



PRESIDENCY UNIVERSITY

Presidency University Act, 2013 of the Karnataka Act No. 41 of 2013 | Established under Section 2(f) of UGC Act, 1956

Approved by AICTE, New Delhi

GUIDELINES ON SETTING OF QUESTION PAPER AND PREPARING MODEL ANSWERS

(These Guidelines are made in accordance with section 14(ii) of the Regulation on Examination and Scheme of Evaluation)

November 2019
[Version 1.0]

[As Approved at the 13th Meeting of BOM and ratified by the BOG at its 13th Meeting, both held on November 9, 2019]

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PRESIDENCY UNIVERSITY
GUIDELINES ON SETTING OF QUESTION PAPER AND PREPARING
MODEL ANSWERS

(Under Section 14(ii) of the Presidency University Regulation on Examination and
Scheme of Evaluation)

1. PREAMBLE

Examinations at Presidency University are conducted to assess students' acquisition of knowledge and skills in a course of study. Hence, a question paper must be set in a manner that can measure the change in the level of students' knowledge in a subject. The Setting of Question Paper should be in alignment with Outcome-Based Education and the structure of the sections and questions should be designed to evaluate the attainment of Course Outcomes. Therefore, utmost care and caution is required for Setting Question Papers.

2. SHORT TITLE AND APPLICATION

- i. This document shall be called the "Presidency University Guidelines on Setting of Question Papers and Preparing Model Answers".
- ii. This document shall come into effect from the date of approval by the Academic Council, Presidency University and ratified by appropriate Higher Bodies, if need be.

3. EXTENT AND APPLICABILITY

This shall be applicable to Setting of Question Papers for Examinations in all Academic Programs and Courses of the University and subject to the following:

- i. Applies to Students of all Levels of Study.
- ii. Applies to Academic Staff of the University, and
- iii. Other associated or contracted entities by the University with responsibility for Setting Question Papers relating to Examinations, by or on behalf of the University.

4. SETTING OF QUESTION PAPERS

It is the responsibility of identified Paper Setters / Evaluators to set the question papers, do the evaluation and grading as per the notified norms. Question papers should be structured after due thought on the nature of questions, their answers, possible alternate answers, language of the questions, and distribution of marks.

4.1. Guidelines for Setting Question Papers

- i. Question Papers shall be prepared to incorporate varying levels of difficulty such as 'Easy', 'Average', and 'Difficult'. The level of difficulty shall be reflected by marks allotted to a particular question. The questions should also test

different objectives and learning attainment of the Course, in alignment with the level envisaged by the revised Blooms Taxonomy.

- ii. In case of single Instructor Driven Courses, two set of Question Papers should be submitted. In case of Courses delivered by multi-instructors, each instructor has to submit a single set of the question paper.
- iii. Each Question paper is accompanied with full solutions and scheme of marking as per the format given (**Annexure II**).
- iv. The question papers content and format shall be vetted by the course specific Instruction and shall be approved by the Dean concerned. The process of question paper setting shall be monitored by the respective Head of Department/Dean of the School as the case, may be.
- v. Absolute confidentiality shall be maintained while preparing and submitting the question papers.
- vi. The question papers shall not be transmitted through E-mail / any Network-based Applications at any point of time.
- vii. Each paper setter shall sign an undertaking, in the prescribed format available with Controller of Examinations, confirming the deletion of manuscripts/typescripts and assuring confidentiality, while submitting the question papers.
- viii. The question papers shall be submitted to the Controller of Examinations a week in advance to ensure timely conduct of examinations.
- ix. The final paper submitted shall meet all the standards of academia and should be free from any grammatical/ typographical errors.
- x. The paper setters of the multi-section courses should maintain the confidentiality of the paper by not to discuss the same with the other instructors.
- xi. All paper setters have to comply with the course hand-out / course-plan while preparing for the Questions.

