pass the backlog subjects of lower year/s or semester/s, as per the eligibility letter of the Board. In this case, code **406** shall be written for the subjects for which he is not required to appear. ***Utmost care shall be taken not to write 401 or 402 in such cases.***

- 8.7.10 When an examinee appears for performance improvement or under category of reappearing, the examinee is obliged to appear for all subjects mentioned in his letter of permission issued by the Board, although he has already passed in all or some of them in the previous examination. In this case, it shall be verified that the examinee's seat number appears in the mark sheets of all subjects the examinee has to appear in. If his seat number is missing from any of the above mark sheets, it shall be duly entered manually. If the examinee does not appear for the subject/s he is required to appear in, code **401** shall be written against his seat number. *No remarks or code 404 be written.*

9.0 ASSESSMENT OF MASKED ANSWER BOOKS

- 9.1 All provisions made in 6.1 are also applicable to the assessment of masked answer books. In addition, following points are specially applicable to the assessment of masked answer books.
- 9.2 After receiving a sealed bundle of answer books the examiner shall verify the correctness of the total number of answer books and that they are properly masked. Any discrepancy found shall be brought to the notice of the officer in charge RAC immediately.
- 9.3 While evaluating the answer papers the examiner shall assess the allotted answer books in the masked condition only.
- 9.4 The answer books shall remain in masked condition only till the moderator moderates and returns the bundle to the officer in charge.
- 9.5 The officer in charge shall reissue the moderated bundle of answer books along with the mark sheet/s to the concerned examiner for unmasking and filling up the mark sheet in the presence of the supervisor.
- 9.6 The examiner shall get the answer books duly unmasked by an attendant. He shall enter the marks obtained by the examinees from the answer books in the mark sheet carefully following the instructions in this regard.
- 9.7 The examiner shall return the unmasked answer books and duly filled in mark sheet/s to the officer in charge.
- 9.8 Examiners shall exercise due care regarding following:
- 9.8.1 The mark sheets shall not be folded in any event.
- 9.8.2 Marks shall be written in legible hand well within the appropriate boxes, clear of the borders, with ballpoint pen in black ink.

9.8.3 Marks shall be handwritten and not typewritten.

9.8.4 Totals of each vertical column and total of all four columns shall be done by calculator. While totaling, the code numbers written in the boxes (401, 402 etc.) shall also be added along with the marks.

9.8.5 Examiners shall sign at the set place on the mark sheet and write their names in capital letters.

10.0 ADDITIONAL IMPORTANT INSTRUCTIONS

- 10.1 In no case shall an examiner erase or obliterate an entry of marks once made in an answer book. If, in an exceptional case, such entry has to be revised, the revised figure shall be clearly written adjacent to the old entry and not overwritten on it. The old entry shall only be struck off by a single horizontal line across the digit/s keeping both, the old and revised marks, legible. The examiner shall put his full signature (not initials) against each correction so made. Examiners are not allowed to make any alterations, save corrections to the clerical errors, in their mark sheets, once they have been handed over to the Officer-in-charge, RAC.
- 10.2 The examiners shall not add grace marks to the totals of marks of the examinees, keeping them as they are. The computer process has been programmed to do the gracing.
- 10.3 In case a question or a sub question is allotted marks with fractional $\frac{1}{2}$ mark, it shall not be rounded off at sub-question level. If the total marks of a question contains fractional $\frac{1}{2}$ mark it shall not be rounded off either. **The rounding off shall be done only once in the total of the answer book on the face sheet, if required.**
- 10.4 Examiner shall take due care in correctly totaling the marks in the answer books and mark sheets. Additional officer-in-charge and additional supervisor shall verify the transfer of marks from inner pages of each answer book to its cover page and check the totals on calculator. The concerned examiner shall correct the erroneous totals, detected while checking, by writing the correct total on the answer book and signing in full every such correction made. In case an examiner has left the RAC, the corrections shall be carried out by the Additional officer-in-charge, in the manner laid down above.
- 10.5 Examiners shall use ballpoint pens with black ink exclusively, for filling marks.
- 10.6 Examiners shall carefully see that no box, meant for writing marks against each seat number, in the pre-printed or manual mark sheets, is left blank. In case, there is no answer book of a seat number, the examiner shall check the supervisor's report and write proper code number from following table on the mark sheet in the appropriate box.

STATUS OF THE EXAMINEE	CODE NUMBER
ABSENT	401
DISALLOWED	402
COPYING OR MALPRACTICE CASE	403
PASSED IN THE PREVIOUS EXAMINATION	404
DELETE THE SEAT NUMBER	405
EXEMPTION GRANTED BY BOARD	406
OPTED OUT SUBJECT	407
ANY OHER CASE	408

10.7 Examiner shall write his name in capital letters immediately below the signature.

10.8 **Mark sheets shall not be folded in any event.**

10.8.1 Examiner shall hand over the mark sheets separately to the officer-in-charge or his representative. He shall not keep the mark sheets with the answer books.

