

## CHAPTER – 10

### CENTRALIZED MARKING

#### 10.1 (i) **Qualification of Allied Staff to be engaged for Centralized Marking**

Activities:

S. No.	State and Assignment	Eligibility/ Criteria Required
1.	<b>Chief Secrecy Officer/ Secrecy Officer</b>	Retired educationist i.e Principal, Head Master/Headmistress/ Teacher and retired Government/Semi Government/organized organization officer BPS-16 or above. OR Graduate or equivalent to Graduation
2.	<b>Supervisors/ Asstt to Chief Secrecy Officer</b>	Teacher having Computer Skill OR Intermediate or above with minimum 21 years age possessing Computer Skill.
3.	<b>Assistant to Secrecy Officer</b>	Matriculate with the minimum age of 18 year old.
4.	<b>Assistant to Head Examiner/Super Checker</b>	Minimum Bachelors degree

- (ii) The allied staff should be physically fit.
- (iii) All the Examiners and the allied staff shall keep their duty card issued by the Board with them during duty. At the end of assignment the same shall be submitted to the issuing authority. A fine of Rs. 1000/- will be charged in case the card is lost/misplaced.
- (iv) All the Examiners and the Allied staff shall maintain the secrecy and sanctity of their assignment
- (iv) In case of violation of the instructions given to the allied staff or Examiners or committing mistake(s) in their work, the Board, in terms of para 4.4 of the Examination Rules Volume-II, reserves the right to impose any penalty.

#### 10.2 **Secrecy Officer – Appointment, Responsibilities and S.O.P**

- (i) The Secrecy Officer will be engaged from the panel approved by the Controller of Examinations (Secrecy).
- (ii) DCE/ACE Secrecy concerned shall issue the requisition slip to the Secrecy officer to obtain sealed packet of Fictitious Numbers from the Computer Section (Examination)
- (iii) Secrecy Officer shall personally receive the envelope containing the fictitious numbers from the Computer Section (Examination) after presenting the requisition slip
- (iv) Write the Paper name and detail of Centre Codes on Secrecy Officer's Book for receipt of relevant Bundles of Answer scripts from the Board official concerned.

- (v) Check seals of the Bundles of Answer Books before receiving and ensure that these are intact. Secrecy Officer's Book will be signed by the Secrecy Officer on relevant places. In case any bundle is found open or its seal is broken inform the DCE concerned without any delay. Hand over the packet of OMR sheets to the officer concerned for scanning. After scanning, count and tally the number of OMR sheets packed with those mentioned on the envelope.
- (vi) Report Stray case(s)/ UFM case(s) or any other problem to the concerned ACE/DCE.
- (vii) Mark Absentee (if any) on Fictitious Lists, on the packet of Answer copies and Absentee list. The Absentee list shall be forwarded to the DPM for posting on Award Pages.
- (viii) Secrecy Officer himself/herself shall write Fictitious Numbers on the scripts. His/her assistant is not permitted to write Fictitious Numbers on the answer scripts.
- (ix) Before writing the fictitious numbers on the answer book(s) ensure that answer book are of the same centre and paper and that copies of any other subject is not packed in the said bundle.
- (x) Write the Fictitious Numbers at 4 places legibly, {02 on Objective papers (OMR Sheets) and 02 on Subjective plus "B" sheets, graph papers etc (if any)}.
- (xi) Ensure that correct Fictitious Number has been written on the Answer Scripts and that it is in accordance with the fictitious lists. Tally the fictitious number and Roll Number written on the Answer scripts with fictitious number list, with the help of his assistant before detaching original Roll number (Kirchi) from Answer book.
- (xii) Pack "Kirchis" in small envelope bearing all details i.e. Sr. No., Report No., Award Page No., Fictitious No. From ....To., Absentee(if any), UFM (if any), Secrecy Officer Code, Date and Signatures.
- (xiii) Pack Answer scripts in large envelope mentioning all detail i.e. Sr. No., Report No., Award Page No., Fictitious No. From ....To., Absentee (if any), UFM (if any), Secrecy Officer Code, Date and Signatures.
- (xiv) Pack all small packets containing "Kirchis" in a big envelope and place them in a cloth bag allotted to Secrecy Officer for this purpose in a separate room. Secrecy Officer is custodian of this record. He/she will be responsible for tracing such envelopes on demand of the concerned Board officers.
- (xv) Working on one bundle only is allowed at a time.
- (xvi) Opening of other bundle before completion of the first is strictly prohibited.
- (xvii) Report DCE (Secrecy) in case of tampering/over-writing/cutting or any other anomaly observed in Bar Code/Roll Number/Answer script Number etc immediately.
- (xviii) Submit complete packets to CSO on daily basis. The bundle which the Secrecy Officer has opened should be completed, that very day, positively.
- (xix) Attend the office, whenever called, to rectify errors/mistakes committed by the Secrecy Officer.

