

Guidelines for Setting Exam Paper and Evaluation

All instructors are required to construct a valid and fair exam Question paper that measures the achievement of the planned learning outcomes of the course.

1. The final exam Q paper should cover all the materials taught in the semester. (from week 1)
2. Critical thinking and application based questions should be included in major course exams. (All instructors are urged to act as a facilitator to allow for classroom discussion and encourage open thought process to enhance critical thinking in students.)
3. Questions that were set in the mid term should not be repeated in the final exam unless very important.
4. All the question papers (mid & final) should be submitted to the HoD for review and approval.
5. Two versions of question papers per course should be submitted for the final exam.
6. A comprehensive marking scheme and answer booklet should be submitted along with the question paper.
7. Evaluation of papers should be done in accordance to the submitted marking scheme and answer booklet. (Grading should clearly assess the performance level of students.)
8. All Q papers should go through Turnitin Originality Checker. (HoDs to Note)
9. The HODs are required to do a detailed question-wise analysis on question paper and leave their signature of approval.
10. The HoD has full authority to require the instructor to reconstruct the Q paper if the paper doesn't offer the right level of challenge. (Once the HoD approves and signs the question paper he/she is responsible for any irregularities/concerns thereafter.)

11. Distribution of marks/marking scheme for each part of the Q paper, weightage to different forms of questions are to be discussed with the HoDs before setting the paper.
12. The entire process of setting the question papers should be done with utmost confidentiality.
13. The question paper should be clear & accurate with important instructions and distribution of marks.
14. The Q paper should comprise of different types of questions to test the student's broader understanding of a subject.
 - MCQs to test student's understanding level of a particular subject matter.(optional)
 - True /False Qs to test the recalling ability of the specific details. (optional)
 - Fill in the blank Qs require the student to know the correct answer. (optional)
 - Open ended Qs-Short answers & Essay format questions to test the student's broader understanding and overall comprehension of the subject matter.(**mandatory**)

***It is mandatory that all exams (mid & final) should comprise of writing Qs.**