

Guidelines for Spot Evaluation

(Bye-laws Governing Examinations & Certification - 2012)



National Institute of Open Schooling

(An Autonomous Institution under Department of School Education & Literacy, MHRD, Govt. of India)
A-24-25, Institutional Area, Sector-62, NOIDA-201309

© National Institute of Open Schooling

February, 2017 (1000 copies)

Published by the Secretary, National Institute of Open Schooling, A-24/25, Institutional Area, Sector-62, NOIDA-201309 and Printed at M/s Sachdeva Printing Press, A-50, Govind Park, Delhi - 110051

CONTENTS

S.No.	Subjects	Page No.
1.	Scheme of Spot Evaluation	1
2.	Instructions for Team Leaders	3
3.	Duties and responsibilities of the Evaluators	9
4.	Instructions for Co-ordinator	12
5.	Penalties for errors	16
6.	Rates for the payment of Remuneration, TA/DA to the appointed staff.	18
7.	List of approved rates for Spot –Evaluation at a glance	21
8.	Forms to be supplied by NIOS at the Spot Evaluation Centres	23
9.	List of Regional Centres of NIOS, their addresses and telephone numbers..	38

CHAPTER - 1

SCHEME OF SPOT EVALUATION

1. SPOT EVALUATION SYSTEM

Spot Evaluation System is the evaluation of requisite number of answer books in the various subjects by the appointed Team Leaders/Evaluators at a fixed Centre, under the overall supervision of the Regional Director of NIOS in a centralized way.

1.1 Fixing of Evaluation Centre

An Evaluation Centre is the office premises of Regional Centre/hired premises/School building, which is selected for conducting the evaluation work. Regional Directors of NIOS shall fix Evaluation Centres for their respective Region, after carefully studying the location and other appropriate requirements according to guidelines mentioned below and obtain prior approval of the NIOS Hqrs. The evaluation will be done in a centralized way at one/two evaluation Centres.

- i) As far as possible an Evaluation Centre should be centrally located and should have sufficient accommodation hired or otherwise.
- ii) It should be easily accessible to the staff appointed at the Centre for purpose of evaluation;
- iii) Qualified and experienced staff duly approved by the Competent Authority of NIOS should be available to act as Team Leaders/ Evaluators/ Co-ordinators.
- iv) It should have sufficient number of halls/rooms/stores to keep the bags of answer books and allied confidential material safely; preferable from security, transport and communication point of view.

1.2 Team Leader

The Head of the team of Evaluators in a particular subject at a centre will be the Team Leader. He/She shall be the leader of a particular subject evaluation unit for all purposes and would be responsible for all the activities and proceedings relating to the arrangement and conduct of evaluation, checking and the coordination work of the answer books allotted to him/her as per norms of the NIOS.

1.3 Qualifications for Team Leader

Working/retired Principal/Vice Principal of Secondary/Sr.Secondary School affiliated to CBSE or of a school affiliated to any other Board. In case of retired Principal/Vice Principal. He/She should have not attained the age of 65 years. Their teaching subject before being becoming Principal/Vice Principal should have been the subject for which they are being appointed as Team Leaders.

OR

Working as a P.G.T/Lecturer with minimum 8 years of teaching experience in the concerned subject.

1.4 Multiple set of Question Papers

Multiple sets of question papers will have the following implication from the evaluation point of view:-

- i) The number of answer books and their respective marking schemes in a particular subject may go upto three sets which will, automatically enhance the responsibilities of the Team Leaders /Evaluators/Co-ordinators/Regional Directors concerned in undertaking the supervision, evaluation and co-ordination work. The Team Leader, as far as possible, would assign only one out of the three sets of answer books for evaluation to one set of Evaluators.
- ii) Assignment of one set of answer books to one Evaluator will disturb the serial order/number of answer books, which will have to be re-arranged in a complete serial order by the Co-ordinator/Team Leader. The Co-ordinator/Team leader will have to be extra vigilant while coordinating the bundles of answer books and at the time of posting of marks obtained in the concerned award sheets.

CHAPTER - 2

INSTRUCTIONS FOR TEAM LEADERS

- 2.1 A Team Leader appointed by the Regional Director with the approval of Hqrs is the key functionary of the system. There may be more than one Team Leader in a subject depending upon the quantum of work.
- 2.2 At the evaluation Centre a Team Leader will be the In-Charge of the particular subject and he/she will be responsible for the evaluation work i.e. receiving the sealed bags and other confidential material, keeping of such confidential material in his/her safe custody, controlling and supervising the Evaluators, Co-ordinators and other staff at the Centre, tackling all problems and taking decisions in all such areas as have been mentioned in his/her duty schedule as given in this Chapter and to follow instructions issued by the NIOS from time to time.
- 2.3 He/She will receive sealed bags of answer books from Regional Director or an officer authorised by him/her, after verify that the seals of the bags are intact and no tampering has been done. He will also receive other confidential materials from the Regional Director and keep its account in a register meant for the purpose.
- 2.4 He/She will keep the sealed bags of unevaluated/evaluated answer books and other confidential material in safe custody.
- 2.5 He/she will receive the list of evaluators appointed in his/her subject by the Regional Director with the approval of Hqrs. to evaluate the answer books as per rules meant for the evaluators and report any discrepancy or request for fresh demand of evaluators in this connection.
- 2.6 He/She will receive and carry out the instruction of NIOS/Regional Director issued from time to time.
- 2.7 On the first day, the concerned Team Leader will hold meeting of the evaluators appointed by NIOS in a particular subject and explain the evaluation procedure. The multiple set of marking scheme and other allied issues regarding evaluation will be discussed with the evaluators. Where the multiple sets of question papers have been administered and attempted, one evaluator should be assigned only one set of answer books as far as possible for evaluation. All doubts and queries of the evaluators should be removed and clarified. Every evaluator should be fully conversant with the multiple sets of answer books and the marking scheme(s) and be confident about every aspect of the evaluation process before starting the actual evaluation of the answer books.
- 2.8 After the meeting on the first day, each evaluator will initially evaluate not more than 10 answer books and the Team Leader shall check the standard of evaluation with a view to

confirm that the evaluation is as per the marking scheme (s) and uniform and approve the same. Further evaluation by each evaluator shall be done only after this approval.

2.9 In case the evaluation is not found as per the marking scheme (s), the Team Leader will issue further instructions to him/her and ensure before the issue of additional answer books for further evaluation that the Evaluator concerned has followed the instructions and is able to adhere to the marking scheme(s).

2.10 The Team Leader shall remain present at the evaluation centre throughout the evaluation work and check at least 10% of answer books evaluated by each individual evaluator on each day of evaluation and put his signatures for having checked the answer books.

2.11 The ink/ball point pens to be used by the different functionaries at the evaluation Centres are as follows:-

Team Leader - Green

Evaluator - Red

Co-ordinators - Black

2.12 Award sheets will be prepared by the Co-ordinator appointed for the purpose. Necessary instructions to prepare the Award sheets have been prescribed in detailed instructions for Co-ordinators as given in Chapter 4. .

