



ਬਾਬਾ ਫਰੀਦ ਯੂਨੀਵਰਸਿਟੀ ਆਫ਼ ਹੈਲਥ ਸਾਇੰਸਿਜ਼,

ਸਾਦਿਕ ਰੋਡ ਫਰਿਦਕੋਟ - 151203

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No.07-BFUHS (Exam-Secrecy/2024/ 17600)

. Dated: 11/11/2024

Circular

All the **Online Evaluators of the University** vide this Circular are hereby informed that the University has signed the contract for E-evaluation with Cosyn Limited, Hyderabad. This company has taken over the project of E-evaluation from Nov 2024. All, those are assigned to E-evaluate the Answer-Sheets are advised to go through the instructions thoroughly and watch the help-video available on dash board, thereafter, if there is any query, may contact the helpline number provided at the site.

Instructions to the Evaluator/s

1. Initial Setup:

Upon logging in for the first time, please complete your profile by filling in your bank details, college information, and experience.

2. Evaluation Time Requirement:

Each answer script should be evaluated for a minimum duration of 7 minutes to ensure thorough assessment.

3. Question Evaluation:

- All questions must be evaluated by either awarding marks or marking them as NA (Not Attempted) if the question was not answered.

4. Page Verification:

- All pages in the answer script must be visited before submitting the evaluated script.
- A page is marked as visited once annotations are made, including any of the following: **Marks, Tick Mark, Wrong, Strikeout, Underline, or Comments.**

5. Additional Guidance:

For more information on the evaluation process, please watch the "Evaluation Help Video" available on the Dashboard page.

6. Support for Queries:

For any questions related to the evaluation process, please contact our Support team at **Mobile No. 8374453855.**

7. As a faculty, you are duty bound to evaluate the Answer sheets.

8. You are to login and give/ fill your acceptance within 3 days.

9. You have to finish up the work in minimum possible days as allotted if further delay is expected then inform the University with valid reason.

10. If you fail to comply with the work assigned consecutively thrice you will be debarred from the duty of examiner (external as well as internal) for five years.

Controller of Examinations

Endst No.07-BFUHS (Exam-Secrecy/2024/ 17601-02)

Dated: 11/11/2024

Copy to:

1. All Principals of Constituent and Affiliated Colleges of the University for the knowledge of the faculty members working under them.
2. In-Charge, IT Cell with a request to upload on University's website.

Controller of Examinations