

Duties & Responsibilities of Co-Examiner

Form-302

1. The co-examiners shall be appointed by the Board. They will evaluate the answer books in OSM in accordance with the approved marking scheme and post the marks obtained against respective question number in OSM.
2. The Co-Examiner ensure that the answer script to be checked has already assigned the objective marks.
3. Fractional award of total marks in not permitted.
4. The blank page of answer book shall be crossed.
5. The Co-Examiner shall ensure that all the questions written by the examinee is checked and the corresponding marks has been posted in the respective space against the question number.
6. The Co-Examiner shall maintain the evaluation as per answer provided by the Moderation Board in the OSM.
7. Co-examiner will verify his own evaluation before submitting the evaluated answer book along with its supplements. He will check the following:
 - (i) All questions have been marked in required number and manner and that no question or its portion has been left unmarked and their corresponding marks has been posted in OSM.
 - (ii) All Pages has been annotated in the answer script.
 - (iii) Over attempted question(s) with lowest marks have been deleted and shown with extra remarks on the answer book.
 - (iv) The total marks showing in the OSM must be tally with the notification while submitting the answer script finally.
8. Full remuneration shall not be paid to the co-examiner whose work is found deficient/unsatisfactory. In all cases of unsatisfactory work, the deduction from the remuneration will be entitled as determined by the Controller of Examinations, who may forfeit his entire remuneration besides disqualifying him for future appointment.

CAUTION: - The job of a co-examiner is most important as it is his quality of work which is the basis of candidates result. It may be kept in mind that no injustice is done with any one and standard of marking, should be very independent, impersonal, fair, impartial and objective and over marking and under marking may be avoided. The co-examiner works on behalf of the Board and is therefore supposed to be the most trusted person. If he becomes a party of personal in approach, he may not only lose the confidence of the Board, but also be penalized as per rule.

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