

Office of the Controller of Examinations
St. Xavier's Catholic College of Engineering
An Autonomous Institution, Affiliated to Anna University, Chennai
Chunkankadai, Nagercoil – 629003

DOs and DON'Ts for the Question Paper Setters

1. Do not set the question paper before reading and understanding all the instructions. Please follow all the instructions.
2. Spend enough time to set the question paper.
3. Do not change the table format provided in the template. Do not add or remove or merge any row/column/cell of the table in the template.
4. Do not copy questions from Internet or from any other question papers.
5. Do not copy and paste the questions in order to preserve the required formatting. Type the questions in the space provided in the table.
6. Do not change the font, font size and line spacing options.
7. Do not insert equation/matrix/table as image. Type the equation/matrix using insert Equation and the tables using insert Table options of MS Word.
8. Do not include tilted figures, scanned figures with noises (watermark, unnecessary texts/lines/dots) etc. Draw the figures with clarity using appropriate software and include in the question paper.
9. If hand drawn figures are to be used, please draw neatly with black ink and scan it using scanner. Do not use figures scanned by mobile phone.
10. All the questions in the question paper shall be mutually exclusive. Setting same questions with different words/data shall be avoided.
11. Do not set questions which are incomplete or too short. The questions shall provide the complete meaning and set the question with all the necessary information and data. Students should understand the questions and they should know what they have to do.
12. The action verb/word and the knowledge parts of each question should be matched. Carefully select the action verbs/words. Do not use an action verb/word without understanding the meaning of it.
13. Do not submit the question paper without proof reading. Proof read it and make it a complete question paper in all aspects.
14. Do not send the question paper and claim form by email, only use the submission link.
15. Multiple submissions shall be avoided. Contact CoE, if the question paper setter faces any technical issues while using the submission link.

16. Use *sign – fill & sign* facility (menu and sub menu) of Adobe Acrobat Reader to fill and sign the claim form. Do not convert it to Word and back to pdf.
17. Verify all the details in the claim form before submitting it. Error will lead to unnecessary delay in transferring the remuneration.
18. Rename the Word file of the question paper to “Course Code and Name of the Question Paper Setter (without title and with initial)”. *Example:* GE4151 Alex Kumar S
19. Rename the pdf file of the claim form to “Name of the Question Paper Setter”. *Example:* Alex Kumar S
20. Submit the question paper on or before the due date.



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