

### **General Instructions for Internal Mark and Practical Mark Entry**

The Internal Assessment Kit and Practical Kit have been uploaded in our website. Login with the given username and password to login in the DOTE web site and download the software kits.

- 1) The Principals are requested to take the print out of the user manual given for the Practical Mark Entry Software Kit and Internal Assessment Mark Entry Kit.
- 2) Kindly follow the instructions scrupulously to avoid mistakes in the Entry.
- 3) The Data Sheet for Practical Mark Entry has been dispatched to the Institute through courier.
- 4) The **Internal Mark Entry** has to be completed and the hardcopy & the Internal Mark access mdb file in CD-R has to reach the DOTE Computer center on or before **20-04-2011** addressed to **Thiru. R.Kanakaraj, Computer Center, DOTE, Chennai-25**.
- 5) The print out of Consolidated Practical List can be taken from the Practical Kit Software.
- 6) Every care has been taken to prepare accurately the Consolidated Practical List and the List of students for each practical as per the Nominal Roll. The List and the No of Students may differ for each practical in case of the correction needed in the Nominal Roll. In such cases use the Manual Mark Sheet given in our Website Forms Menu.
- 7) Add the list of the additional practicals manually that have been conducted by the Institute other than the practical subjects given in the Consolidated List.
- 8) A Unique **PID** is given for each practical subject. Separate data Sheets for J and K Scheme candidates are provided. The practical exam for J Scheme candidates must be evaluated for a maximum mark of 100 and entered in the data Sheet.
- 9) Instead of **OMR, DATA SHEETS** have been provided for the Practical Exam Mark Entry in written format. The Data Sheet is more or less similar to the Data Sheet used in the Central Valuation. The **DATA SHEET, the Manual Mark Sheet and the Attendance List of the Students have to be enclosed in the CODE cover sent to you for each PID**. If additional CODE covers are needed use the A4 Brown Cover and print the same format in the front page as given in the Printed CODE cover sent to you.
- 10) The Practical CODE covers along with the Filled-in Consolidated Practical List Duly Signed by the Principal/Chief Supdt. and the CD-R containing Practical Access mdb should be submitted in Person.

### Data Sheet Mark Entry Instruction

- a) The Marks awarded to the students should be filled in digits in the **boxes** given against the **Marks Column** and the awarded marks has to be filled in words against the **In Words Rectangle Box**. **Use Black Gel / Ball Point Pen only.**

Ex :

	6	5
1	0	0

SIX FIVE
ONE HUNDRED

- b) The Absentees, Malpractice and Shortage of Attendance Candidates Mark Entry procedure has to be done in using **RED INK GEL / BALL POINT ONLY as given below**. **No Need of Separate Absentees Form.**

A	B	S
S	O	A
M	A	L

ABSENT
SHORTAGE OF ATTENDANCE
MAL PRACTICE

**The mark list of Mal Practice students has to be sent to Regional Officer -III**

- c) The Internal/External Examiner has to collect the appropriate Data Sheets for the respective PID and they have to put their signature, write their name and Staff ID in the appropriate boxes in the DATA Sheet.
- d) If the Register number of any of the eligible candidate is not found in the Data sheet, a separate manual Practical Data sheet available in our website must be downloaded and used.



BOARD OF EXAMINATIONS, CHENNAI – 600 025  
PRACTICAL MANUAL MARK LIST – APRIL 2011



INSTITUTE :

PID :		COURSE:		
REGL	SEM	COLNO	SUBCODE	SUBJECT NAME

SNO	REGISTER NO	MARKS	IN WORDS
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
	TOTAL MARKS		

Number of entries in this manual sheet :

	INTERNAL EXAMINER	EXTERNAL EXAMINER
SIGNATURE		
STAFF NAME		
STAFF ID		