2.13 The qualifications of an Evaluator are given below: -

i) Holds at least a post graduate degree in case of Senior Secondary Examination and a graduate degree in case of Secondary Examination in the concerned/allied subject;

ii) Has at least three years teaching experience at Secondary/Senior Secondary/ higher education level; and

iii) Be a practicing teacher teaching the same subject in a school affiliated to CBSE or any other recognized Board/University/Institution or a person working in the State/National Level educational organization set up by the Government and is actually involved in the organization of in-service training programmes/ development of study material for Secondary/Senior Secondary students, teaching or research work or a retired teacher from CBSE affiliated school (PGT for Sr.Secondary and TGT for Secondary) to teaching the same subject prior to his/her retirement and has not attained the age of 65 years on 1st April of the year of evaluation work.

iv) No person shall be appointed as an Evaluator in a subject if he/she has been under suspension from services and/or departmental enquiry is either pending or is envisaged against him/her or has earlier been debarred from any work of any Board or his/her integrity is doubtful in the opinion of the Chairman, NIOS.

- v) No person shall be appointed as an Evaluator for more than one subject or for more than one examination simultaneously.
- 2.14 He/she will receive the marking scheme(s)/ from the Regional Director in advance before starting the evaluation work.
- 2.15 He/She will fix working hours for the staff at the Centre.
- 2.16 He/She will ensure reasonably good working conditions i.e. requisite number of classrooms, halls, furniture and other conveniences to the working Evaluators.
- 2.17 He/she will avail the services of class IV staff to assist him in the work as per norms of NIOS.
- 2.18 He/she will maintain certain proformae, registers and daily records to monitor the issue and receipt of answer books and allied activities at the Centre and submit the same to the Regional Director after the evaluation is over.
- 2.19 He/She will disburse the conveyance allowance, refreshment charges and other payments as per norms of the NIOS.
- 2.20 He/she will regulate the issue of answer books to Evaluators. Issue of answer books will be recorded in a register in the following proforma:

- 2.21 He/She will supervise and monitor evaluation work of his/her subject at the Centre.
- 2.22 He/She will verify that the standard of evaluation is maintained regularly and the marking scheme(s) is/are being correctly interpreted and applied. In case, evaluation is not found upto the mark, Team Leader may take suitable action against the evaluator(s). In case there is a difference in marks awarded by the Evaluator and the Team Leader, the Team Leader should ensure that the revised marks awarded by him/her only are indicated on the answer books, separate sheet filled in by the evaluator and the Award sheet prepared by the Co-ordinator.
- 2.23 He/she will maintain the record of variation of marks in proforma number NIOS/CONF/05 awarded to an answer books by the evaluator and the Team Leader himself at the time of sample checking.
- 2.24 He/She will ensure that the evaluators are maintaining proforma No NIOS/CONF/07 meant for keeping the record of used/evaluated/unevaluated answer books etc.
- 2.25 He/She will keep a record of attendance i.e. arrival and departure time of the evaluators and the other staff working under him/her.
- 2.26 He/She will maintain day-to-day record of evaluated and unevaluated answer books.
- 2.27 He/She will certify record of answer books evaluated by each evaluator and days of attendance, the conveyance allowance, refreshment charges and remuneration bill etc.
- 2.28 He/She will report cases of unfair means, answer books without Enrolment numbers or with duplicate Enrolment numbers or answer books other than English/Hindi medium for which the evaluation arrangement is not done/to be made at the Centre by the Regional Director.
- 2.29 He/She will receive the separate award sheets containing the awards from the evaluator. Printed in different colour for Secondary and Sr.Secondary). He/She will submit the report about the performance of the evaluator individually in the prescribed proforma No. NIOS/CONF/01 on the conclusion of his/her evaluation work.
- 2.30 He/She will furnish all the required proforma on the evaluation and forward them to the respective Regional Director.
- 2.31 He/She will ensure that if Enrolment number of a particular answer books is missing in the computerized Award sheet then manual Award sheet is prepared with all necessary information like subject name with code number and answer book's set no. etc.
- 2.32 He/She will ensure that Award sheet is prepared with a ball point pen so that its impression is clear in the carbon copy.
- 2.33 He/she will ensure that sub totals of all the blocks in the Award sheet have been computed accurately.

- 2.34 The Team Leader shall attest all corrections, if any, made in the answer books/Award sheet.
- 2.35 He/she will ensure that main copy and the carbon copies of the Award sheet have been separated by removing the inside carbons and the sets of Award sheet are packed properly for onward submission.
- 2.36 The Team Leader will be provided with requisite sets of Award sheets of the concerned answer books and the same shall be got prepared by him from the Co-ordinators under his personal supervision.

IMPORTANT

- 2.37 NIOS will supply OMR Award Sheets. All the precautionary measures have to be taken by the Team Leader to get these OMR Award Sheets filled in by the Co-ordinator neatly, legibly and accurately. The OMR Award Sheets will be prepared by the Co-ordinator.
- 2.38 The OMR Award Sheet duly prepared and signed by concerned Co-ordinator, Team Leader and countersigned by the Regional Director will be sealed in the presence of Team Leader and Regional Director and will be forwarded to the Director (Evaluation) by the Regional Director. The original sets of OMR Award Sheet will be prepared and sealed and send to the Director (Evaluation). Photocopy of the same will be retained by the Regional Director for record.
- 2.39 Sorting of OMR Award Sheets - The Team Leader will separate the original OMR Award Sheets and arrange them centre wise/subject wise before handing these over to the Regional Director.
- 2.40 Team Leaders will also give their assessment in regard to the improvement of the question paper and learning material of NIOS subject wise and course wise in the prescribed proforma-NIOS/Eval./Conf./04.

CHAPTER – 3

DUTIES AND RESPONSIBILITIES OF THE EVALUATORS

- 3.1 An evaluator shall be appointed by the Regional Director with the approval of Hqrs. However, Team leader can make alternative arrangements where the requisite no. of evaluators appointed by the Regional Director do not report for evaluation. The Team Leader will ensure that such appointments are made strictly as per Rule 2.13 of these instructions in consultation with the Regional Director. No deviation in this regard is permissible. The Regional Director will obtain ex post-facto approval with justification for these evaluators from Hqrs.
- 3.2 An evaluator so appointed as per directions of the NIOS shall be informed through an appointment letter, giving particulars of venue, subject, paper, name of Team Leader, day, date and time of the first meeting at which the evaluator shall report at his evaluation Centre to the Team Leader concerned. The evaluator should produce his/her appointment letter to the Team Leader at the time of his/her first introduction to all Team Leader.
- 3.3 He/she has to attend the first meeting of the evaluators/co-ordinators headed by the Team Leader, who will discuss the marking scheme(s) and procedure of evaluation of answer books, timings of the Centre and other allied issues. The Regional Director may also be present in some of these meetings.
- 3.4 He/She should invariably bring a ball point pen with red refills to mark the answer books.
- 3.5 Before he/she starts the actual evaluation, an Evaluators must ensure that he/she has gone through the instructions meant for the evaluators sent by the NIOS or the Team Leader, the questions of the multiple sets and the marking scheme(s) with reference to the value points and the marks allotted to these value points.
- 3.6 After attending the first meeting he/she will be participating in the workshop type discussion and go through the answer books, marking scheme(s) and allied instructions. When he/she is confident that he/she is ready for evaluation, he should then get his first lot of 10 answer books for the sample checking from the Team Leader of the Centre. He/She should also have a copy of proforma No. NIOS/CONF./07 to enter the Enrolment Number of the answer books which he/she has received from the Team Leader.
- 3.7 The evaluator should then start evaluating the answer books with final permission of the Team Leader.
- 3.8 He/She should evaluate the first 10 answer books very carefully and accurately to ensure that:
 - i) He/She is well acquainted with the parts, sub parts of the question i.e. what has been asked actually in respect of question (s)/parts/sub parts of particular question.
 - ii) He/She is confident of various value points/weightage, according to the marking scheme (s).
- 3.9 **An evaluator should allot marks to each answer i.e. to sub part or full question. *The Evaluator shall post marks on the title cover of the answer books from inside the***

answer books. He will calculate and write the grand total on the cover page of the answer books as well as at the end of the last attempted question or part thereof inside the answer book and encircle it.

