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**CONTROLLER OF EXAMINATIONS**

# INSTRUCTIONS TO THE QUESTION PAPER (QP) SETTERS:

# COVERAGE OF SYLLABUS / COURSE OUTCOMES:

* + Please set the QP by STRICTLY adhering to the syllabus/teaching plan of the course without any deviation.
	+ Please make sure that the QP contains an equal distribution of questions from all the modules in the syllabus.
	+ The QP setter should frame the questions such that all the course outcomes are included.
1. **STANDARD OF QUESTIONS:**
* QP setters should frame questions to cover various levels of difficulty, ranging from easy to challenging, to assess students' understanding comprehensively.
* The question paper shall contain a mixture of Lower Order (LO), Intermediate Order (IO), and Higher Order (HO) cognitive questions. This may cater to students at all levels including below-average and above-average students.
* LO-level questions focus on student knowledge and comprehension, with an emphasis on simple recall and understanding of the information at its most basic level.
* IO-level questions focus on the use of information through its application and analysis.
* HO-level questions allow students to use information in a creative way to synthesize and evaluate its importance.
* These LO, IO, and HO level questions shall be framed by choosing the appropriate Bloom’s taxonomy verbs/words. (Sample attached)
* The QP shall contain the following distribution to test all levels of cognitive skills.

|  |  |  |  |
| --- | --- | --- | --- |
|  | LO level questions (Remembrance and Understanding level) | IO-level questions (Application and Analysis level) | HO level questions (Evaluation and Creation level) |
| Recommended Mark distribution | 40-50% | 25-35% | 15-20% |

1. **POINTS TO REMEMBER WHILE SETTING THE QUESTION PAPER:**
* QP should not be a replica of previous years’ QP.
* Please ensure that the questions are asked unambiguously with clear understandable language.
* The questions shall be taken in such a way that an average candidate be able to complete the examination 10 minutes before the given duration.
* Please do not set questions that are too short and general. The questions shall be asked specifically in such a way that students can write answers to the point.
* S.I. units must be adopted, if any.
* Figures/tables/sketches must be clear and data/values shown in it should be clearly visible. Also, the figure should be in a printable format.
* Equations, if any, shall be typed using the equation editor.
* Please ensure that the necessary data required to answer the question is provided.
* Include clear instructions regarding the permission to use a Code book, Statistical tables, data books, graph sheets, statistical tables, etc. at the beginning of the question paper.
* Please use the appropriate Bloom’s taxonomy letter code as given below in Table 1. for each question in the Bloom’s level column. (Only the letter code needs to be mentioned)

Table 1. Bloom’s level and corresponding Letter Code

|  |  |
| --- | --- |
| **BLOOM’S LEVEL** | **LETTER CODE** |
| Remember | R |
| Understand | U |
| Apply | A |
| Analyze | An |
| Evaluate | E |
| Create | C |

* Please ensure that the appropriate Course outcomes are given for each question.
* Please proofread the QP for spelling and grammatical mistakes.
* All the questions in the QP shall be mutually exclusive. Avoid asking the same questions with different words/data.
* Please ensure an appropriate weightage of marks is given for each subdivision.
* Avoid asking a single question for 20 / 16 / 12 marks fully in all the questions. At least 2 subdivisions shall be asked in some questions.
1. **TYPESETTING INSTRUCTIONS:**
* Use the Font: Times New Roman, Font Size: 12.
* Strictly adhere to the Question Paper template given in the QP upload portal.
* If more subdivisions are needed, kindly insert a new row, and mention the subdivision number correctly. Do not change the size of the row/column.
* Include the Course Outcomes at the end of the question paper in the table given in the template.
* Include the Assessment Pattern Summary at the end of the question paper as given in the template. Make sure the sum of the marks entered in the table obtains the total marks given in the template.
1. **PREPARATION OF DETAILED KEY FOR VALUATION:**
* The answers for **ONE** mark must be exact and clear.
* The answers for **TWO / THREE** marks must be given to the point not exceeding 6 lines.
* The answers/solutions for detailed answers **(more than 10 marks)** should be divided into several steps and mark allocation needs to be provided. For theoretical questions, important points, headings, and sub-headings relevant to the question are to be written to a maximum of one page.
* Photocopying several pages from books/reference materials as answers/solutions should be strictly avoided. However, figures, if any, may be photocopied from books, if required.
* A neatly handwritten/typed version of the key should be submitted in hard copy.

**UNDERTAKING**

1. I hereby certify that the question paper was typed by me and have followed the instructions given.
2. I have taken utmost care to maintain the confidentiality.

# DATE: SIGNATURE

**Name of the Institution:**

# Place: