KANNUR UNIVERSITY
(Examination Branch
Guidelines for implementing On Screen Marking System of answer booklets

1. Colleges/University departments will be provided with sufficient number of answer booklets, **specially designed,** for conducting the examinations.
2. Each answer booklet contains **40 pages** and should be distributed to candidates as per the examination requirements.
3. College-wise, Programme specific, Paper/course specific Attendance Sheets will be shared to colleges/University departments in pdf format via email or other suitable means.
4. Each paper/course specific attendance sheet contain a maximum of 34 candidates.
5. Invigilators must take printouts of the attendance sheet corresponding to the **exam code** and **paper code** scheduled at the college. **(Wrong printouts may lead to incorrect valuation.)**
6. The print outs of attendance sheet should be taken in a paper of **GSM 80.**
7. Invigilators will be provided with barcode sticker sheets (each row contains 5 identical stickers; each row has a unique barcode).
8. Printing the attendance sheet as per the **exam code** and **paper code** is mandatory and must be done carefully.
9. In the attendance sheet printout, barcode stickers must be affixed correctly in the corresponding row for each candidate (based on exam code, paper code, and register number) **after** verifying the candidate and the booklet.
10. The barcode sticker must be pasted over the small box in the candidate's corresponding column in the attendance sheet printout. Once affixed correctly, the box will be fully hidden by the sticker.
11. For each candidate, **two** barcode stickers must be affixed on the attendance sheet in the designated space, and **three** on the answer booklet **(Two** on the facing sheet of the answer booklet in the space provided and **one** on the last page).
12. Ensure that the barcode being affixed in the attendance sheet is the **same** as the one pasted in the candidate's answer booklet and corresponds to the **correct paper code** and **exam code.** *(Incorrect affixing of barcode or using the wrong attendance sheet may derail the entire valuation process.)*
13. After completing the entire process, the booklets along with their correctly stickered and candidate signed attendance sheet must be bundled **exam code and paper code-wise**.
14. All the steps to be taken as mentioned above are **mandatory,** failing which valuation of answer scripts cannot be carried out/incorrect valuation will take place.
15. Utmost care must be taken by all concerned throughout the process for correct implementation of the system.

Controller of Examinations

(i/c)

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