



**KANNUR UNIVERSITY**  
[Examination Branch]

No Ex CII/2/54/Gen/2020

K.U H.Q, Thavakkara  
Dated: 17/02/2020

**CIRCULAR**

Sub: Instructions - Online mark Entry of Practical Examination- UG & PG Examinations –  
Reg.

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The instructions with regard to the online mark entry of Practical Examinations for all UG & PG Programmes of Affiliated Arts & Science colleges as approved by Pro-Vice-Chancellor is forwarded herewith for compliance. The online mark entry is applicable for the University Practical Examination commencing from 15.02.2020.

A handwritten signature in purple ink, appearing to be 'Smy'.

Controller of Examinations

Encl: As above

To  
Chairpersons, BoE (UG & PG Programmes)

Copy to :

- Computer Programmer
- Public Relations Officer (to upload in the website)
- DR II (Exam)
- AR II (Exam)

### **Instructions of Online Practical mark Entry for All UG/PG Examinations**

1. Confidential section shall provide the panel of External Examiners duly approved to Computer Cell; (along with the list of Chairperson, BoE of UG/PG Examinations) forwarded by Chairperson concerned in the prescribed format along with the Centre of Examination and Candidates allotted confidentially.
2. Once getting the panel, Computer Cell shall provide the link of Online uploading of practical marks as per the schedule, after adding the details of assigned External Examiners.
3. External Examiner shall enter the marks using the login credentials already provided at the time of registration of Teacher index.
4. Only the total marks awarded to each student shall be submitted online.
5. Verification and correction (if required) of entered marks could be done by External Examiner himself.
6. If more than one Teacher is assigned for a single course/paper, each Examiner would be able to enter the marks of assigned candidates.
7. After verification of the marks, duly signed copy of printout along with original mark sheet signed, shall be forwarded by External Examiner to Chairman concerned.
8. Chairman has to log on to the portal using credential for verification and final submission.
9. After verification and submission, the Chairman shall forward the signed copy of Printout and original mark sheet which is already signed by Examiner with proper authentication to the Controller of Examination.
10. Verification of Online Entry and hardcopy of original mark sheet signed by both External Examiner and Chairman shall be done Tabulation Section.
11. No correction in Practical marks already uploaded online will be permitted. Therefore utmost care shall be taken by Examiner and Chairman, Board of Examination while uploading the marks online.