

Guidelines for Evaluators for Nursing Diploma Exams

Basic information

1. Please reach the {mention state nursing council} office by 9.30 am every day for the duration of your evaluation duty. Evaluations will continue till 6 pm every evening.
2. Short breaks will be provided during the day as follows: Tea Break (11 am to 11:30 am), Lunch Break (1 pm to 2 pm), Evening Tea (4 pm to 4:30 pm)
3. {mention state nursing council} will provide the evaluators with refreshments and meals during the designated breaks
4. The evaluation will be conducted under CCTV surveillance which will be live streamed to relevant authorities and recorded
5. Evaluators will be remunerated INR 25/- per answer sheet evaluated
6. For any queries related to these guidelines or the overall evaluation exercise, evaluators can contact {Mention name and contact} or {Mention name and contact} from 9:30 AM to 6 PM
7. Toilet facilities for both males and females will be made available a short distance away from the evaluation hall, at the premises of {mention state nursing council}

Evaluation instructions

8. Silence must be maintained in the evaluation premises throughout the duration of evaluation
9. Evaluators are prohibited from using their mobile phones while evaluating the answer sheets
10. Evaluators will be provided an answer key to evaluate student responses
11. Evaluators will be asked to make a signed entry by {mention state nursing council} while receiving answer sheets for evaluation
12. Only red ink must be used to enter marks in the answer sheet and on the front page in the designated columns meant for entering marks
13. In the answer sheet, evaluators should only enter the marks on the side against each answer. No other markings should be made by the evaluator
14. Any written material in the answer sheet that is not part of the answer must be brought to the immediate attention of the {mention state nursing council} supervisor present in the evaluation hall. Similarly, any money (or other communication with a promise of monetary compensation for the evaluator) accompanying any answer sheet must be brought to the immediate attention of the {mention state nursing council} supervisor present in the evaluation hall by the evaluator
15. Evaluators will be asked to make a signed entry by {mention state nursing council} while returning each bundle of the answer sheets after it has been evaluated
16. No relatives, friends or other external people will be allowed to accompany the evaluator inside the evaluation premises during the duration of the evaluation exercise

Remuneration

17. Evaluators must fill out the linked Google form to ensure timely payments are disbursed by {mention state nursing council}:

18. The Google form requires evaluators to upload images of their PAN card as well as that of a canceled cheque

19. Remuneration will be disbursed within two months of the **end of the evaluation process**