



SOP for Holo-stickers

Date: 28.05.2019

It is decided by the GSFC University management to fix Holo-stickers on the answer sheets and subsequent additional supplementary sheets to hide the identity of the student before the assessment / evaluation of the same. Following process would be followed for the fixing of holo-stickers.

1. Holo-stickers will be provided by the examination section to the invigilators before commencement / schedule of examination on each day.
2. Invigilator will provide the holo-stickers to the students when they have written their full details on the answer sheets after verifying and signature of the invigilator.
3. Students will fix the holo-stickers at the place of his details written both on the answer sheet and also additional supplementary sheets if any taken.
4. Invigilator will ensure the proper fixing of holo-stickers before accepting the answer sheets.
5. For the evaluation of answer sheets, examination section will provide only holo-sticker fixed answer sheets for checking / assessment. Examiners are not allowed to remove the stickers from the answer sheets. They have to return / submit the answer sheets as it is after due evaluation.
6. Answer sheets will be evaluated at the designated space only. In any case faculties will not be allowed to take answer sheets outside the designated space or home. This has to be strictly followed by all the examiners.
7. Examiners will write both answer sheet numbers and marks in the assessment sheet provided by the examination section.
8. Once the answer sheets are returned to the examination section after due evaluation, examination section have the right to remove the holo-stickers for any verification or cross-examination if needed.

BB Bhayani
Provost