- 3.9.1 Marks to each sub-part or part of a question should be allotted at the end of such specific sub-part/part in the right hand side without a circle. The total of all such sub-parts/parts should be shown to the left hand side, very near to the margin of the page and encircled.
- 3.9.2 The evaluator should draw a vertical line at the end of the last question and also cross out the remaining blank pages of the answer book used by the examinee. The evaluator should ensure that he/she crosses out each blank space/page (s) full or part thereof, of the answer books. This is essential to prevent the possibility of misusing the blank space of the answer books at any stage afterwards.
- 3.9.3 They have to see that if answer to a particular sub-part/question does not deserve any marks, then zero marks against that question should be allotted.
- 3.9.4 The figure should be written legibly. The Evaluators should therefore, write figures in the standard form such as 0, 1, 2, 3, 4...
- 3.9.5 They have to put in their signature with name in capital letter on the title page of the answer book as well as in separate sheet in the specified space when the evaluation work for a particular answer book is over. They should not forget to quote/write their evaluator Code number.
- 3.9.6 Sometimes, the candidates write wrong question/part/sub-part number. The evaluator should correct the question number before evaluating the particular sub part/part/question.
- 3.10 From the 2nd working day, the evaluator will start his evaluation work regularly as follows:-**
- 3.10.1 He/She will report on duty at the evaluation Centre at the specified time and stay for sufficiently reasonable time. Normally 5-6 hours of time is expected to be devoted every day.
- 3.10.2 He/she will have a red pen and copy/copies of answer books and marking scheme(s) concerned.
- 3.10.3 He/She will receive 25 copies of answer books from the Team Leader every working day and make necessary entry in his/her proforma.
- 3.10.4 He/She will devote reasonably sufficient time for evaluating 25 answer books in a day.
- 3.10.5 He/She will report the following cases to the Team Leader and return the particular answer books under acknowledgement after entry in the evaluators proforma after mentioning such matter specifically as follows:-
 - i) Answer books without roll no.
 - ii) Answer books with duplicate roll no. (after marking A & B in the serial order)
 - iii) Answer books of different medium, other than that the evaluator is conversant with ; and
 - iv) Cases of suspected unfair means.

NOTE: Answer books without Enrolment no. and with duplicate Enrolment no. be evaluated and returned to the Team Leader.

- 3.10.6 He/She will co-operate with the Team leader in getting the standard of marking approved from time to time and follow his/her instructions, advice or suggestions if any.
- 3.10.7 He/She will return answer books and obtain signature in the prescribed proforma while leaving the Centre.
- 3.10.8 He/She will complete the evaluation of 25 answer books per day.
- 3.10.9 He/She will not leave the Centre without the permission of his/her Team leader at the Centre.
- 3.10.10 He/she will mark both arrival and the departure time at the Centre.
- 3.10.11 He/She will hand over the separate sheets on which awards have been entered to the Team Leader.
- 3.10.12 When the evaluation in a paper is over, the evaluator will furnish the following proforma to the Team Leader :-
 - i) NIOS/CONF/07
 - ii) Remuneration Bill
- 3.11 After the conclusion of the assignment the evaluator is entitled to obtain the following: -
 - i) Attendance Certificate.
 - ii) Conveyance allowances.
 - iii) Refreshment charges.
 - iv) Payment of remuneration.

VERY IMPORTANT

- 3.12 Where multiple set of answer books have been supplied i.e. three sets in a particular subject and only one set has been assigned for evaluation to individual evaluator, it will be the personal responsibility of the concerned evaluator to verify and ascertain that the answer books in hand does not belong to any other set than the one which he/she has been allotted to evaluate. If so, he/she should return the said answer books of a set which he/she has not been allotted to evaluate, even if the candidate entered the set code number wrongly on the answer books and which subsequently also has not been rectified by the Superintendent/Invigilator on duty at the Centre of Examination. It is, therefore, desired that an evaluator evaluating one of such sets of answer books should have the knowledge of other sets also which is not difficult being the part of the same syllabus in an academic subject. Any negligence on the part of the evaluator will be viewed seriously.
- 3.13 **If any evaluator(s) finds that candidates have resorted to copying/mass-copying in an examination Centre(s) evaluated by him/her, such report may be furnished in the prescribed proforma for evaluators- No. NIOS/CONF/03.**

CHAPTER – 4

INSTRUCTIONS FOR THE CO-ORDINATOR

4. The preparation, checking and packing of OMR Award Sheet in respect of the evaluated answer books in a particular subject at a Centre is the personal responsibility of the Team Leader. The Team Leader will, therefore, select the Co-ordinators carefully from the list of the evaluators appointed by the NIOS.
- 4.1 The Co-ordinator will start work from the second day of the evaluation, when sufficient number of evaluated answer books are ready for checking and coordination. However, they will attend the first meeting convened by the Team Leader along with other Evaluators.

DUTIES OF CO-ORDINATOR

- 4.2 The Co-ordinator will first check his/her answer books keeping in view the following facts/point.
 - 4.2.1 The roll no. on the title page is correct.
 - 4.2.2 Every answer book contains all the pages intact and in perfect order.
 - 4.2.3 Each and every attempted sub part, part or question in the answer books has been evaluated.
 - 4.2.4 Marks have been allotted according to the maximum marks fixed for a particular part of question. It means that over marking has not been done.
 - 4.2.5 The repeated parts or questions, if attempted, have not been marked twice giving wrong credit to the candidate. Repeated question/repeated parts has/have been indicated by the evaluator and zero marks awarded on the crossed out repeated portion.
 - 4.2.6 In a sub part and a question, where candidate deserved no marks, the evaluator has allotted zero marks.
 - 4.2.7 Total of sub parts in a question is correct. He/she will calculate and write grand total on the title cover of the answer books.
 - 4.2.8 He/she should note that the evaluator has drawn a line where the candidate has finished his last attempted part or question in the answer books.
 - 4.2.9 That every blank part/portion/page has been crossed out.
 - 4.2.10 The answer books have been signed by the evaluator with his/her name in capital letters and the Evaluator No. allotted by the NIOS in the specified column.
- 4.3 The Co-ordinator shall collate marks on the title cover of the answer book from inside the answer books. He will ensure that the Evaluator has calculated and written the grand total on the title cover of the Answer book as well as at the end of the last attempted part or question inside the answer book and has encircled it, he should also ensure that the figures have been written legibly. In case of any discrepancy he will get it corrected from the Team Leader.
- 4.4 The Team Leader concerned will supply a copy of OMR Award Sheets stationery in between to the Co-ordinator.
- 4.5 Before filling the marks in the Award sheets, the Co-ordinator should ensure that the Award sheets and answer books have been arranged roll number wise.

