

## **CHAPTER – 8**

### **TABULATION OF RESULTS**

#### **8.1 Scrutiny and tabulation of Results (Manual)**

- a. Tabulators or Scrutineers, as the case may be, shall be appointed by the Chairman on the recommendation of the Controller of Examinations (Secrecy) from time to time.
- b. Tabulators shall work independently whereas the Scrutineers shall work in pairs.
- c. Ordinarily a member of the teaching staff of an affiliated institution shall be eligible for appointment as a Tabulator or a Scrutineer. In special circumstances, the Chairman may waive off this condition.
- d. Tabulator or Scrutineer, when appointed, may continue to act as such as long as his work remains satisfactory, but normally 20% of the total number of Scrutineers will be replaced every year.
- e. The detailed scrutiny of the result shall include:
  - (1) Comparison of marks entered in the Result Sheet by the tabulator with the award list submitted by the Examiner;
  - (2) Checking; (1) sub totals; (2) grand total; (3) underlining the marks indicating failure with the blue pencil; (4) passing and failing according to the rules in force;
  - (3) Verification of absentees from the absentee memos supplied by the Superintendents of the Examination Centre (in case of written paper) and the Practical Examiners concerned (in the case of practical examination).
- f. In addition to the detailed scrutiny every scrutineer shall see that:
  - (1) marks written in words in the Award List against each Roll Number tally with the marks given in figures, and that marks have not been awarded in excess of the maximum in a paper;
  - (2) each page of the award list and corrections in awards have been duly signed or initialed as the case may be, by the Examiner or the Head-Examiner or both;
  - (3) marks have been correctly posted in the result according to the subjects shown against each roll number.
- g. Each tabulator shall be required to:
  - (1) enter the marks in black ink in the register, paper-wise, in relevant columns;
  - (2) enter in blue the “total” subject-wise, sub-totals, where written;
  - (3) write the word ‘Fail’ against the result of failed candidate in red ink;
  - (4) put the letter ‘W’ in red ink, in the relevant column in place of marks where a candidate is shown absent in the counterfoil;
  - (5) sign against each pass;
  - (6) initial all corrections made in the result;
  - (7) write the letter (Marks Later) in blue ink, against the particular roll numbers of the candidates whose result or marks cannot be declared, because of technical reasons;

- (8) satisfy himself that each page of the counterfoil of award list is duly signed and corrections, if any, are duly initialed by the Examiner;
- (9) bring to the notice of the Controller of Examinations (Secrecy) any entry in the counterfoil which might seem doubtful;
- (10) incorporate in the result any subsequent change effected by the Examiner in the revised counterfoil; and
- (11) tabulate from the original award lists, in case of non-receipt of counterfoils, from the Sub-Examiner with the permission of Controller of Examinations (Secrecy);
- (12) Perform such other Examination related jobs as may be asked by the Controller of Examinations.
- (13) after the results have been thoroughly compared or scrutinized, the tabulators or the scrutineers shall sign against each 'pass'. They shall not sign against any failed candidate unless it is a Compartment Case. They shall also sign a certificate on the last page of the result sheet to the effect that the results of the roll numbers allotted to them have been compared or scrutinized and found correct or have been corrected, as the case may be, or any other remarks that may be considered necessary; provided that the Board may, from time to time, appoint a Committee of Moderators to scrutinize pass percentage in general as well as for individual subjects, which will recommend to the Chairman such action as the Committee feels necessary with a view to Moderate the result. On the advice of the Committee, the Chairman shall take final decision and the result shall be declared accordingly. The recommendations of the Committee, alongwith the orders of the CHAIRMAN shall be placed before the Board of Governors, for information.
- (14) all corrections in the result sheets shall be made by the Tabulators or Scrutineers concerned and duly initialed by them
- (15) when the result or marks of a candidate cannot be declared on account of any discrepancy in marks or want of marks in any paper, or subject, the tabulator or the scrutineer shall write 'M.L' or 'R.L.' as the case may be, against the particular roll number mentioning also the paper or subject in which marks are missing or unconfirmed. They shall also mention the Roll Numbers of such candidates at the bottom of the results sheet.
- (16) in case of any objection to a pass result, the Tabulator or the Scrutineer shall put up a note in writing to the Controller of Examinations (Secrecy) for decision.
- (17) The Scrutineers and Tabulators shall be required to maintain strict secrecy about the result
- (18) Any suspected case of tampering with result shall be reported to the Controller of Examinations (Secrecy).
- (19) The Tabulators shall be responsible for the accuracy in comparison work. They must check the original entries and totals.
- (20) If Tabulator or a Scrutineer fails to present himself for the comparison or fails to complete the work by a given date, the work will be given to another Tabulator or Scrutineer. In the later case, original Tabulator or the Scrutineer must immediately report to the Controller of Examinations (Secrecy) if he has suspected the genuineness of the signature of any Examiner in that part which he has completed.
- (21) Each pair of scrutineer shall consider themselves jointly responsible for the

correctness of the results.

