



Internal Quality Assurance Cell
Faculty of Fisheries and Marine Sciences & Technology

Better Practice Approaches for marking answer scripts, entering the marks and other examination procedures in the Faculty of Fisheries and Marine Sciences & Technology

Preliminaries: Conducting examinations is the most important responsibility of academics during their career. Hence, an examination manual has been prepared by the University explaining all of the examination procedures. Even though the academics follow the standard procedures as indicated in the examination manual, the marking of answer scripts, and entering of marks into mark sheets are done according to their own experiences. In this regard, Faculty Internal Quality Assurance Cell (IQAC) conducted a half-day workshop on 18th August 2022 for sharing experiences on paper marking and entering marks among the academic staff of the faculty. The output of the workshop is to prepare this document on ‘**Better Practice Approaches for marking answer scripts, entering the marks and other examination procedures in the Faculty of Fisheries and Marine Sciences & Technology**’.

Procedures:

Marking answer scripts

1. Answer scripts should be clearly marked using a red pen at the relevant point of the answer or else on the left margin of the answer script following the marking scheme.
2. Subtotal marks for the subsections of each question can be given on the left margin of the answer sheet at the beginning of the relevant subsection.
3. Remarks can be added wherever appropriate.
4. Empty spaces in between the answers should be stroked through a single cross line.
5. Students have been clearly advised at the examination for answering only the required number of questions following the given instructions on the paper. If there are more questions answered than required, the first examiner has the freedom to mark all answers and strike through the extra answers with the lowest marks or strike through the extra answers written at the end of the answer script.
6. The final total mark for the question should be entered at the topmost of the main question and should be circled
7. Any alteration for the given mark should be struck through the already entered mark with a single strike and should be initialed at each alteration.



Internal Quality Assurance Cell

Faculty of Fisheries and Marine Sciences & Technology

8. Marks less than ten should be entered in the following formats. (00, 01, 07.5)
9. If there are several sections with different forms of questions (MCQ, Structured-essay etc..) for the same question paper, the total marks given for each section should be mentioned on the cover page of the main answer script.
10. The final total mark should be entered on the cover page of the main answer script.

Entering marks into the mark sheets

1. Presence and absence should be marked on the mark sheets according to the attendance list and the grading of the absentee should be indicated as **E***.
2. For the candidate indicated as 'NE' in the mark sheet, the grading should be given as **E**.
3. For any candidate indicated as 'NA' or 'ND' in the mark sheet, the relevant row should be struck off
4. When it is applicable, marks given for Theory, Practical and Continuous Assessments should be entered on separate mark sheets.
5. The final mark sheet should be prepared according to the approved evaluation method for the particular course unit.
6. The final mark should be rounded up to remove decimals and clearly.
7. Any alterations should be struck through the already entered mark and should be initialed at each alteration. (Use of correction pen is strictly prohibited)
8. All marks should be entered in blue color. Grading should be entered by using a red pen.
9. The alterations of the second marker can be made by using a different color other than blue.
10. The final mark sheet should be signed by both the First Examiner/s and the Second Examiner/s and endorsed by the Head of the Department.