

9.7. Instruction to the Question Paper Setters

9.7.1. The question paper setters are required to keep their appointment strictly confidential.

9.7.2. The question paper setters are requested to communicate their acceptance/decline immediately after receiving the appointment communication from the CoE.

9.7.3. Examination duty is the essential service for the faculty members working in SXCCE. Therefore, the internal question paper setters shall not decline the appointment for setting question papers except in extraordinary situation.

9.7.4. The identified question paper setters shall decline the offer if their near relatives are currently studying in SXCCE and also if the course assigned to them does not match with their areas of expertise.

9.7.5. Question paper setters shall take special effort to prepare and submit the question paper before the closing date.

9.7.6. Question paper shall be prepared as per the prescribed format or template provided by the CoE.

9.7.7. Question paper shall be submitted to CoE as an editable file. MS Word is the preferred word processing software.

9.7.8. Question paper setters shall clearly mention the materials like graph sheet, tables, data books etc. to be provided to the students, during the examination, in the space provided for that purpose in the question paper format/template.

9.7.9. When tables and data books are to be provided to the students, question paper setters shall avoid setting questions for which students can find direct answers from the tables or data books.

9.7.10. Questions shall be taken from the prescribed syllabus of the course referring only to the text books and reference books mentioned in the syllabus. More preference can be given to the text book. Preparing questions out of the syllabus shall be avoided.

9.7.11. Question paper setters shall avoid abbreviations and shall workout the numerical problems before including them in the question paper.

9.7.12. Questions shall be error free with proper grammar and punctuations.

9.7.13. Questions shall be taken evenly from all sections of the prescribed portion of the syllabus. Questions concentrating one or two topics of the prescribed portion shall be avoided.

9.7.14. Questions shall be clear and complete with all data so that students clearly understand what they need to answer without any ambiguity.

9.7.15. Figures in the question paper shall be neatly drawn with all details shown clearly.

9.7.16. Questions shall be set in accordance with the principles of Outcome Based Education and the Revised Bloom's Taxonomy.

9.7.17. Each question shall be tagged with marks, cognitive level and course outcomes. The tagging of cognitive level and course outcomes shall be valid.

9.7.18. Number of questions in each part of the question paper and the cognitive levels of the questions shall be as prescribed in the question paper pattern sent to the question paper setters.

9.7.19. The cognitive level of the questions shall not be higher than the cognitive level of the course outcome.

9.7.20. Question paper prepared for a course shall cover all the course outcomes of the course.

9.7.21. Questions shall be set in such a way that average students secure at least the minimum pass marks.

9.7.22. Questions shall be set in such a way that well prepared students shall be able to write the answers for the questions within the allotted time. Questions which are taxing the students in terms of more time and large answers shall be avoided.

9.7.23. Question paper setters shall not ask another person to set the question paper or get assistance from others.

9.7.24. Question paper drafts and other sensitive materials related to the question paper setting shall be kept in safe custody in order to maintain the secrecy.

9.7.25. The question paper setters are required to delete completely and permanently the question papers from their devices and destroy the worked out materials used in the process of preparing the question papers immediately after sending it to the CoE and getting the acknowledgement from the office of the CoE.

9.7.26. Either directly or indirectly, in partial or full, the set questions shall not be made known to any students, faculty members, tutors or other persons.

9.7.27. Question paper setters shall bring to the knowledge of the CoE about the question paper malpractice cases which come to the knowledge of them and cooperate with the office of the CoE in the enquiry process.

Controller of Examinations
St. Xavier's Catholic College of Engineering