- 4.6 He/She should then prepare the award sheets and post the marks indicated on the title cover of the answer books after comparing Enrolment No .
- 4.7 He/She has also to abide by the following instructions while making entries in the award sheets .
- 4.8 The OMR award sheets are to be prepared the same day after the collation of a particular lot of answer books is over.
- 4.8.1 Ball point pen should be used to fill the award sheet so that the impression on the Award Sheet is clear.
- 4.8.2 Co-ordinator ID No. (if allotted separately) has to be given in the column on the back side of OMR Award Sheets.
- 4.8.3 The Co-ordinator is supplied the OMR Award Sheet with Pre-printed Enrolment No. by the NIOS. The Co-ordinator has to enter only the codes of answer books and marks allotted to the candidates. Blackened appropriate dots in OMR sheet with ball pen.
- 4.8.4 The OMR Award sheets have to be handled properly without tearing off or making corrections in the figures printed by the computer.
- 4.8.5 The Co-ordinator has to enter the following information only in the OMR award sheet.
- i) Team leader ID no. allotted by the NIOS.
 - ii) Co-ordinator ID no. allotted by the NIOS.
 - iii) Marks obtained by the candidate after comparing roll no.
 - iv) Answer book/question paper set no.
 - v) Total of marks of the sheet and subject code.
 - vi) Signature of the Co-ordinator.
 - vii) Total no. of candidates passed.
 - viii) Total no. of candidates scoring above and less 33% marks and total absent.
 - ix) Signature of Team Leader.
- 4.8.6 There should be no overwriting or application of white fluid in the Award sheet. Cutting if any, should be attested. Since the Award sheets are to be scanned, it should not be folded and should be placed within two file boards, before packing and sealing.

Note:

1. Do not change subject code and subject name on the award sheet.
 2. Do not change Enrolment No. printed on the award sheet,
 3. Please ensure that subject code, subject name and Enrolment No., written on the award sheet tallies with the subject code, subject name and Enrolment no. written on the answer books. In case of any discrepancy, separate award sheet should be prepared.
- 4.8.7 In subjects where multiple sets of answer books have been administered, the Co-ordinator will also have to write the question paper set number in the award sheet against each roll number. The code number of the question paper received by the candidate has been written by the candidate himself on the title cover page of the answer book in a box and the same is to be filled in the award sheet.
- 4.8.8 The Co-ordinator shall ensure correct entry of Question Paper Set No. in the OMR Award sheet from the title page of the answer book against the corresponding roll number.

Example: How entries are to be made in the Award sheet

OMR Award Sheet

Serial No.
**N.I.O.S.
COUNTER FOIL**

EXAM. YEAR.....
SUB. CODE.....
CENTER CODE.....
REGION.....
PAPER.....

Spl. Note : Please read the instructions given on the back before filling the OMR Sheet.

DO NOT FOLD THIS SHEET

NATIONAL INSTITUTE OF OPEN SCHOOLING
A-24-25, Sector-62, Noida.

EXAMINATION YEAR **Note : Do not use OMR Award of other subject and also do not write subject code of other subjects.**

TOTAL OF MARKS OF THIS SHEET	SERIAL NUMBER																																																																																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>1</td><td>1</td><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td><td>4</td><td>4</td></tr> <tr><td>5</td><td>5</td><td>5</td><td>5</td></tr> <tr><td>6</td><td>6</td><td>6</td><td>6</td></tr> <tr><td>7</td><td>7</td><td>7</td><td>7</td></tr> <tr><td>8</td><td>8</td><td>8</td><td>8</td></tr> <tr><td>9</td><td>9</td><td>9</td><td>9</td></tr> </table>	0	0	0	0	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6	6	7	7	7	7	8	8	8	8	9	9	9	9	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td></tr> <tr><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td></tr> <tr><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td></tr> <tr><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td></tr> <tr><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td></tr> <tr><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td></tr> </table>	0	0	0	0	0	1	1	1	1	1	2	2	2	2	2	3	3	3	3	3	4	4	4	4	4	5	5	5	5	5	6	6	6	6	6	7	7	7	7	7	8	8	8	8	8	9	9	9	9	9
0	0	0	0																																																																																								
1	1	1	1																																																																																								
2	2	2	2																																																																																								
3	3	3	3																																																																																								
4	4	4	4																																																																																								
5	5	5	5																																																																																								
6	6	6	6																																																																																								
7	7	7	7																																																																																								
8	8	8	8																																																																																								
9	9	9	9																																																																																								
0	0	0	0	0																																																																																							
1	1	1	1	1																																																																																							
2	2	2	2	2																																																																																							
3	3	3	3	3																																																																																							
4	4	4	4	4																																																																																							
5	5	5	5	5																																																																																							
6	6	6	6	6																																																																																							
7	7	7	7	7																																																																																							
8	8	8	8	8																																																																																							
9	9	9	9	9																																																																																							

Serial No.

Paper Code REGION

Sub. Code & Name

Centre Code

Max Marks Min. Pass Marks

ROLL NUMBER	MARKS	ROLL NUMBER	SET	MARKS	दहाई का अंक (Tenth Place)	इकाई का अंक (Unit Place)	AB	RW	HH
01		01			0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	AB	RW	HH
02		02			0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	AB	RW	HH
03		03			0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	AB	RW	HH
04		04			0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	AB	RW	HH
05		05			0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	AB	RW	HH
06		06			0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	AB	RW	HH
07		07			0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	AB	RW	HH
08		08			0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	AB	RW	HH
09		09			0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	AB	RW	HH
10		10			0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	AB	RW	HH
11		11			0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	AB	RW	HH
12		12			0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	AB	RW	HH
13		13			0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	AB	RW	HH
14		14			0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	AB	RW	HH
15		15			0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	AB	RW	HH
16		16			0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	AB	RW	HH
17		17			0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	AB	RW	HH
18		18			0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	AB	RW	HH
19		19			0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	AB	RW	HH
20		20			0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	AB	RW	HH
21		21			0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	AB	RW	HH
22		22			0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	AB	RW	HH
23		23			0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	AB	RW	HH
24		24			0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	AB	RW	HH
25		25			0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	AB	RW	HH
26		26			0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	AB	RW	HH
27		27			0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	AB	RW	HH
28		28			0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	AB	RW	HH
29		29			0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	AB	RW	HH
30		30			0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	AB	RW	HH

Total of Marks of this Sheet

Total of Marks of this Sheet

SUBJECT CODE

0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9

Sign. Co-ordinator.....

Sign. Head Examiner.....

Date

33% & Above	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
Below 33%	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
Total Absent	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>

Note : Head Examiner and Co-ordinator to Sign. on the back.

P.T.O.

CHAPTER – 5

PENALTIES FOR ERRORS

The NIOS has prescribed the following penalties for the errors, omissions and mistakes committed by the Team Leaders / Evaluators and the Co-ordinators.

5.1 AGAINST TEAM LEADER

Penalties against the Team Leader shall be decided and imposed by the Regional Director under intimation to the Hqrs. giving full details.

