

Duties & Responsibilities of Head Examiner

Form 301

1. All Scanned answer books shall be deemed as confidential document and no person except those authorized by the Evaluation Director shall be permitted to handle the same. OSM and on-screen evaluation has to be done.
2. The Head Examiners for various subjects shall be appointed by the Controller of Examinations among the serving teachers of affiliated institutions through Samarthya Portal.
3. The Head Examiner shall checked the evaluated answer script for ensuring uniformity in evaluation as per the norms prescribed by the Board.
4. The Head Examiners shall ensure comparing of marks awarded to the answer scripts to ensure accuracy in the work and communicate to the Controller of Examinations in case of any discrepancies found by the Co-Examiner along with Script details. In such a case, the details of Co-Examiner may be communicated to Head Examiner for further Instructions. If not resolved, remuneration of the co-examiner could be forfeited and he / she shall be liable for disqualification for future appointment.
5. Evaluation Director shall bring to the notice of the Controller of Examinations, for any discrepancies, anomalies and suspected use of unfair means identified during the course of evaluation.
6. In such a case, remuneration of the co-examiner could be forfeited and he / she shall be liable for disqualification for future appointment. An intimation to this effect should be sent to the Controller of Examinations in advance.

Controller of Examinations,
S.B.T.E., Bihar