10.8.2 Examiner shall furnish a certificate in prescribed format (format no 20), stating that he has assessed the answer books as per norms and instructions of the Board. The subject moderator and additional officer-in-charge shall also certify on the same format.

10.8.3 At the end of the RAC period, the additional officer-in-charge shall furnish certificate stating that the RAC work has been carried out as per the norms and guidelines for quality assurance in assessment work prescribed by the Board.

11.0 MODERATION OF ANSWER BOOKS: POLICY

11.1 The Chief officer-in-charge, RAC shall appoint adequate number of examiners and moderators for each subject of assessment, well in advance.

11.2 The moderators shall be subject teachers and shall have at least 2 year teaching experience or work experience in the field / industry.

11.3 The examiner and moderator shall prepare solution and marking scheme for each subject allotted to them for assessment / moderation.

11.4 For theoretical subjects, the structured marking schemes shall specify key words that examinees are expected to write in their

- answers.
- 11.5 Additional officer-in-charge shall keep a copy of the solution and the marking scheme for record.
 - 11.6 All critical cases (as defined by the Board) shall be assessed irrespective of the number of answer books that have to be assessed for that subject.
 - 11.7 If a subject has two sections the critical cases shall be moderated section-wise.

12.0 MODERATION OF ANSWER BOOKS; PROCEDURE

- 12.1 It shall be the responsibility of the Additional officer-in-charge to get the moderation of answer books done following the prescribed procedure.
- 12.2 The examiner shall initially assess only 20 answer books, according to the marking scheme given by the Board or prepared by him and shall write marks given by him as per procedure laid down in 6.0
- 12.3 The Chief Officer in charge shall appoint moderator/s for each subject as needed for smooth and timely conduct of RAC.
- 12.4 The moderator/s shall prepare his/their own solutions and effective marking scheme for the subject allotted to him by the officer-in-charge, RAC.
 - 12.4.1 The subject moderator shall assess the initial 20 answer books assessed by the examiner and he shall record the marks given by him in the appropriate columns on the answer book.
 - 12.4.2 He shall specifically use **green** ink to differentiate the marks given by him from those given by the original examiner.
 - 12.4.3 The moderator shall note the difference between the total marks given by him and by the examiner. If the difference is less than 10% of the total marks given by the examiner, the examiner's assessment would be held valid and the examiner shall continue the assessment without any modification to the marking scheme followed by him. The examiner shall maintain consistency throughout his assessment of the answer books of the subject.
 - 12.4.4 If the difference between their assessments is more than 10% of the total marks given by the examiner, the moderator shall consult the examiner and shall analyze the cause/s of the difference and suitably modify the marking scheme by mutual agreement.
 - 12.4.5 The examiner shall modify the question wise marks allotted to the examinee and put his full signature against each modification made. He shall then continue to assess remaining answer books, maintaining through out consistency in his assessment. The moderator shall certify that the examiner has modified the marks as per their

- agreement and he is satisfied with the modifications made.
- 12.4.6 At the end of the assessment of each answer book packet, the examiner shall return all answer books to the officer in charge through Additional officer in charge who shall issue the bundle for further moderation. The moderator shall moderate minimum 10% of the answer books by actually re-assessing them. Moderator shall also re-assess all critical cases.
- 12.4.7 For each subject, moderation shall be carried out to the extent of minimum 10% of total answer books plus all critical cases. The examiner and the moderator shall write on the critically assessed answer books a remark *critically assessed* and sign all such answer books
- 12.5 Once all the answer papers are assessed and moderated as mentioned above, the Additional officer-in-charge shall verify the question wise marks entered on the face sheet with those allotted on the inside pages of the answer book. He shall also check the totals of marks on the face sheet using calculator. This work will be carried out by the Additional officer-in-charge and Additional Supervisors specifically appointed for quality control.
- 12.6 When necessary, the totals on the answer books and mark sheets shall be got corrected by the concerned examiners. If the concerned examiner has left RAC or is unavailable, the Additional officer-in-charge shall make the corrections. He shall put his full signature against each correction and report all cases of such corrections to the Officer in charge RAC in a consolidated statement.
- 12.7 The various activities involving movement of answer books from one officer to the other throughout the assessment process in an RAC shall be duly and verifiably recorded by the officer in charge.
- 12.8 The marks allotted after due consultation between the examiner and the moderator and subsequent modification of the initially assessed answer books, shall only be recorded on the examiners' mark sheets. In no case, the marks given by the moderator shall be recorded in the examiners' mark sheet.
- 12.9 Verification of marks, if and when done, shall be done with respect to the marks given by the examiner.
- 12.10 Chief officer-in-charge shall be responsible for getting done the moderation. If for a subject, moderator is not available, the RAC shall call a moderator from other organization or Institute. In case, a moderator is not available despite earnest attempts, the matter shall be reported to the Board and concerned Regional office in writing for instructions in this regard.
- 12.11 Moderator shall give confidential report on any non-uniform or inconsistent assessment done by an examiner, to the Chief

officer-in-charge, RAC.

