

### **Directions to Assistant Examiners**

1. The Asst. Examiners are requested to go through the directions given on the facing sheet of the blank Mark book before filling the marks.
2. It is noticed that some of the Examiners are entering the Machine No. in the column meant for Reg. No (as done in the Practical Exams). This is not proper. The Machine No should be entered in the first column itself in the Mark sheet which is meant for Machine No
3. Page total must be furnished in each Mark sheet
4. The unused part of the mark sheets should be cancelled.
5. Both Chief Examiner and the Asst. Examiner should sign on all the Mark sheets.
6. Marks of more than one subject should not be entered in the same Mark sheet even if there are only few candidates.
7. Marks of subjects under different Schemes are to be prepared in separate sheets even if the Code.No. and the Name are the same.
8. Machine Nos. should be entered in the serial order. Break, if any, should be marked by entering a bar in red ink.
9. Single digit marks should be protected by entering hyphen (-) on both sides.
10. In case mark secured by the candidate is Zero, the word ZERO should be entered in words also in the remarks column.
11. Every correction is to be attested by full signature and over writing is to be avoided.
12. The details required on the facing page of the Mark sheet should be filled in all Mark sheets.