(22) Tabulator or the Scrutineer shall not accept the rubber stamp facsimile of the signature of any examiner or head examiner.

(23) Every Tabulator or scrutineer shall finish the work assigned to him and sign the result sheets by the given date.

## **8.2 Scrutiny and Tabulation of Results (Computerized)**

After the process of assessment is over the Head-Examiner shall secure award lists and assessed Answer Books to the Controller of Examinations/ Deputy Controller of Examinations/ACE (Secrecy) concerned, as per instructions issued in this regard:

a. After the answer scripts are received in the Board, the un-assessed scripts before and during dispatch to the concerned examiner shall be kept under double lock system. One key will be kept with the Secrecy Officer or Office Superintendent and the other with the DCE/ ACE concerned.

b. The assessed answer scripts received back from the examiner(s) shall be kept under double lock system with keys in the possession of A.C.E. and Superintendent concerned.

c. Page summary of award lists (in duplicate) shall be provided by the Computer Section to the concerned ACE/ Superintendent.

d. Award lists will be sent in a separate cover by the respective officer to the Computer Section.

e. The award lists shall be opened in the presence of concerned Controller of Examinations/ Deputy Controller of Examinations (Secrecy), Assistant Controller of Examinations and Superintendent. The CE's copy shall be retained by the CE. Award List-II & III will be handed over to the concerned ACE and Superintendent respectively for onward transmission to the Computer Section and thereafter the Computer Section shall provide to the secrecy a list of missing awards.

f. The results shall be prepared (tabulated in duplicate) by the Computer Section. The entered result data will be furnished alongwith award lists-II & III by the Computer Section to the DCE (Secrecy) and ACE concerned for necessary checking/corrections under initials and counter signatures of the concerned section (secrecy).

g. After necessary checking, the tabulated result (i.e. draft result with award list) shall be handed over to the Computer Section for necessary corrections. The Computer Section shall not accept any unauthorized amendments or change, or that correction which has not been signed/ counter-signed by the Board's authorities (secrecy).

h. After the necessary corrections are carried out by the Computer Section from the corrected lists, the final lists in duplicate along with the corrected lists (i.e. draft result) and award lists shall be handed over to the DCE (secrecy) and ACE concerned for master checking. For master checking, two ledgers may be obtained from the Computer Section and the result of candidate may be compared horizontally. The process of master checking shall also include:

(1) comparison of marks entries in the result sheet by the tabulator is made with the award list submitted by the Examiner;

(2) verification of absentees from the absentee memos supplied by the

Superintendents of the Examination Centre (in the case of written paper) and the Practical Examiner concerned (in the case of practical examinations) has been made;

(3) marks written in words in the Award List against each Roll Number tally with the marks given in figures and that marks have not been awarded in excess of the maximum in a paper;

(4) each page of the award list and corrections in awards have been duly signed or initialed, as the case may be, by the Examiner or the Head Examiner or both;

(5) marks have been correctly posted in the result sheet according to the subjects shown against each Roll No.

(6) all corrections in the result sheets have been made by the tabulators or scrutineers concerned.

(7) any suspected case of tampering with result had been reported to the Controller of Examinations.

(8) each pair of scrutineers have carried out the scrutiny of result jointly, and would be responsible for the corrections of the results.

(9) after having received the marks sheets the same have been checked from Master Ledger to locate the computer error, if any.

i. On completion of master checking one ledger duly corrected shall be sent back to the Computer Section for necessary correction and final printing.

j. All correspondence with the Computer Section shall be taken up by the Controller of Examinations/ Deputy/ Assistant Controller of Examinations (Secrecy). The transit of all papers and documents between the Computer Section and the Secrecy shall be carried out in sealed covers and under appropriate covering letters from both sides.

