MIT | Academy of Engineering **(An Autonomous Institute)** **Alandi (D), Pune - 412105** **EXAMINATION SECTION**	**INSTRUCTIONS FOR MODERATORS**

GUIDELINES FOR MODERATION OF ANSWER SCRIPTS

1. The moderation process shall commence after the assessment of the answer scripts by the paper checkers / examiners.

2. Paper Checkers can also function as moderators-only taking care that any faculty should not moderate the bundle of answer scripts that he /she has assessed.

3. Moderation work shall be carried out simultaneously with the centralized assessment of answer scripts.

4. The moderator will be expected to

   i.   Verify whether all the questions are assessed by the examiner.

   ii. Check whether the addition of marks is correct and the final total of marks is accurate.

   iii. Verify whether assessment is as per the marking scheme and rubrics.

   iv. Enter the correct marks on the front page of the answer sheet in the designated area.

   v.   Put signature and name on the front page of the answer book.

   vi. Complete the moderation of the papers within the declared last date

5. Complete (100%) moderation shall be carried out

   i.   For the answer scripts where candidates have scored 70 % marks and above

   ii. For the answer scripts where the candidates have scored between 30 % to 45 % marks.

6. Whenever the marks awarded by the moderator vary from those awarded by the original examiner, the marks awarded by the moderator shall be taken as final.