Assistant to Secrecy Officer – Appointment, Responsibilities and SOPs

- (i) The Deputy Controller of Examination (Secrecy) will engage the Assistant to Secrecy Officer with the consultation of Secrecy Officer concerned.

- (ii) Asstt to Secrecy Officer shall assist the Secrecy Officer in all these tasks and shall tally the fictitious number with those mentioned on the answer script. In case of any mistake, Assistant to Secrecy Officer shall be equally responsible for it along with the Secrecy Officer.
- (iii) Assistant to Secrecy Officer shall count and arrange the Answer Book(s) (Objective, OMR Sheets Subjective portions) according to Signature Sheets and Fictitious Lists. He shall place the OMR Sheets in Answer Book(s) in accordance with the Roll Numbers and staple the OMR sheet with the Answer Book
- (iv) After writing of Fictitious Numbers by the Secrecy Officer, the Assistant to Secrecy Officer shall detach the Kirchi which shall be packed and kept safely by the Secrecy Officer.
- (v) Assistant to Secrecy Officer shall pack the useless envelopes date-wise with clearly writing Secrecy Officer's code, on the sack.
- (vi) Assistant to Secrecy officer shall prepare Report/List of Packets (in duplicate) for handing them over to the Chief Secrecy Officer.

### **10.3 Chief Secrecy Officer and Assistant to Chief Secrecy Officer - Appointment, Responsibilities and SOPs**

- (i) The Chief Secrecy Officer will be engaged from the Panel approved by the Controller of Examinations (Secrecy).
- (ii) The Chief Secrecy Officer shall receive packets, containing Answer scripts in accordance with packet preparation Report from the Secrecy Officer and place all subjects separately.
- (iii) Issue packets of Answer script to the Supervisors concerned after making necessary entries in his book/Computer.
- (iv) Receive the Marked packets from Supervisors and place/maintain their draft and final award page in correct serial and hand-over to the ACE Secrecy concerned at completion of the subject/upon demand.
- (v) Maintain complete record of all the issued and received packets.
- (vi) Assistant to CSO shall help the CSO in this entire task. Both the CSO and his assistant shall abide by all the above or any other instructions given by the Board from time to time.

### **10.4 Engagement of Supervisor - Appointment, Responsibilities and SOPs**

- (i) The Deputy Controller of Examination (Secrecy) will engage the Supervisors from the Panel approved by the Controller of Examinations (Secrecy).
- (ii) Receive stapled packets of Answer Scripts after proper checking/counting and signing in the CSO Book/Computer.
- (iii) Place the Packets at safe place and issue the same to the relevant Sub-Examiners himself by marking entry in the Supervisor book at relevant page/Computer.
- (iv) Report the discrepancy/problem case (if any) to the DCE/ACE HSSC (Secrecy), forthwith.
- (v) Issue the packets of assessed Answer scripts to AHE/Super Checker.
- (vi) Submit the packets with the errors pointed out by the AHE/Super Checker to the Board Officer (deputed in the Marking Hall) to get these mistakes rectified by the Examiner concerned.
- (vii) Prepare marking work progress report.

- (viii) Checking, counting and receiving of the packets of marked answer books and Awards (complete in all respects) from the Assistant to Head Examiner/Super Checker/SE according to “Acknowledgement list” by putting signature on relevant places and handing those over to the Chief Secrecy Officer.
- (ix) Ensure in time completion of the Sub-Examiner work (assessment).
- (x) Preparation of summary containing the detail of total number of copies marked by each examiner, at the completion of marking.
- (xi) Proper handing over of bills, cards and supervisor book(s) to the ACE concerned of the Secrecy.

### **10.5 Engagement of Head Examiner - Appointment, Responsibilities and SOPs**

- (i) The Deputy Controller of Examination (Secrecy) will appoint/engage the Head Examiner from the Panel approved by the Chairman.
- (ii) The Head Examiner shall Prepare Marking Scheme of the Paper. He shall then, brief it to his/her Sub-Examiners to mark answer scripts according to it.
- (iii) Check test installment (T.I) (i.e. 15 copies of the first packet issued to each Sub-Examiner) of the Sub-Examiners attached with him enabling them to continue further marking. Guide the Sub-Examiners if they are committing some mistakes. However, if any Sub Examiner fails to assess the Answer Books as per standard, the Head Examiner shall recommend such an examiner for stopping further marking, to the DCE concerned, forthwith.
- (iv) Head Examiner shall check 10% Answer scripts of his/her Sub-Examiner from each packet and ensure in time completion of his/her work.
- (v) He shall direct his Sub-Examiners to complete the assessment of one packet before getting next packet.
- (vi) Ensure panel/group marking as per Board policy, as well as the presence/punctuality of the SEs to get the work done in time.
- (vii) Check that the mistakes pointed out by the Asstt: to Head Examiner/Super Checker have been rectified by the Sub Examiner concerned.
- (viii) Before signing the final award list, the Head Examiner shall ensure that marks on the answer scripts have correctly been transferred on the Award list and shall check that the errors pointed out in the draft award have been corrected on the Final award.

### **10.6 Engagement of Sub-Examiner - Appointment, Responsibilities and SOPs**

- (i) The Deputy Controller of Examination (Secrecy)/Assistant Controller of Examination (Secrecy) shall engage the Sub Examiner from the Panel approved by the Chairman.
- (ii) At the time of receiving packet, the Sub Examiner shall ensure that the fictitious Number as well as number of copies packed in it are in accordance with the entries made on the envelope and copies packed in it.
- (iii) Ensure that the fictitious number written on the Subjective portion of the answer book matches with that on the Objective portion (OMR Bubble sheet).
- (iv) If any answer script (subjective or bubble sheet) contains Roll No. portion with it, inform ACE/DCE (Secrecy) forthwith about it.
- (v) Return the packet at once to the Supervisor in case of any discrepancy in it. The Sub-Examiner is not allowed to remove any such anomaly/ discrepancy on his own.

- (vi) The Sub-Examiner shall mark the Answer Books strictly in accordance with the Marking Scheme finalized /prepared by the Head Examiner. He is obliged to assess the answers carefully and objectively before awarding marks. Where the deduction in marks of an answer is made, reason thereof should be mentioned by using abbreviation prescribed in the marking scheme for the purpose.
- (vii) Submit first packet after marking to the Head Examiner concerned for test installment and wait for his recommendations prior to proceeding further with the marking.
- (viii) The Sub-Examiner shall write the marks of an answer in a circle at a suitable blank space e.g. at the end of the relevant question e.g. Q No. 6
- (ix) He shall write the marks of each part separately in case where the question has several parts like: Q. No. 6 (02+01+03+03=
- (x) Sub-Examiner shall avoid cuttings the awarded marks. However, if any cutting/over-writing is necessary/inevitable he shall affix initials against each cutting.
- (xi) All the questions attempted by the candidate shall be assessed by the Examiner. Better marks of the required number of question should be counted in total. The rest should be labeled as over-attempted (OA). (in case the candidate solved question more than required).
- (xii) The Sub-Examiner shall not leave any page/question unmarked and shall cross/strike off all pages left blank in the answer book by the candidate.
- (xiii) He shall carefully transfer the marks on title page (Face Sheet) of answer book in relevant column in order to avoid the loss of candidate. Fractional award of mark on individual question may be avoided.
- (xiv) Before proceeding for preparing Award lists, the Answer book(s) should be arranged in order of fictitious numbers and absentees shall be posted in award list first (if any).
- (xv) Match the fictitious numbers of Answer book(s) with Award list before getting marks entered on Award lists.
- (xvi) Check the Draft Award Page carefully and ensure once again that the marks are in accordance with those given on answer script.
- (xvii) The Sub-Examiner shall sign on the Answer book and award list (Draft and Final) at specific places and is not allowed to use stamp.
- (xviii) The Sub-Examiner shall tally the OMR marks given by the machines with those given by him. In case of any difference, he shall re-check/re-view the OMR sheet and rectify the awards.