### **8.3 Conduct of business in the Secrecy Section (Manual)**

a. The result shall be prepared and tabulated in duplicate. Under the strict supervision of CE/DCE.

b. Both the Tabulation Registers (Tabulation Register 'A' and Tabulation Register 'B' shall be tabulated by different persons).

c. In no case the Tabulation Register 'A' and Tabulation Register 'B' shall be given or remain in possession of one person nor shall these pass through one person during the process.

d. The Tabulation Register 'A' shall be kept by the Assistant Controller of Examinations.

e. The Tabulation register 'B' shall be kept by the Superintendent of the section.

f. The Controller's copy of the Award List shall be kept by the Controller of Examinations (Secrecy). All the confidential mail shall be received by the Controller of Examinations. He shall open the Confidential Mail and see that the award have been packed by the Sub-Examiner according to the instructions issued by the Board and shall detach the Controller's copy of Award lists and keep with him. The rest of the two copies of awards meant for Tabulator-I and Tabulator-II shall be passed on to the Assistant Controller concerned.

- g. The above personnel shall be responsible for the integrity and maintenance of secrecy of the Record kept by them
- h. The above record shall be kept in Steel Almirahs duly locked.
- i. The certificates/ marks certificates etc. shall be prepared from the Tabulation Register 'B' lying in the charge of superintendent and he shall sign in the column 'CHECKED BY' and pass on the Certificates to the Assistant Controller of Examinations concerned.
- j. The Assistant Controller of Examinations concerned shall counter check the certificate with the Tabulation Register 'A' in his possession and sign the certificate. His signature on the certificate shall mean that he has checked the certificate himself and signed.
- k. If the Assistant Controller of Examinations or Superintendent concerned proceeds on leave he shall hand over the keys of the Almirah containing the confidential record to the Controller of Examinations (Secrecy).
- l. In absence of the Assistant Controller of Examinations the superintendent shall get the certificates issued in the same manner as mentioned in para-9 to 10 above under the signatures of the Controller of Examinations (Secrecy).
- m. In case the Superintendent is on leave the Assistant Controller of Examinations (Secrecy) shall get the certificates issued and checked from his own record and pass on to the Controller of Examinations who shall check the certificate himself with the Superintendent record and sign the certificate.
- n. The Assistant Controller (SSC-Secrecy) and Assistant Controller (HSSC-Secrecy) and the Superintendents (SSC) and (HSSC) Secrecy shall be responsible for their own record. None of them shall ever prepare, check, or sign the certificates from the record pertaining to the other sections.
- o. If the Assistant Controller of Examinations or Superintendent (Secrecy) of either of the two sections proceeds on leave the Assistant Controller/ Superintendent present could be directed in writing subject to the approval of the Chairman to handle the record of the other section.
- p. The Assistant Controller of Examinations or Superintendent concerned if directed by the Controller of Examinations (Secrecy) with the approval of the Chairman, shall handle the record of the other section, but in no case, shall make any correction in the record.
- q. In case of emergency the Controller of Examinations (Secrecy) shall be called in to make the corrections in the confidential record.
- r. In case of difference between the two registers i.e. Tabulation Register A and B the answer books concerned shall be put up to the Controller of Examinations with a brief not stating facts alongwith Lot Number etc. The Controller of Examinations (Secrecy) shall check the award lists with the answer books and take decision.
- s. If there is still a difference between the answer book and Controller's Copy of Award Lists he shall not make correction in hurry in the award lists but shall examine the answer book thoroughly and very minutely to ensure that nothing creates doubt of tampering with the marks, initials and signatures of examiners or the particulars of the candidates including code number of the centre. If he is satisfied he shall make corrections

in the award lists kept by him and get the corrections made in other record. The file of such decision shall remain with the Assistant Controller of Examinations (Secrecy).

t. In no case the corrections in marks recorded by the Sub-Examiner/Head Examiner shall ever be made by any of the employee of the Board.

u. If there is any doubt created by cutting, rubbing or mutilation in the answer script or if during checking/re-calculating of marks cases, a difference is found in the totals of any question or a part of question is found unmarked or the marks awarded to a question or part of question have not been transferred to the title page at all or have been wrongly transferred to the title page, the case will be referred to the concerned Head or Sub-Examiner as first priority. However, in case of real hardships due to non-availability of concerned officer(s), the Controller of Examination shall identify a panel of available reputed senior Head/Sub Examiner/Secrecy Officer on case to case basis for suitable nomination by the Chairperson. Record of such nominations/cases along with change(s) in result, if any, shall be compiled by the concerned Controller of Examination. After correction on Answer Script and preparation of Revised Award, the case shall again be put up to the Chairman for necessary approval.