

Guide lines to the Examiners

1. Separate Mark list should be prepared for practicals of Revision '97, Revision-'03 and Revision '06 Scheme, specifically mentioning the Scheme in each mark sheet. Name and number of Centre, Code No of Practical and Name of subject should be clearly furnished on each facing sheet of the mark lists
2. The duration, maximum marks and the standard scheme of evaluation for various practical examinations can be had from the Chief Superintendent.
3. The Practical Examination should be jointly conducted and evaluated by the Internal and External Examiners, strictly as per the scheme of evaluation specified for the subject concerned (see details furnished below)
4. The Register number of all the candidates, appearing for the Practical test in the subject concerned should be serially shown in a Tabulation sheet prepared as per the prescribed break-up and marks which should be awarded separately for each item. The total marks secured by the candidate should be shown in the last column of the Evaluation sheet.
5. The mark list should be prepared using the blank mark book supplied. The practical subject code should be written on the right corner of each mark book. The **total marks** secured by the candidate out of the prescribed maximum mark as per the above said tabulation alone need be shown in the mark list against the respective Register number. Please write 'ZERO' in words also if the marks secured is Zero. If a candidate is absent, enter the word 'ABSENT' in words in full in the column for marks. The single digit marks should be protected by entering hyphen (-) on both sides.
6. The Maximum marks for the subject should be shown in the mark list. The facing page and all other pages of the mark list should bear the signature, name and official designation of both the Examiners.
7. The detailed statement of evaluation and the mark list should be handed over to the Chief Superintendent immediately after the examination in separate sealed covers for future record.
8. The Internal Examiner may collect the materials required like blank Mark book, Work done memorandum and other such items required from the Chief Superintendent on the day before the conduct of the practical so that the exam can be started at the scheduled time itself.
9. Even if all of the candidates Registered are absent, a mark sheet noting ABSENT against each Reg. No. should be forwarded to this office.
10. Mark sheet should never be prepared for the students of different Schemes together even if the Code No. and the name of subject are same. Separate Mark sheet should be prepared in such cases even if there is only one candidate.
11. The Examiners should go through the directions given on the facing page of the mark book. All the required details must be filled in each sheet.
12. Page total must be entered in each sheet. Also the unused portion of the mark sheet should be cancelled

- 13.** The Reg. No should be entered in the serial order. Break, if any should be marked by entering a bar in red ink.
- 14.** Over writing should be avoided. Corrections, if any, should be attested with full signature.
- 15.** Malpractice, if any, should be reported in the similar manner as Theory papers in the respective forms along with the report of External Examiner instead of Deputy Chief Superintendent.