- 12.12 The Additional officer-in-charge shall submit his confidential report to the Regional office on the assessment and moderation work carried out at his RAC.

13.0 INSTRUCTIONS TO CHIEF OFFICER-IN-CHARGE FOR MAKING APPOINTMENTS OF ADDITIONAL OFFICER-IN-CHARGE AND ADDITIONAL SUPERVISORS.

- 13.1 Principal /Chief Officer-in-charge, RAC shall appoint Additional Officer-in-charge, not below the rank of Head of Department or Senior Lecturer and additional supervisors from the laboratory / office staff of the institute, for the duties and responsibilities regarding quality assurance in assessment at the RAC.
- 13.2 Depending on the excessiveness of the volume of work of RAC, the Chief Officer-in-charge, may appoint an additional staff in consultation with and the approval of the Board / Regional office.
- 13.3 He shall present information and documents for verification and scrutiny before the Vigilance Committee and or Officers deputed by Board / Regional office as and when required.
- 13.4 The Officer in charge RAC shall maintain a vigilance register for recording the visits and observations of the vigilance committee.

14.0 VIGILANCE AT REGIONAL ASSESSMENT CENTERS

- 14.1 The Dy. Secretary Regional office shall constitute as many vigilance squads in each region, as necessary, considering number of RACs to be inspected, expanse to be traveled by the squads, duration of RAC etc. He may draw and appoint suitable officers for manning these squads from the Institutes in his region. The Principals of the concerned institutes shall accordingly relieve their staff for the assigned vigilance duties.
- 14.2 A vigilance squad shall consist of:
- a) An officer, not below the rank of Head of the department / selection grade lecturer as its chairman and
 - b) One officer, not below the rank of lecturer as member
- 14.3 The vigilance squads shall prepare their individual confidential schedules of visits to the allotted RACs with the consent of the Dy. Secretary. Each vigilance squad shall inspect the allotted centers as per its confidential schedule. Each squad shall carry out the inspection and submit its report in the prescribed format covering following points.
- The vigilance squad shall
- 14.3.1 Check whether the centre has implemented restricted entry system that allows only desired and eligible persons to enter the centre and whether this has been announced by prominently displaying a suitable board at the sole entrance of the centre.

- 14.3.2 Check the adequacy of the arrangements for the safe custody of the written answer books at the centre.
- 14.3.3 Check whether adequate arrangements are made for examiners for safekeeping the answer books issued to them.
- 14.3.4 Check whether proper appointment orders for RAC staff and examiners have been issued.
- 14.3.5 Check for undesirable presence of any unauthorized persons (without proper appointment order) in the RAC
- 14.3.6 Verify the maintenance of records for movement of answer books from one officer to another at the RAC
- 14.3.7 Check whether the officer-in-charge, RAC has with him the inventory of mark sheets
- 14.3.8 Perform sample check in the issue register for any unduly long retention of allotted answer books by an examiner
- 14.3.9 Verify whether the RAC has received the structured marking schemes of all subjects. If not, whether the structured marking schemes are prepared and used at the RAC.
- 14.3.10 carry out sample checks of assessed and moderated answer book bundle/s for proper processes of assessment, critical assessment and moderation having been implemented as per prevailing norms of the Board
- 14.3.11 Carry out sample checks on filled in mark-sheets for their being duly completed
- 14.3.12 Check whether the completed mark sheets are being dispatched to the Dy. Secretary Regional office as per the norms and schedule of the Board
- 14.3.13 Check for sufficiency of infrastructural facilities made at the RAC
- 14.3.14 Observe and report whether there exists congenial ambience at the RAC.
- 14.3.15 Check whether malpractice cases reported, if any, are dealt with as per norms of the Board and whether the same are reported to the Dy. Secretary, Regional office.
- 14.3.16 Check whether rules and procedures of assessment, critical assessment and moderation have been adequately and effectively displayed on boards and leaflets for the benefit of examiners
- 14.3.17 Report any difficulties faced by examiners in efficiently performing the assessment / moderation work
- 14.3.18 Verify whether spot cash payments of remuneration to examiners are being made as per norms of the Board
- 14.3.19 Record observations in specific terms avoiding vagueness in the vigilance register maintained at RAC
- 14.3.20 Report telephonically to the Dy. Secretary, Regional office immediately after every visit to an RAC.

During the course of vigilance the squad is likely to come across highly confidential information. The members of the squad shall exercise utmost caution to guard its confidentiality.

* * * * *

APPENDIX I

Document on Quality Assurance in Assessment Of Answer Books

Preamble

In a court case regarding the procedure of assessment of answer books and awarding marks, High Court of Bombay directed BTE (now MSBTE) to modify its Rules OG-20 and OG-21 pertaining to declaration of result and verification of marks. The Government of Maharashtra, on perusal of the modified rules for approval, directed the Board to constitute an Expert Committee to examine the whole issue and formulate recommendations. Board presented the Expert Committee's report to the government. Government, while accepting the report, ordered the Board to incorporate the quality assurance parameters in its assessment system, as recommended by the Expert Committee, and thus eliminate the need for modification of the rules and introduction of revaluation of answer books.

Recommendations for Quality Assurance in assessment

The Expert Committee recommended proactive approach for maintaining quality in the assessment. This could be achieved by incorporating following parameters in the system:

1. Structured question paper and specifying the questions
2. Effective marking scheme
3. Quality assessment of answer books
4. Moderation of assessment
5. Verification of marks
6. Monitoring mechanism

Incorporating these parameters in the assessment system, would minimize the probability of occurrence of questionable assessment.

Compliance

In compliance to the Govt. orders, the Board incorporated the above quality parameters in the assessment system since the summer 1997 examination. Following instructions shall be followed scrupulously in this regard. The Board may issue additional instructions to maintain or enhance the quality of the assessment, from time to time.

The policy guidelines for incorporating these quality parameters have been given at the end.

A. Structured Question Papers

The setting of structured question papers, already initiated for the courses revised as per scientific guidelines, would cover progressively all other courses.

The faculty members have been oriented for this work (along with preparation of the learning materials). The Board has conducted the Workshop for preparation of question paper and the guidelines have been explicitly brought to the notice of question paper setters.

Marking schemes shall be prepared by the Board for specified question papers and supplied to the RACs; and the assessment of answer books shall be done scrupulously according to the related marking scheme.

B. Effective Marking Scheme

The Expert Committee has recommended specific guidelines to be followed for uniform and judicious assessment. Question papers should be scrutinized for distribution of marks according to the guidelines of the structured question paper and effective marking scheme. Marking scheme is to be prepared as per the guidelines included herein. It should enable the assessor to make judicious, consistent and reliable assessment of the answer books. Preparation of marking schemes shall be entrusted to senior and experienced faculty members who shall also work as moderators for assessment of answer books.

C. Quality Assessment Of Answer Books

All staff members shall be duly notified the guidelines and reminded of the same again at the commencement of assessment work at RACs. Additional Officer-in-charge and supervisor shall be appointed for monitoring the assessment work and maintaining desirable quality therein, as per the instructions of the Board. Examiners shall follow the marking scheme as decided at RAC for valuation of the subject answer books. The assessment carried out by each examiner shall be validated by the moderator through sample checking prior to the valuation of the remaining answer books. Inconsistent assessment reported by moderator to the Officer-in-charge shall not be accepted and the examiner shall be instructed to conform to set prescribed standard. Further, 100% verification of,

- (a) transfer of marks from inside pages of answer books to the face sheets,
- (b) from face sheets of answer books to the examiners' mark sheets and
- (c) totals of the marks, shall be ascertained.

D. Moderation System

An Additional Officer-in-charge for maintenance of quality in assessment system shall be appointed at the RACs. Further, to enhance the quality of the assessment, expert faculty shall be appointed as moderators.

Moderation would be adopted initially for the major and conventional courses, which in due course of time would extend to cover such other courses as decided by the Board.

The process of moderation: Each examiner would assess minimum 20 answer books of the allotted subject. The moderator would moderate these answer books and give back corrective instructions to the examiner. After due satisfaction of the moderator, the examiner would be permitted to proceed for further assessment work. The moderator would ascertain the consistency in the assessment by drawing and examining a representative sample of the assessed work, consisting at least 10% answer books from assessed set. The moderator shall submit the report of this moderation to the Officer-in-charge for taking further suitable action, compliance to which would validate the assessment work.

A. Verification of Marks

The procedure for the verification of the allotted marks in an answer book shall be in accordance with the section (17.10) and as elaborated further below.

1. A examinee who has appeared at the examination conducted by the Board (irrespective of his result as Pass, Fail or RHR) may apply to the Secretary for verification of marks in any of his theory papers he has appeared in. He shall apply on prescribed form and submit it through his Institute along with requisite fees (Appendix I), within 10 days from the date of declaration of the result.
2. A examinee who has appeared for final year / semester examination of the Board, may apply for the urgent verification of marks, in any of the theory papers, he has appeared in. He shall apply on prescribed form along with requisite fees (Appendix I) and submit it directly to the related regional office, within 3 days from the date of declaration of the result. The Principal / Head of Institute shall prepare lists of examinees who have applied for verification of marks in quintuplicate. These lists shall be Course wise, Year wise and Master Wise and prepared in the prescribed format.
3. The Institute shall submit 4 copies of the lists mentioned above, along with the fees, to the related regional office within next two days (after the last date for applying for verification) or as per the schedule of the Board, through special messenger only.
4. Regional offices shall sort out these lists region wise where the related RACs are located.
5. Each regional office shall send three copies of aforesaid assorted lists through special messengers to the regional offices under whose jurisdiction the related RACs are located, within next two days (i.e. four days after the last date for applying for verification) or as per the schedule of the Board.
6. On receipt of the assorted lists, the regional office shall call representatives of the RACs in his region on the next day and hand over these copies of lists to them.
7. The RACs shall carry out the verification work in accordance to the procedure laid down in section (17.10). This work shall be completed within next five days or as per the schedule of the Board. The RACs shall organize to complete this task well within the time limit.
8. On completion of work, RAC shall separate the answer books/cases of 'No Change in marks', as well as 'Change in marks'. It shall write remark on each such answer book as 'Change' or 'No change' appropriately. In cases of 'Change', the RAC will write marks on answer books after once again verifying, along with reasons for change in marks. Officer-in-charge of the RAC shall countersign all answer books verified at his RAC. RAC shall also consider grace marks (individual or global) given by the Board. Board shall inform all RACs, regarding grace marks given in various subjects, by separate confidential communication. Cases, where change in marks is due to grant of grace marks alone, shall not be considered as cases of change in marks.

- 10 The RAC shall, then, write remark, either "Change in marks sent to regional office" or "No Change", in all the 3 copies of lists received from the regional office, against each subject head applied for by the examinees for verification of marks. Officer-in-charge of the RAC shall countersign each page of all copies of the lists. RAC shall then submit 2 copies of lists, along with answer books of change-in-marks cases and related question papers, to the regional office, within next 2 days or as per the schedule of the Board. **No lists shall be sent by RAC to Institutes directly.**
- 11 On receiving the lists from RACs, the regional office shall computerize this information and prepare Institute wise lists of no-change cases in quadruplicate and the Deputy Secretary shall certify them. First copy of the list shall be sent to the Board for information, the second copy to the concerned Institute and the third copy to the regional office of the Institutes, within next 2 days or as per the schedule of the Board.
- 12 For dealing with the change-in-marks cases, the Deputy Secretary of the region shall appoint a 3-member committee, well in advance. Constitution of this committee shall be as under:

1	Deputy Secretary	Chairman
2	One officer from any affiliated Institute in the region, of rank not below Head of the Department	Member
3	Assistant Secretary of the regional office	Member

The committee shall verify each case of change in marks, sent by RAC. If the change is found genuine, it will be ratified and certified so by the committee and all members shall countersign the answer book.

The regional office shall computerize this information and prepare Institute wise lists of examinees, giving details of subject wise change in marks. The Deputy Secretary shall sign the lists and issue Institute wise orders for change in marks, endorsing their copies to the Board (through special messenger), concerned Institute and its regional office. This task shall be completed in the next two days or as per the schedule of the Board.

- 13 On receipt of above mentioned copies of orders for change in marks, the Board shall consider the cases for effecting change in result sheet as under:
- Where a examinee has already passed the examination prior to verification and now due to change in marks he is getting benefit of higher grand total or withdrawal of condonation remark or grace marks or higher class, the upward change shall be effected.
 - Where a examinee has result status as Fail or ATKT or F(T) and now due to change in marks he is getting benefit of passing the subject(s) or getting condonation or change in result status to

- higher side, such as ATKT (from Fail) or Pass, the upward change shall be effected.
- c) Reversal of result: Where, after verification, negative change has occurred, the cases shall be considered for effecting due changes. Changed new status of result shall be given, which may lower the class of examinee or reduce the grand total or withdraw previously given grace marks or condonation or may lower the status from Pass to Fail or Pass to ATKT or Pass to F(T) or ATKT to Fail.
 - d) Where a examinee has failed in a subject and even after the change in marks after verification, his status remains 'Fail' in that subject or he does not stand to get any benefit of condonation or any other benefit, no change shall be effected in result sheet of the Board.
- 14 The Result sheet of the Board shall be amended after considering each case as laid down above. Appropriate entries shall be made in the result sheet. Secretary / Deputy Secretary shall endorse each such entry for its validation. Board shall issue a fresh certificate of marks in each of the above cases.
- In addition to the above instructions issued by the Board for verification of marks, following parameters shall also be scrupulously verified.
1. All answers / part answers have been duly assessed.
 2. All the allotted marks have been carried over from inside pages of the answer book to its face sheet. The allotted marks have been considered according to the options in the question/s stipulated in the question paper.
 3. All totals of the allotted marks, written by the examiner, are correct.
 4. Change in marks, un-assessed part/s of answer/s or any other discrepancy have been reported in the prescribed format.
 5. The answer books scratched, totally or partly, have been so reported and further, the examiner has duly assessed them.

F. Monitoring Mechanism

The Committee of following members shall be constituted for monitoring the functioning of the RAC.

- 1) Chief Officer-in-charge (Principal)
- 2) Officer-in-charge
- 3) Additional Officer-in-charge
- 4) Two officers from the Regional Office
- 5) The Committee shall monitor the activities of RAC with respect to the following:

(A) Prior to the commencement of Assessment

The Committee shall prepare the assessment plan considering

- Available or potentially available human resources
- Total Assessment load
- Period available (Time limit)
- Maintenance of expected quality
- Initial preparation and

- Education of the staff involved in the RAC work

(B) During the Assessment Activities at RAC

The committee would monitor the progress of activities vis-à-vis the plan, review examiners' reports, moderators reports, consequent actions taken and the adequacy of progress of the RAC for completion of the assessment work within the prescribed time limit.

(C) On completion of the RAC

On completion of assessment work, the committee would check moderators reports, actions taken against the adverse report—regarding assessment, marking schemes used by the examiners, number of mistakes detected by the additional supervisor in transferring of marks from answer books to mark sheets, in totals of marks on answer books and action on the report related to poor performance (failure of examinees more than 50%) in a subject at particular examination centre. The Committee shall submit its report within 10 days from the scheduled date of completion of RAC work to enable the Board to take appropriate action on the report, prior to the declaration of result.

All Principals would educate and instruct their staff to follow the instructions and apply the quality assurance measures in the assessment system, in letter and spirit.

*

Policy Guidelines for incorporating the quality parameters in assessment system

1.0 Structured Question Paper

- 1.1 The question paper shall consist of question of –
- Knowledge level – 2/4 mark bits
 - Comprehension level – 2/4/6 mark bits
 - Application level – 4/6/8 marks bits
- 1.2 The relative importance for the various topics and subtopics in the question paper shall match with that in the curriculum document.
- 1.3 The application level questions shall be structured and targeted towards achieving specific objective. Provision for the weightages to the procedures / sub-parts of the question, shall be made and explicitly mentioned in the question paper itself.

2.0 Effective Marking Scheme

- 2.1 In case of knowledge level questions, the allotment of marks for each individual bit shall be mentioned.
- 2.2 In case of comprehension and application level questions of 6 mark or 8 mark bits, marks to the parts, sub-parts or steps shall be mentioned.
- 2.3 In case of comprehension and application level questions the expectations of the question setter shall be clearly visible such as drawing neat and proportionate sketch, drawing of standard sections, classification, trade names, abbreviations & notations etc. and weightages shall be mentioned clearly in each case.

- 2.4 Marking scheme shall be based on the instructional objectives in as mentioned in the curriculum for each chapter.

3.0 Quality Assessment Of Answer Books

- 3.1 The examiner approved by Board shall do the assessment. While giving approval to the examiner, Board shall consider the prescribed qualifications, experience and performance in the academic / practical fields.
- 3.2 The examiner shall be well informed in assessment procedure, knowledgeable and fully aware of the context and objectives of the subject.
- 3.3 The assessment shall be made according to the related marking scheme.
- 3.4 The assessment carried out by each examiner shall be validated by the moderator through sample checking, prior to the examiner's proceeding with the remaining work.
- 3.5 The assessment, reported inconsistent by moderator to the Officer-in-charge, shall not be accepted and the examiner shall be instructed to work to set prescribed standard.
- 3.6 Full confidentiality shall be duly observed before, during & after the assessment.
- 3.7 The following activities shall be scrupulously observed during the assessment of answer books:
- 100% check on totals of marks of all answer books,
 - Critical scrutiny of the answer books having marks on borderline of minimum required for passing.
 - 100% check on transferring correctly marks from inside of answer books to their face sheets and from face sheets of answer books to examiners' mark sheets.
 - Reporting by the examiner to the Officer-in-charge at RAC, where more than 50% examinees have failed in one subject, out of total answer books at the examiner level.

4.0 Moderation System

Moderation of answer books shall fulfill following objectives:

- 4.1 The Moderator shall judge the performance of the examiner by moderating the sample answer books given initially to the examiner for assessment. In this context, the moderator will check whether the examiner has appreciated the objectives of the questions, has adequate subject knowledge and has followed the prescribed marking scheme.
- 4.2 The moderator shall judge the uniformity in assessment and its quality by continuously examining a suitable representative sample of randomly chosen answer books assessed by the examiner, through out the period of assessment work.

5.0 Mark Verification

The procedure for verification of marks shall be continued as per

the existing rules. To ensure the quality and effectiveness of verification procedure, the procedure shall be made explicit and known to all concerned i.e. the Institutes and examinees.

6.0 Monitoring Mechanism

Monitoring Mechanism should be able to:

1. realistically appraise the activities mentioned under *Quality Parameters in Assessment System*,
2. ascertain the level to which its objectives have been attained,
3. ensure that the recommendations/suggestions offered in the report submitted by the moderator to the Officer-in-charge at RAC regarding modifications in assessment, if any, are implemented.

Activities under the monitoring mechanism should complete before the declaration of result.

The Expert Committee recommended formulation of the detailed procedures for implementing above quality parameters by the Board.

* * * *

APPENDIX II

Prescribed formats

FORMAT No.1

Format of appointment order for an examiner

MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION

To

Gentleman / Madam,

I have pleasure in inviting you to work as examiner / moderator in the theory subject/s for the ensuing summer / winter 20__, examination to be conducted by the Maharashtra State Board of Technical Education during the month of _____, 20__.

The information in respect of subject of examination, center of assessment and name/s of co-examiners, if any appointed, will be given by the Officer-in-charge of R.A.C.

I have to request the favor of an early intimation of your acceptance of this invitation in the enclosed form provided you do not come under any of the disqualification mentioned over leaf. If I receive no such intimation within ten days of the date of this letter, the invitation will be liable to be withdrawn. In the event of non-acceptance of this invitation the enclosures may be returned immediately to this office or The Principal /Chief Officer-in-charge R.A.C.

Please note that prior permission from the Head of the Institute / Office will have to be obtained before proceeding for the Maharashtra State Board of Technical Education's work.

The Theory Examination is expected to be over by _____. The Assessment / Moderation of the theory subjects shall be done according to Assessment Norms. Copy of the norms is available with the Officer-in-charge of the Regional assessment Center.

Any change in the address should be communicated to this office / Regional assessment Center under intimation to your Co-Examiner if any.

Please note that this appointment is subject to provisions of Maharashtra Prevention of Malpractice at University. Board and other specified examination Act, 1982. Any contravention of these provisions shall be liable for punishment as mentioned in this Act.

Yours truly,

Disqualification of Paper Setters / Examiners / Moderators:

A person shall be disqualified for being appointed as paper setter / moderator and / or examiner

1. If he/she or a near relative of his /her is appearing for relevant examination of the Maharashtra State Board of Technical Education, Mumbai or his/her near relative is appearing in that subjects for which he / she is appointed as paper setter or examiner or moderator.
2. If any Statutory University or any Examining body has disqualified him for appointment as paper-setter and / or examiner. .

NB: The term relative includes the following: wife, husband, son, daughter, grandson, granddaughter, brother, sister, nephew, niece, grandniece, grand- nephew, uncle, aunt, first cousin, son-in-law and daughter-in-law.

FORMAT No. 2

Format of Assessment certificate

MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION, MUMBAI**ASSESSMENT CERTIFICATE**

(To be given by Examiner / moderator Assessing Theory Subject Answer book)

I hereby certify that:

1. I have assessed _____ number of answer books as per marking scheme of the subject title _____ and subject code number _____ Section I and or II of Course _____ Sem / Year _____ of theory examination held in summer / winter 20 __ __ at the RAC, Institute Code _____.
2. I have checked totals of marks entered on all the assessed answer books with the help of calculator and carefully entered marks on the mark sheet from the answer books and both figures tally.
3. I have rounded off only the total marks on the face sheet of the answer book where necessary.
4. For any corrections, I have put my fresh full signatures.
5. I have found _____ number of Critical cases.
6. I have critically assessed these answer books and appropriately written remarks to this effect on them.

Date:

Name & full signature of the Examiner

CERTIFICATE

I certify that the assessment work mentioned above is carried out as per the marking scheme and the teaching scheme. The assessment has been moderated by me and the difference between our assessments has been resolved by mutual consent, where necessary. I am satisfied with the modifications made in the marks by the Examiner. Due care has been taken in assessing critical cases.

Date

Signature and name of the Moderator

CERTIFICATE FROM THE ADDITIONAL OFFICER-IN-CHARGE (RAC)

I have checked correctness of the certificates given by the above Examiner and Moderator I have carried out 100% check, on totaling of marks, transfer of marks from Answer book to mark sheet and found them correct. Due care is taken as per Board instructions while assessing answer books in the cases of discrepancies in question paper.

Date:

Place

Seal of RAC

Name & signature of

Additional officer-in-charge

FORMAT No. 3

Format of certificate to be given by additional officer-in-charge, R.A.C.

CERTIFICATE

This is to certify that; the work at this R.A.C. is carried out as per the prevailing rules; regulations; guidelines and norms of the Board.

It is further certified that the assessment and moderation work are carried out as per the quality assurance scheme of the Board.

During the assessment work following norms have been followed:

1. Additional officer-in-charge and additional supervisors were appointed for quality control.
2. The examiners and moderators have prepared solutions and effective marking schemes and copies of the same are preserved as record at this R.A.C.
3. Only eligible and experienced examiners and moderators were appointed.
4. All quality parameters laid down in the Quality Assurance Document (Appendix VII of the Regulations) such as verifying totals; transfer of marks from answer book to mark sheets; using prescribed codes wherever necessary etc. have been followed.
5. In case of more than 50% failure in subject/s, a report giving possible causes of failure of examinees from related Institute has been obtained from concerned examiners.
6. Due actions have been taken during assessment work on the cases of discrepancies, malpractice, copying etc. and reported to Board / regional office.

Date: _____ Signature of Additional officer-in-charge,

RAC

Place: _____

Seal of R.A.C.

FORMAT No. 4**Format of Report of RAC Vigilance Squad**

(To be submitted by the Vigilance Squad after its visit to an RAC)

CONFIDENTIAL**REPORT OF THE RAC VIGILANCE SQUAD**

Name of Institute _____ Code No. _____

Name of the Principal _____

Name and Designation of the Officer-in-charge _____

Name and Designation of the Additional Officer-in-charge _____

1. Whether the Principal himself is working as the Chief Officer-in-charge, RAC Yes / No
2. If no, reasons there for.

3. Whether the centre has implemented duly restricted entry system? Yes / No
4. Have adequate arrangements for the safe custody of the written answer books been made? Yes / No
5. Have adequate arrangements been made for the examiners' safekeeping of answer books? Yes / No
6. Have proper appointment orders been issued for RAC staff and examiners? Yes / No
7. Has any presence of unauthorized persons in the centre been observed? Yes / No
8. Has the center maintained proper records for movements of the answer books from one officer to the other? Yes / No
9. Does the Officer-in-charge have with him the inventory of mark sheets? Yes / No
10. Has any unreasonably long retention of the answer books by any examiner/s been observed from the issue register? Yes / No
11. Has the centre received the structured marking schemes for all subjects from the Board? Yes / No
12. Have the structured marking schemes been prepared and used where necessary? Yes / No
13. Have the sample checks of the assessed answer books bundles revealed any discrepancies in implementation of the proper processes of assessment, critical assessment and moderation? Yes / No
14. Are the infrastructural facilities at the RAC adequate? Yes / No
15. Is congenial and peaceful atmosphere present at the R A C? Yes / No
16. Whether malpractice cases have been handled as per prevailing norms of the Board? Yes / No
17. Have they been duly reported to the Dy. Secretary, regional office? Yes / No
18. Whether the rules and procedures of assessment and moderation are adequately and prominently displayed for the benefit of examiners. Yes / No
19. Do the examiners face any difficulties in properly performing the assessment / moderation work? Yes / No
20. If yes, mention briefly

21. Are spot cash payments of remuneration to examiners made as per norms of the Board? Yes / No

22. Other deficiencies observed, if any. (Attach separate sheet, if necessary)

Signatures of the members of the Vigilance Squad:

Sign _____
Name _____
Designation _____
Institution Code No. _____

(Chairman)
Vigilance Squad

Sign _____
Name _____
Designation _____
Institution Code No. _____

(Member)
Vigilance Squad

Date:

Place:

-
- NB: (i) When necessary, the response of the squad (Yes or No) may be supported by succinct details of the observations.
(ii) The squad shall record its observations in specific terms avoiding vagueness.
(iii) The squad shall telephonically report to the Deputy Secretary, regional Office, immediately after each visit to an RAC.

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