- 5.1.1 For not doing sample checking to the extent of 10 % of the answer books evaluated by each Evaluator working under him. ₹ 10/- per evaluator per day
- 5.1.2 For errors in the answer books checked by Team Leader ₹ 10/- per answer book

5.2 AGAINST EVALUATOR

Penalties against Evaluator shall be decided by the concerned Team Leader. Team Leader will report about this to the Regional Director for imposition and recovery of amount of penalties

- 5.2.1 Leaving answer or part thereof unassessed in an answer book ₹ 20/- per answer book
- 5.2.2 Giving more marks for an answer to a question than assigned to it or deviation from the marking scheme with reference to a particular question or part thereof. ₹ 10/- per question.
- 5.2.3 Wrong totaling ₹ 15/- per answer
- 5.2.4 Wrong transfer of marks from the inside pages of the answer book to the separate sheet ₹15- per answer book
- 5.2.5 Marks in words and figures not tallying ₹ 10/- per answer book
- 5.2.6 Total no. of marks shown in figures but not in words and vice versa on the title page of the answer book ₹ 10/- per answer book
- 5.2.7 Not signing the answer book ₹ 10/- per answer book

5.3 AGAINST CO-ORDINATORS :

Penalties against Co-ordinators shall be decided by the concerned Team Leader. Team Leader will report about this to the Regional Director for imposition and recovery of amount of penalties

5.3.1	Wrong verification of marks	₹ 15 /- per answer book
5.3.2	Wrong posting of marks from the answer book to Award sheet	₹ 10/-per answer book
5.3.3	Not entering marks of a candidate in the Award sheet	₹ 10/- per answer book
5.3.4	Marks in figures and words not tallying	₹ 10/- per answer book
5.3.5	Not signing each page of the Award sheet	₹ 10/- per Award page
5.3.6	Wrong total or not giving the total or marks in each block of the mistake Award sheet	₹ 10/- per block of 25 roll numbers
5.3.7	Not signing on the title page of the answer book	₹ 10/- per answer book
5.3.8	Total no. of marks shown in figures but not in words and vice-versa on the title page of the answer book	₹ 10/- per answer book

NOTES :1 The Regional Director reserves the right to debar a person from future assignments of the NIOS in case of gross negligence.

2. The amount of penalties, as have been fixed by the NIOS, for committing errors/ omission (s)/ mistake (s) will be recovered from the concerned person.
3. In view of the number of mistakes detected at the time of comparison of answer books with Award sheets and subsequently at the time of verification of marks at the request of candidates after the declaration of results, it has been decided to bring such mistakes to the notice of the Principals of the schools for initiation of action against the erring persons including placement of such communications from NIOS on the C.R. dossiers of the concerned teacher.
4. If in case, it is found that marking scheme has not been adhered to, evaluator (s) will be black listed and will be removed from the approved panel of evaluators

CHAPTER – 6

RATES FOR THE PAYMENT OF REMUNERATION, TA/DA TO THE APPOINTED STAFF

- 6.1 Necessary articles of stationery will be supplied to the Team Leader by the concerned Regional Director.
- 6.2 Payment of Conveyance Allowance, TA /DA, Refreshment Charges and Remuneration for Evaluation:**
- 6.2.1 All the Team Leaders/Evaluators and Co-ordinators are entitled to the conveyance allowance @ ₹ 300/- per day. Team Leaders / Evaluators and Co-ordinators working in the school, where the spot evaluation is done would also be entitled to this conveyance allowance provided the evaluation work is continued till late hours and a certificate to this effect is given by the Team Leader concerned.
- 6.2.2 Outstation Team Leaders should not be appointed. If any one is engaged with the prior approval of the NIOS headquarter, outstation evaluators if appointed TA/DA admissible as per NIOS rules, shall be paid in cash to the concerned person on the closing day of the evaluation.
- 6.2.3 Refreshment charges @ ₹ 50/- per day shall also be paid to each Evaluator/ Co-ordinator/Team Leader/ Additional Team Leaders /Clerks/Class IV staff. It will be paid in cash on the last day of evaluation. No tea etc. will be provided free of charge by the Team Leader.
- 6.2.4 The Evaluator shall not be entitled to conveyance/ refreshment charges in case he/she does not evaluated 25 answer books in a day.
- 6.2.5 Payment for evaluation of answer books shall be made to each Team Leader / Evaluator as per the prescribed rates. It will be made by cheque to the Team Leader and to the Evaluators and others on completion of work as early as possible.

REMUNERATION BILL

- 6.3 Team Leaders / Evaluators/ Co-ordinators are required to fill the remuneration bill on the prescribed form (No. NIOS/CONF/02). In case of Evaluators/ Co-ordinators , the bill will be verified by the Team Leader concerned . Team Leader shall prepare a consolidated statement of evaluation record (in triplicate) on form No. NIOS/CONF./09 and forward the remuneration bills alongwith the consolidated record (in duplicate) to the Regional Director concerned.

6.4 RATES OF REMUNERATION

6.4.1 Team Leader/Head Examiner ₹ 700/- Per day

6.4.2 Evaluators

(i) For evaluating the Answer books (AB) OF 1 to 2 hours examination (for Secondary, Sr.Secondary, Vocational & equivalent exams) ₹ 12.00 per answer book

(i) For evaluating the Answer Books of Secondary, Vocational & equivalent exams (3 hours duration) ₹ 16.00 per answer book

(iii) For evaluating the Answer Books of Sr.Secondary, Vocational & equivalent exams(3 hours duration) ₹ 20.00 per answer book

6.4.3 Co-ordinators

(i) Class X

For AB of 3 hours duration ₹ 500/- per day for 100 ABs or ₹ 5/- per answer book if less than 100 (minimum charges for 100 ABs per day)

For AB of less than 3 hours duration ₹ 400/- per day for 100 ABs or ₹ 4/- per answer book if less than 100 (minimum charges for 100 ABs per day)

(ii) Class XII

For AB of 3 hours duration ₹ 500/- per day for 100 ABs or ₹ 5/- per answer book if less than 100 (minimum charges for 100 ABs per day)

For AB of less than 3 hours duration ₹ 400/- per day for 100 ABs or ₹ 4/- per answer book if less than 100 (minimum charges for 100 ABs per day)

Note: (i) All the functionaries mentioned above are entitled for payment of a fixed conveyance charges of ₹ 300 and refreshment charges of ₹ 50/- per day, per head, irrespective of number of answer books.

- (ii) Besides the above, contract/daily wage clerical staff, Group 'D' engaged for smooth functioning of Spot Evaluation/Secrecy work, will be paid as per approved NIOS norms. In addition to that Contractual Clerical staff and Group 'D' staff engaged on examination duties such as Spot Evaluation, Secrecy work and any other work related to Examination during the Examination period will be paid refreshment @₹ 50/- per day per head.

Chowkidars will also be appointed by the concerned Regional Director on daily wages as prescribed by the NIOS.