#### **10.7 Engagement of Assistant to Head Examiner/Super Checker - Appointment, Responsibilities and SOPs**

- (i) The Deputy Controller of Examination (Secrecy) shall engage the Assistant to Head Examiner / Super-Checker.
- (ii) The AHE /Super checker shall receive a packet of Answer scripts from Supervisor concerned after getting it entered in his book/computer. Remuneration shall be paid as per this record (maintained by the Supervisor) as well as copy of the acknowledgement submitted along with the remuneration bill.
- (iii) Ensure that the numbers of Answer book(s) and their fictitious numbers mentioned on the packet correspond with the actual number of copies packed and fictitious numbers mentioned on the answer scripts. In case of any

anomaly inform Supervisor concerned about it and do not receive such a packet.

The Assistant to Head Examiner/ Super checker shall check that:

- (i) The fictitious numbers written on the Answer books are in accordance with the award list placed therein.
- (ii) The fictitious number written on the Subjective portion of the answer book matches with that on the objective portion (OMR Bubble sheet).
- (iii) Return the packet at once to the Supervisor in case of any discrepancy. DO NOT make any correction or remove the discrepancy on your own.
- (iv) Tally the objective section marks given by machine and by the Sub-Examiner. In case of difference, mark and mention this anomaly on the relevant envelop, for review by the S.E concerned. Total of the obtained marks on answer script has been made correctly, and that the marks written in words and figure on the face sheet of copy correspond to each other.
- (v) The marks awarded in the interior of the answer script have been correctly transferred on the title/face page.
- (vi) All questions have been marked in required number and manner and that no question/part or its portion has been left unmarked.
- (vii) The question with lower marks has been treated as over attempted and that its marks have not been added to the sub/grand total.
- (viii) Marks obtained (in words and figure) on the answer book and award list (Draft and Final) are the same
- (ix) The signatures of Sub-Examiners and Head Examiners have been affixed in relevant column of the answer book as well as Award list (Draft and Final).
- (x) The Sub-Examiner has not awarded more marks for any question than the maximum of that question/portion thereof (defined in the Question paper).
- (xi) The Sub-Examiners have added the word “**only**” after all Marks which end with “**Zero**” and before all those, which are less than “**10**”.
- (xii) The Fictitious Number on Award page and answer script tally with each other. Carefully and thoroughly check both the draft and final award lists. In case of any error in this or any other error as detailed above, mention the same in the Assistant Book and ensure that the error has been rectified and correction has been made.
- (xiii) Affix your signature at the appropriate place on the title of each answer book you have checked, as well as on relevant Award List (Draft and Final).
- (xiv) Mark the error on Answer script in blue ink and fold the copy. DO NOT make correction on your own.
- (xv) All columns of the award lists (Draft and Final) are completed in all respects.
- (xvi) Hand over the remuneration bill and card to the Supervisor concerned.
- (xvii) Submit the Super checker/ Assistant book to the Assistant Controller of Examinations (Secrecy) concerned.
- (xviii) Do not interact with any examiner personally. Corrections pointed out by the Super Checker / Assistant to Head Examiner shall be got rectified by the Board officer deputed/assigned with the task in the Marking Hall.
- (xix) At finalizing the packet, confirm it that all the mistakes pointed out during super checking, have been rectified/corrected. In case any mistake is left unattended. Report the case to the Hall in-charge (The Board officer deputed) for necessary rectification/action.