



VELS



INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)
(Deemed to be University Estd. u/s 3 of the UGC Act, 1956)
PALLAVARAM - CHENNAI

OFFICE OF THE CONTROLLER OF EXAMINATIONS

VELS MEDICAL COLLEGE AND HOSPITAL

THE PROCESS OF EVALUATION

1. Evaluation of Theory answer booklets

- The evaluation shall be carried out at Central Assessment Program (CAP), which is a centralized evaluation center located at the Exam cell of Vels Medical College and Hospital.
- The Assistant Registrar (AR) is the in-charge of CAP centre.
- The Controller of Examinations shall appoint qualified evaluators from the panel already approved by the Vice Chancellor/Board of Examinations.
- The final evaluators list shall be drawn up by the CoE for each question paper code and the date fixed for evaluation for that particular course
- The evaluators shall then be intimated accordingly, well in advance by phone and email.
- Evaluation of answer scripts is carried out as per existent regulations of the statutory council for the program or the governing body.
- Double evaluation system is undertaken

2. Instruction to Evaluators

- The evaluators shall maintain strict secrecy about the appointment as evaluator
- The evaluators shall bring the letter of intimation from the CoE for attending the evaluation session
- The evaluators should correct the answer booklets meticulously as per the regulation
- The correction must be standardized, fair minded and unbiased
- Sufficient time should be taken to correct the answer booklets and the total duration of the evaluation may last for six hours per day

- The maximum number of answer booklets that can be evaluated by an evaluator on a single day is 45

3. Digital Valuation System

Digital Valuation System(DVS) has been introduced to speed up the evaluation and to make it a more efficient, secure but transparent process.

- The AR or Section incharge receives the answer booklets from the Chief Superintendent and tallies it with the attendance list of the candidates to make sure that they are one and the same
- The entire set of the answer booklets are then handed over to a third party vendor for scanning and digitization of the answer booklets. This is done in the CAP premises.
- The scanned file shall be allotted a dummy number different from the actual registration number for maintaining confidentiality and will be accessed only prior to publication of results.
- The CAP centre shall be arranged with sufficient desktop computers with large screens to facilitate easy evaluation
- Once the appointed Evaluator arrives at the CAP centre, the AR shall verify the intimation letter and allot a computer for the evaluator
- The software consultant shall be available on hand to guide the evaluators through the initial process of login and begin the process of evaluation
- The evaluator, whose name and subject answer scripts are already mapped and programmed, shall be able to access the answer booklet, question paper and the answer key
- The evaluator shall go through all the scanned pages of the answer script and shall enter the marks for all the answers written on a digital scoring sheet, which will be totalled by the computer itself.
- The evaluator shall verify whether all mark entries have been made correctly and then hit confirm and save button.
- The Camp Officer appointed shall ensure that the evaluators evaluate the answer scripts as per instructions issued and the evaluation is completed within the stipulated number of days.

4. Procedure for computation of results

- The average of the total marks awarded by the two examiners in the valuation shall be considered for computation of results.
- If the difference between the marks awarded in the two valuations is 15% or less, the average of the two marks will be considered as the final mark. If the difference between marks awarded in the two valuations is more than 15%, a third valuation will be arranged. The average of the best two out of the three evaluations shall be the final marks of the course.
- Any decimals occurring either during individual total marks awarded by the examiners for the paper and/ or occurring after averaging shall be rounded off to next higher value for the purpose of computation of results.

5. Passing Criteria

- A candidate shall obtain
- Minimum of 40% marks in University Theory examination* Minimum of 40% marks in University Practical/Clinical
- Minimum of 50% marks in aggregate (Theory + Practical/Clinical combined) to be declared as passed in that subject.
- *In subjects that have two papers, the learner must secure at least 40% marks in aggregate (both papers together).
- (Ref: F No U/14021/8/2023/UGMEB,2023 issued on 1st September, 2023) Internal assessment marks will not be added to University Exam marks and will reflect as a separate head in the Mark sheet.

Sd/-

Controller of Examinations