6.5 PROCEDURE OF PAYMENT

- 6.5.1 On completion of his assignment/ work, Evaluators and Co-ordinators will submit their claim of remuneration in the prescribed proforma (NIOS.CONF/02) alongwith relevant records to his/her Team Leader.
- 6.5.2 Team Leader concerned will check/verify the claims of the Evaluators/Co-ordinators with reference to the records available with him/her.
- 6.5.3 Team Leader will also submit his/her own claim of remuneration in the prescribed proforma (NIOS/CONF/02) and send it to the Regional Director with relevant records for verification and processing of payment.
- 6.5.4 Team Leader will prepare the consolidated claim with the evaluation record (in triplicate) on Proforma No. NIOS/CONF/09 and forward all the remuneration bills alongwith the consolidated record (in duplicate) to the Regional Director concerned.
- 6.5.5 The Regional Director will check and verify all the bills with reference to the prescribed NIOS norms/ rates and records submitted to him.
- 6.5.6 After due verification including the deductions, if any, to be made on account of penalties RD will make payment to the Team Leader / Evaluators by cheque, only after getting the approval of competent authority with whom the financial power rests for the amount involved.

CHAPTER – 7

SUMMARY OF APPROVED RATES FOR SPOT EVALUATION WORK AT A GLANCE

Summary of rates of remuneration, Conveyance, refreshment charges etc. admissible to functionaries engaged in the Spot Evaluation work.

(A) EVALUATION OF ANSWER – SCRIPTS

1. Team Leader/Head Examiner ₹ 700/- Per day
2. EVALUATORS
 - (i) For evaluating the Answer books (AB) OF 1 to 2 hours (for Secondary, Sr. Secondary, Vocational & equivalent exams) ₹ 12.00 per answer book
 - (ii) For evaluating the Answer Books of Secondary, Vocational & equivalent exams (3 hours duration) ₹ 16.00 per answer book
 - (iii) For evaluating the Answer Books of Sr.Secondary, Vocational & equivalent exams (3 hours duration) ₹ 20.00 per answer book
3. CO-ORDINATORS
Co-ordinators
 - (i) **Class X**
For AB of 3 hours duration ₹ 500/- per day for 100 ABs or ₹ 5/- per answer book if less than 100 (minimum charges for 100 ABs per day)

For AB of less than 3 hours duration ₹ 400/- per day for 100 ABs or ₹ 4/- per answer book if less than 100 (minimum charges for 100 ABs per day)

(ii) Class XII

For AB of 3 hours duration	₹ 500/- per day for 100 ABs or ₹ 5/- per answer book if less than 100 (minimum charges for 100 ABs per day)
For AB of less than 3 hours duration	₹ 400/- per day for 100 ABs or ₹ 4/- per answer book if less than 100 (minimum charges for 100 ABs per day)

- Note: (i) All the functionaries mentioned above are entitled for payment of fixed conveyance charges of ₹ 300 and refreshment charges of ₹ 50/- per day, per head, irrespective of number of answer books.
- (ii) Besides the above, contract/daily wage clerical staff, Group 'D' engaged for smooth functioning of Spot Evaluation/Secrecy work, will be paid as per approved NIOS norms. In addition to that Contractual Clerical staff and Group 'D' staff engaged on examination duties such as Spot Evaluation, Secrecy work and any other work related to Examination during the Examination period will be paid ₹ 50/- per day, per head.

CHAPTER – 8

FORMS TO BE SUPPLIED BY THE NIOS FOR USE AT SPOT EVALUATION CENTRE

Following prescribed forms will be supplied for use by the Team Leaders / Additional Team Leader /Evaluators/ Co-ordinators during the evaluation.

Specimen annexed as Annexures :-

FORM No.	-	DESCRIPTION
NIOS/EVAL//CONF/01	-	Assessment Report on Evaluators (Annexure –I)
NIOS/EVAL//CONF/02	-	Remuneration Bill Form for TL/Evaluator /Co-ordinator (Annexure – II)
NIOS/EVAL//CONF/03	-	Feed back Proforma for Evaluators (Annexure -III)
NIOS/EVAL//CONF/04	-	Feed back Proforma for Team Leaders (Annexure – IV)
NIOS/EVAL//CONF/05	-	Proforma for recording of variation of marks by Team Leader (Annexure – V)
NIOS/EVAL//CONF/06	-	Proforma for Co-ordinators (Annexure – VI)
NIOS/EVAL//CONF/07	-	Proforma for Evaluator’s Evaluation of answer books record (Annexure – VII)
NIOS/EVAL//CONF/08	-	Proforma for forwarding evaluated Answer books (Annexure - VIII)
NIOS/EVAL//CONF/09	-	Proforma for consolidated Claim (Annexure – IX)

DIRECTION FOR GRADING :

- (a) **Outstanding** : Followed directions of Team Leader fully, followed Marking schemes exactly : award of marks conform to prescribed criteria with Nil or negligible variation, completed assessment on time fully competent in subject matter, no clerical errors in addition, no omission of assessment of any question.
- (b) **Very Good** : Followed instructions of Team Leader and as given in Marking Scheme carefully, variation in award of + 4-6 (Science and Maths variation should be very small but variation of 5 or 6 is acceptable in Languages and Social Science), completed assessment on time, no clerical errors or negligence, competent in the subject, (Basically same as A, but only of a somewhat lower order).
- (c) **Satisfactory** : Understood directions of Team Leader and instructions given in the marking scheme reasonably well and followed them, either first time or after explanations, ready to learn and reevaluate cover / under marks with variation of 6+ or more, some clerical errors occurred / some evidence of negligence in marking and in following the directions of Team Leader regarding marking (each value point not ticked if correct or crossed if wrong, marks for sub-question to be given separately and totals to be circled etc.)
- (d) **Not Satisfactory / Poor** : Did not understand / did not follow marking scheme and directions of Team Leader, not competent in the subject / not teaching the subject properly : wide variation in marking + 10 or more : assessment not completed on time : several clerical errors and evidence of carelessness / negligence .

Signature of TL

**NATIONAL INSTITUTE OF OPEN SCHOOLING
 REMUNERATION BILL FOR TEAM LEADER/ EVALUATORS/
 CO-ORDINATORS AT EVALUATION CENTRE APRIL / OCT.**

Name of Evaluation Centre

Examiner No.

1. Name
2. Designation
3. Subject of Examination
4. Postal Address.

5. No. of Answer books assessed
 (details to be given on back page)

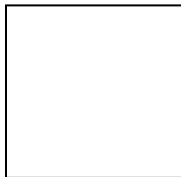
7. **REMUNERATION**

Status	No. of days/copies	Rate	Amount claimed
TL/ ATL			
Evaluator			

* Mention No. of days..... Total ₹

+ Mention No. of copies..... Total ₹

8. Conveyance No. of days Amount ₹
9. Refreshment No. of days Amount ₹
10. Less deduction on a/c mistakes detected by
 Co-ordinators ₹.....



Received Total ₹

**NATIONAL INSTITUTE OF OPEN SCHOOLING
FEEDBACK PROFORMA FOR EVALUATORS**

The feed back received from the evaluators will be used for the improvement of question papers and learning material of the NIOS. Please write your impressions freely and frankly.

Name _____

Examiner No. _____

Subject _____

Sec. /Sr. Sec./Vocational (April/ Oct.)

