Standard Operating Procedure (SOP) for Moderation of Answer Scripts

Objective

To ensure fairness, consistency, and quality in evaluation by moderating a defined percentage of answer scripts as per institutional and University norms.

1. Moderation Criteria for TYBCOM and Self-Financing Courses (UG & PG)

External Examination: 60 Marks

- **Moderation Coverage:** 20% of total answer scripts per subject.

- **Distribution by Category:**

Category	Range of Marks	Proportion of Total Papers	To be Moderated (20%)
I	Below 24	40%	20%
II	25–42	20%	20%
III	43 and above	40%	20%

Special Rule:

- If any category has fewer or no students, its quota will be equally redistributed among the remaining categories.

Example:

- Total students: 100
- Papers to be moderated: 20
    - Category I: 8 papers
    - Category II: 4 papers
    - Category III: 8 papers
- If Category I = 0, then:
    - Category II: 8 papers
    - Category III: 12 papers

2. Moderation Criteria for FYBCOM and SYBCOM

External Examination: 60 Marks

- **Moderation Coverage:** 10% of total answer scripts per subject.

- **Distribution by Category:**

**College of Commerce
and Economics
(Autonomous)**

SIES

RISE WITH EDUCATION

AFFILIATED TO UNIVERSITY OF MUMBAI - NAAC REACCREDITED - 'A' GRADE

Category	Range of Marks	Proportion of Total	Papers To be Moderated (10%)
I	Below 24	40%	10%
II	25–42	20%	10%
III	43 and above	40%	10%

Special Rule:

- If any category has fewer or no students, its quota will be equally redistributed among the remaining categories.

Example:

- Total students: 100
- Papers to be moderated: 10
    - Category I: 4 papers
    - Category II: 2 papers
    - Category III: 4 papers
- If Category I = 0, then:
    - Category II: 4 papers
    - Category III: 6 papers

Compliance and Best Practices

- Moderation must be completed before result declaration.
- Maintain a **Moderation Register** with:
    - Subject name
    - Total scripts
    - Number moderated
    - Category-wise distribution
- Ensure confidentiality and integrity of the process.
- Moderators should sign and date all moderated scripts.