

## **ANNOUNCEMENT**

No.13-CA(Exams)/CheckEmpanel/Nov-12

September 26, 2012

### **Invitation to act as Checker for Chartered Accountants Examinations**

Examination Department of the Institute would like to avail the services of the members of the Institute (upto 15 years of Experience) to act as Checker for totaling etc. of marks awarded by examiner, other details are as under:

The Examination Department of the Institute avails the services of resource persons (members of the Institute, academicians, executives, etc.) to act as Examiners to evaluate the answer books of Chartered Accountants Examinations (Final/IPCE/PCE). To assist them in totaling etc. of marks awarded, a Checker is allocated by the Examination Department to each examiner. A checker is required, to perform, inter-alia, the following functions at the place of concerned examiner :

- (1) To ensure that all answer/parts of answers including working notes, graph sheet, etc. have been evaluated
- (2) To ensure that the marks awarded to the sub parts of a question were carried forward/entered in the marks grid on the cover page of the answer book and have been totaled correctly.
- (3) To ensure that where extra question as per choice in the question paper has been answered, the least mark for the answer to the non-compulsory question has been ignored, while arriving at the total marks.
- (4) To ensure that the total marks written in numerals in the marks grid on the cover page of the answer book tallies with what is written in words therein below.
- (5) To ensure that the total marks in the grid in numerals in the OMR portion on the right hand bottom corner of the cover page of the answer book is done correctly.
- (6) To ensure that the darkening of the corresponding OMR circles on the cover page is done as per the numerals written in the box therein above correctly.
- (7) To ensure that the total marks on the cover page of the answer book is carried forwarded correctly in the award list against the respective code number.
- (8) To ensure that totals of the marks entered in each column of the award list is correct.
- (9) To ensure that the grand total of each award list is correct.
- (10) To ensure that the total number of answer books is entered correctly in the relevant box in the award list.

(11) To ensure that darkening of circles in the award list is in accordance with the marks written in numerals against the respective code number of the answer book.

(12) To ensure that the page wise totals of marks awarded on the award list is carried forward correctly to the summary sheet.

(13) To ensure that totaling of marks of all the candidates entered in the Summary Sheet is correct.

**Overall scheme for members of the Institute to empanel as a checkers:**

(I) Members who would like to associate with the Examination Department to act as Checker have to fill up an online form available at [http://www.icaai.org/app\\_forms/empanelment.html](http://www.icaai.org/app_forms/empanelment.html). The Examination Department will not entertain any other mode of empanelment application form.

(II) A member —

- (a) whose near relations or dependents, as per the definition of 'relative' given below, is appearing in the Chartered Accountants Final/IPCE/PCE Examination to be held in November, 2012

*"The term "relative" for the purpose of examination shall include in relation to an individual, the wife, husband, son, daughter-in-law, daughter, son-in-law, grand son, grand daughter, brother, brother's wife, brother's son, brother's daughter, sister, sister's husband, sister's son, sister's daughter, wife's brother, wife's sister and husband's brother and husband's sister".*

- (b) who is undertaking the work of coaching students for any of the examinations conducted by the Council of the Institute in any institution/organization including Regional Councils/Branches of the institute and also private coaching
- (c) who has been convicted by any court of law and disciplinary proceedings are pending against him either by ICAI or by any other organization both in India and abroad
- (d) who is associated with the Institute as an elected member of the Council/Regional Council/Managing Committee of a Branch of the Institute
- (e) who is an examiners for evaluation of answer books of CA Examinations

is not eligible to empanel as a checker.

(III) Based on the assignment given to individual examiners, reference of such examiners to whom the services of empanelled checkers would be provided to the empanelled checkers in due course.

(IV) Though the empanelment is open to members having upto 15 years of experience, first preference will be given to members having upto 5 years of post membership experience. Similarly second preference will be given to members with upto 10 years of post membership experience and so on.

(V) The empanelled checkers have to visit the examiners at their residence or official address for providing the services as aforesaid at a mutually convenient time and will be required to carry/perform the assignment themselves in person. They shall not under any circumstance accompanied by or take the assistance of any other person for the said purpose.

(VI) A token honorarium of Rs.25 per full paper or Rs.15 per half paper would be paid to the checkers. The processing of the related bills on receipt will be undertaken after the applications received for verification of marks subsequent to declaration of results have been dealt with.

It may be noted that consequent to the checking of the evaluated answer books by a checker, where an error/ discrepancy is noticed in an answer book during the course of verification of marks or otherwise, each such error/ discrepancy would entail a penalty @ 10 times the amount of remuneration payable if such errors exceed 1% of the answer books checked by the concerned checker, or 5 answer books, whichever is higher,.

(VII) The number of visits by a checker to the place of the examiner for checking totaling etc. of marks awarded by the latter will ordinarily be @ one visit per 100 answer books plus one visit for checking the entries in the OMR formats in the answer books/ award list. Additional visits may, if found necessary, will be considered on a case to case basis and where permitted, a written communication will be sent.

For the above visit(s), a checker would be reimbursed conveyance expenditure subject to a maximum of Rs.1000 per visit where the place of checking is Ahmedabad/ Bangalore/ Chennai/ Darjeeling/ Delhi/ Hyderabad/ Jaipur/ Kanpur/ Kolkata/ Lucknow/ Mumbai/ Nagpur/ Pune/ Secunderbad. For all other places, the above reimbursement would be Rs.500 per visit.

(VIII) Those who had empanelled to act as a Checker for the May, 2012 Examinations are also required to apply/empanel afresh.

(IX) Multiple applications [i.e. more than one application by a member] need not be made.

Members desirous of accordingly empanelling may [click here](#).

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