1. Did the question paper have legible printing ? YES /NO
2. Were the instructions clear and specific ? YES /NO
3. Determine the length of question paper in relation to duration of the Paper (Please tick)
 (a) Lengthy (b) Adequately lengthy (c) Too short

4. Did you find any question in this paper repeated either directly or indirectly ? YES/NO

5. Assess the difficulty level of the question paper (please tick)
 (a) Difficult (b) Average (c) Easy

6. Is the language of the questions simple and unambiguous ? YES/NO
 If not, give the details.

7. How do you rate the question paper as a whole ? Balanced /unbalanced

If 'unbalanced' , please give your reasons and specify the number of the question (s)

8. What is the pass percentage in your batch ?

9. Did you find evidence of mass copying like identical mistakes, attempting same question, similarity of sequence of answer etc?

YES/NO

If yes, please specify the evidence and give the details of the Centre No., No of students involved with Roll no. etc. in the enclosed proforma.

10. Did you come across any correct alternative answer / solution other than those given in the marking scheme?

If 'Yes' specify the question (s) and the answer (s)

11. Was the Marking Scheme a real help and guide in evaluating the answer scripts ?

YES /NO

If 'No' your suggestions for improvement

12. How do you rate the process of evaluation adopted by NIOS ?

EXCELLENT/VERYGOOD/GOOD/POOR

13. Do you have any suggestions for its improvement ?

If 'Yes', please specify

14. Any other suggestions /observations.

Date _____

Signature of the Evaluator

**Enclosure to
Annexure – III
(Column , 9)**

Roll No. Centre No. Nature of evidence	Roll No. Centre No. Nature of evidence

NATIONAL INSTITUTE OF OPEN SCHOOLING FEEDBACK PROFORMA FOR TEAM LEADERS

The Reports of the Team Leaders are so important that it is on the basis of these reports that the NIOS is able to evaluate the standard of its question papers and marking scheme, the quality of its study material and the role played by the Accredited Institutions. The standard of performance of the candidates in a particular examination will be reflected through these reports and any corrective measure adopted will be based on the same. Hence, it is needless to stress that these reports be prepared with utmost care and after carefully assessing the ‘Evaluator Feed Back Proforma ‘.

Name **Team Leader No.**

Subject **Sec. / Sr. Sec./Vocational (April/Oct,.....)**

1. Had the question paper have legible printing ? YES/NO

2. Were the instructions clear and specific? YES/NO

3. Determine the length of the question paper in relation to duration of the paper (please tick)

(a) Lengthy <input style="width: 50px; height: 20px;" type="checkbox"/>	b) Adequate length <input style="width: 50px; height: 20px;" type="checkbox"/>	c) Too short <input style="width: 50px; height: 20px;" type="checkbox"/>
---	--	--

4. Did you or any of your evaluator find any question in this paper repeated either directly or indirectly ? If yes mentioned the question no(s) YES/NO

5. Is there any printing error /factual error in any question ?
If ‘yes’, please specify below: YES/NO

6. Assess the difficulty level of the question paper (please tick)

(a) Difficult <input style="width: 50px; height: 20px;" type="checkbox"/>	b) Average <input style="width: 50px; height: 20px;" type="checkbox"/>	c) Easy <input style="width: 50px; height: 20px;" type="checkbox"/>
---	--	---

7. Is the language of the question paper simple and unambiguous ?
If ‘no’, please specify

8. How do you rate the question paper as a whole “ Balanced /unbalanced

If ‘unbalance’ , please give your reasons and specify the number of the question (s)

9. Do you agree with the proportion of “ Essay Type “” Short Answer type” & “Very Short Answer Type “ of questions ?

YES/NO

10. Was the Hindi Translation of the question paper a true replica of English version

11. Did you find any question or part of question outside the purview of the syllabus ?

YES/NO

YES/NO

12. Could there have been other correct interpretation of any question ? If ‘yes’ which are those questions and the alternate correct interpretation ?

YES/NO

13. Did you or any evaluator under you found a number of candidates committing identical mistakes or any other indication of large scale use of unfair means? If your answer is ‘yes’, please give details.

YES/NO

14. Was the Marking Scheme exhaustive ? If your answer is ‘No’, please specify the main draw backs.

YES/NO

.....

15. Did you come across any correct alternate answer/solution other than those given in the marking scheme.

If yes, specify the question (s) and the answer (s)

YES/NO

.....

16. Was the Marking Scheme a real help and guide in evaluating the answer scripts ? If ‘ No, your suggestion for improvement

YES/NO

17. How do you rate the processes of evaluation adopted by NIOS?

Excellent/Very Good/good/
Average/Poor

18. Have you any suggestions for its improvement ? If ‘Yes’, please specify .

YES/NO

19. Any other suggestions / observations

Please give below your general assessment on the Question paper and on the performance of the candidates.

Date

Signature of the Team Leader

NATIONAL INSTITUTE OF OPEN SCHOOLING PROFORMA FOR EVALUATORS FOR EVALUATION OF ANSWER BOOKS RECORD

Examiner Code No.

Name

Designation

School Address

Res. Address

Phone.....

Subject

Date	Lot / Unit No. I (FN) II (AN)	Total No. of Answer book issued	Roll No. of answer book Evaluated	No. of evaluated answer books returned	Signature of Evaluator	Signature of Receiving Officer	Remarks
	I _____ II						
	I _____ II						
	I _____ II						
	I _____ II						
	I _____ II						
	I _____ II						
	I _____ II						
	I _____ II						
	I _____ II						
	I _____ II						
	I _____ II						
	I _____ II						
	I _____ II						
	I _____ II						
	I _____ II						

NATIONAL INSTITUTE OF OPEN SCHOOLING
PROFORMA FOR FORWARDING EVALUATED ANSWER BOOKS
TO BE PREPARED IN TRIPLICATE (ONE COPY MAY BE RETAINED BY THE TEAM LEADER)

SubjectBag No.

Series of Roll Numbers	No. of Answer Books	Extra answer books received in the Bundle whose Roll No (s) not printed in Computerised Award sheet. Roll No. Marks
Grand Total of Answer Scripts in the Bag		
	Signature Name (in capital letter Team Leader No.	

Note : - One copy of the above proforma may be retained by the Concerned Team Leader and two copies be forwarded to the concerned Regional Director for the purpose of maintaining proper record of answer books .

NATIONAL INSTITUTE OF OPEN SCHOOLING

*To be prepared in Triplicate
(One copy to be retained by TL)*

**REGIONAL CENTRE,
PROFORMA OF CONSOLIDATED CLAIM**

Name Of Spot Evaluation Centre

S. No.	Name & Official Address of TL, Evaluator/ Co-ordinators/ other Staff	Exam. No.	No. of days worked	Conveyance Charges (Rs.)	Refreshment @ Rs.50/- per day (Rs)	No. of A/ Books Checked/ co-ordinated	Answer Total Amount payable	Wages of Clerical Class IV as per approved rate & contingent expenses (vouchers attached)	Total	Acquittance (Affix – revenue Stamp)
1	2	3	4	5	6	7	8 Rs.	9	10 Rs.	11

Subject Year of Exam..... Verified..... Sign. of TL.....

