

Gujarat Technological University

Guidelines for assessing the online answer-scripts

1. Keep respective question paper, solution and assessment chart with you.
2. For Multiple Choice Questions or Questions require only one word/sentence of answer, put (✓) sign for each correct answer and put (✗) sign for each wrong answer.
3. If answer is looking to give 0 (Zero) mark as per your evaluation then put (✗) sign on that answer.
4. If ✓ sign is put inside answer (on any statement/ words/ set of statements) then it must be eligible for non-zero mark.
5. NA is to be written in mark box if student not attempted that question at all, otherwise mark must be written (either 0 or non-zero).
6. If student has attempted both parts of the question like,
3(a) 3(b) **OR** 3(a) 3(b)
then examiner has to put marks of first set (i.e. 3(a) & 3(b)) and second set (i.e. OR 3(a) & 3(b)) both.
7. If student has attempted Q: 1(a) on the first page for example and Q: 1(b) not in sequence but on the last page or any other page or in supplementary then examiner has to evaluate all such parts of Q: 1 and put mark accordingly.
8. Put line with red pen on blank pages where student has not written anything as well as he/she has done rough work.