Code..... Secondary/Sr.Secondary

**LIST OF NATIONAL INSTITUTE OF OPEN SCHOOLING
REGIONAL CENTRES AND STATES COVERED
UNDER EACH REGIONAL CENTRE**

Name of the Region	Name and Address of Head of the Regional Centre	States Covered
1. Allahabad	19/17, Kasturba Gandhi Marg, Kachahari Road Allahabad - 211002 (Uttar Pradesh) Ph.: (O) 0532-2548154 (Fax) 0532-2548149 e-mail: rcallahabad@nios.ac.in	Uttar Pradesh
2. Bengaluru	Office of the Director (Vocational Education) 3rd Floor, PUE Bhawan, 18th Cross Sampige Road, Malleswaram, Bangluru - 560012, Karnataka Ph.: 080-23464223 Fax: 080-23464222 Email: rcbengaluru@nios.ac.in	Karnataka
3. Bhopal	Manas Bhawan, Shyamla Hills, Bhopal - 462002 (M.P.) Ph.: 0755-2661842, 2660331, 09425025725 Fax : 0755-2661842 e-mail: rcbhopal@nios.ac.in	Madhya Pradesh
4. Bhubaneswar	ELTI Campus, Maitri vihar, Chandrashekhar Pur, Bhubaneswar - 751023 (Odisha) Ph. No. 0674-2302688, Fax: 0674-2302287 e-mail.: rcbbsr@nios.ac.in	Odisha
5. Chandigarh	YMCA Complex, Sector-11C, Chandigarh-160011 Ph.: (O) 0172-2744915, 3950979 Fax : 0172-2744952 e-mail: rochandigarh@nios.ac.in	Punjab, Jammu & Kashmir Chandigarh, & Haryana (Excluding Gurgaon, Faridabad & Jhajjar)
6. Chennai	Govt. Model Higher Secondary School Lady Wellington Campus Triplicane,, Chennai-600005 Phone No. 044-28442237 Fax: 044-28442239 e-mail: rcchennai@nios.ac.in	Tamil Nadu, Pondicherry
7. Delhi	A-31, Institutional Area, NH-24, Sector-62, NOIDA- 201309 Distt. - Gautam Buddha Nagar (U.P.) Ph: (O) 0120-2404914, 2404915 Fax : 0120-2404916 e-mail: rdelhi@nios.ac.in	NCT of Delhi and bordering Distts. of NCT in Uttar Pradesh and Haryana comprising of Distts. of Gautam Buddh Nagar (Noida and Greater Noida), Ghaziabad, Gurgaon, Faridabad and Jhajjar.
8. Dehradun	Amrit Plaza Building Near Bengali Kothi Chowk Moth Rowala Road, P.O. Ajapur Kalan Dehradun - 248001, U.K. Ph.: (O) 0135- 2629166; 2623929 e-mail: rodehradun@nios.ac.in	Saharanpur, Muzaffar Nagar, Moradabad and J.P. Nagar (Amroha) districts of U.P. Uttarakhand, Meerut, Bagpat

Name of the Region	Name and Address of Head of the Regional Centre	States Covered
9. Dharmshala	2nd Floor, Chamunda Complex (Near Income Tax Office) Dari Road, P.O. Dari Dharamshala Distt. Kangra Himachal Pradesh-176057 Phone No.: 01892-222251, Fax: 01892-222351 e-mail: rcdharamshala@nios.ac.in	Himachal Pradesh
10. Gandhinagar	7th Floor, 'D' Wing M.S. Building Near Pathikashram Bus Stand, Sector-11 Gandhi Nagar-382011, Gujarat Ph.: 079-23220410 Fax: 079-23220411 Email: rcgandhinagar@nios.ac.in	Gujarat
11. Guwahati	Building of Assam Publication Board, (Near Assam Board of Secondary Education) 1st Floor, Bamunimaidan, Guwahati-781021 (Assam) Ph. (O): 0361-2650541, 2651201 (Fax) 0361-2650542 e-mail: rcguwahati@nios.ac.in	Nagaland, Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram and Tripura
12. Hyderabad	IV Floor, Sri Krishna Devaraya, Telugu Basha Nilayam, Trust, No 4-4-8, 2 Sultan Bazar, Hyderabad - 500095. Ph.: (O) 040-24162859, Fax : 040-24060712 (M) 09391420830 e-mail: rchyderabad@nios.ac.in	Telangana
13. Jaipur	D-11-12 Roop Vihar Colony, Mohan Marg, Opp. Karoli Garden, New Sangamer Road, Sodala, Jaipur (Rajasthan) – 302006 Ph.: (O) 0141-2292818, 2290057 Fax.: 0141-2292819 e-mail: rcjaipur@nios.ac.in	Rajasthan
14. Sub Centre Kota	2nd Floor, 2-P-1, Vigyan Vihar Kota - 324005, Rajasthan Ph.: 0744-2428555 Mob. No. 09889128555 email: srckota@nios.ac.in	
15. Kochi	6th Floor, Kerala State House Board Building Panampilly Nagar, Kochi-682036 (Kerala) Ph.: 0484-2310032, 4035540, 0484-2310033 e-mail: rckochi@nios.ac.in	Kerala & Lakshdweep
16. Kolkata	10/1/H, Diamond Harbour Road, Kolkata-700 027 (W.B.) Ph.: (O) 033-24797714, Fax : 033-24797707 e-mail: rckolkata@nios.ac.in	Sikkim, West Bengal and Andaman and Nicobar Island

Name of the Region	Name and Address of Head of the Regional Centre	States Covered
17. Sub Centre Gangtok	Teacher's Guest House Syari Gangtok - East Sikkim-737102 Mob.: 09868736382 email: srcgangtok@nios.ac.in	
18. Patna	Lalit Bhawan, Ground Floor, Jawahar Lal Nehru Marg, Bailey Road, Patna - 800001 (Bihar) Ph.: (O) 0612-2545051, Fax: 0612-2545470 e-mail: rcpatna@nios.ac.in	Bihar
19. Sub-Centre Darbhanga	Mohalla Khan Chowk Near Main Khan Chowk PO Lal Bagh Dist. Darbhanga-846004 Phone : 0627-2250628 (M) 09939738521 Fax: 0627-2250628	
20. Pune	C/o Indian Institute of Education Campus, 128/2 JP Naik Road, Sriniketan Society, (Near Solaris Club) Kothrud, Pune-411029 (Maharashtra) Ph. (O) 020-25444667, 25439763 Fax: 020-25444667 e-mail: rcpune@nios.ac.in	Maharashtra, Goa and Daman & Diu
21. Raipur	DIET Campus BTI Ground Shankar Nagar, Raipur-492007 Phone: 0771-2442147, 2442167 Fax: 0771-2442147 (M) 09479071549 e-mail: rcraipur@nios.ac.in	Chhattisgarh
22. Ranchi	Hostel Premises, Amar shahid Thakur Vishavanath Shahdev Zila School, Zill School Parishad, 1st Floor, B.Ed. College, Ranchi-834001 e-mail: rcranchi@nios.ac.in Phone No.: 0651-2217030 Fax: 0651-2217060	Jharkhand
23. Visakapatnam	5th Floor, B Block, VUDA Complex, Siripuram, Visakapatnam-530003, Andhra Pradesh Ph.: 0891-2564584 Fax: 0891-2792713 E-mail : rcvisakhapatnam@nios.ac.in	Andhra Pradesh
24. Shillong	Directorate of Educational Research & Training Campus (DERT), Laithumkhram Shillong, Meghalaya-793011 Mob. No.: 09402354572 e-mail: trilokes@gmail.com	