4.2. The following important points are to be strictly adhered to:

- i. The format of header of the Question Paper.
- ii. The relevant nomenclature of the examination paper shall be appropriately used.
- iii. The course code and course name as per the course handout.
- iv. Date of examination as per the schedule announced by the Controller of Examinations.
- v. Maximum time allowed for respective question paper to be printed as per the scheme of evaluation announced by the concerned School.
- vi. The instructions will vary according to the needs of the course. e. g. Steam Tables, Financial Tables, etc., as may be permitted.

- vii. Standard Margins, Font Type of 'Times New Roman' with Font Size of 12 to be maintained.
- viii. Page numbers printed as per the format even if the paper is of a single page.
- ix. The question numbers to be Part/Section-specific and not continuous.
- x. The marks allotted are denoted as the number of questions multiplied by marks per question, indicating the total marks for that part, example- (2 Q x 15 M= 30 Marks)
- xi. The Solutions (Model Answers) are to be free of errors.
- xii. The Format for Question Paper Design and Answer Scheme shall be as per **Annexure I & Annexure II**, appended hereto.

4.3. Instructions for Setting of Question Paper

The following is an indicative list of Instructions for setting of question paper.

- i. In Multi-section Courses, syllabus for each evaluation component should be decided by Instructor-in-Charge in consultation with the team of instructors and the same should be announced at least one week in advance in respective classrooms and displayed on Notice Boards.
- ii. Question paper is prepared ensuring different levels of difficulty and covering the learning objectives so as to ensure fair evaluation. The difficulty level will vary from 1 to 3; Level 1 being the easiest and Level 3 being the most difficult. Elementary questions to be categorized as Level 1. Similarly, questions requiring a minimum application of basic fundamentals to arrive at a solution, be categorized as Level 2. The open-ended questions requiring application of concept to unknown situations involving highest level of thinking are categorized as Level 3.
- iii. Considering the requirements of the Outcome-Based Education and some of the fundamental prerequisites of the Objective Assessment Methods, the question paper pattern is as suggested hereinafter. The question paper shall have 3 parts [A, B, C]. Part-A to comprise "MEMORY RECALL QUESTIONS". Part-B for "THOUGHT PROVOKING-QUESTIONS" and Part-C for "PROBLEM-SOLVING QUESTIONS.
- iv. The End-Term Examination will be based on the full syllabus covered during a semester ensuring all learning objectives are met.
- v. Special care is required to frame questions for Open Book Examinations. The questions with higher difficulty level involving application of concepts to unknown situations are the right options for the Open Book Examinations.
- vi. While setting the question papers for Open Book Examinations, Instructor(s) should ensure that questions are set in such a manner that Students can make use of Text Books /Reference Book but cannot copy directly from those books. In an Open Book Examination, students are permitted to use prescribed Text

Books/Reference Books. However, Solution Manuals, Loose Sheets etc. are not allowed.

- vii. To arrive at clear clusters for grading using the histogram, it is suggested that, the question paper be prepared for twice the weightage of a particular component. i.e., For a test paper of 15 % weightage, the question paper be prepared for 30 marks. On similar lines, the question paper for a comprehensive examination having 50% weightage be prepared for 100 marks.
- viii. The duration of Test / End-Term Examination is to be kept in mind. The students are expected to make use of full duration of the examination for a particular evaluation component.
- ix. The questions shall be suitably word processed in MS-Word format and be editable.
- x. The diagrams for questions be also Camera-ready for printing on the question paper.
- xi. The Equations and Mathematical Expressions, if any, to be printed on the question paper by using Equation Editor Tool.
- xii. Ensure that Question Papers are prepared in the prescribed format (**Annexure I**).
- xiii. The Answer and Marking Scheme shall be in the prescribed format (**Annexure II**).
- xiv. The question paper should not be disclosed to students, nor discussed in classes at any point of time.
- xv. The question paper is not to be communicated through email, any network-based applications, handwritten or in PDF format.

5. AMENDMENTS

These Guidelines will be reviewed periodically to rectify anomalies, (if any) and to incorporate feedback received from the Stakeholders, through Impact Analysis or from deliberations of the Focus Groups, constituted by the Vice Chancellor.

Annexure- I: Format of Question Papers



**PRESIDENCY UNIVERSITY
BENGALURU**

SCHOOL OF _____

TEST –

Roll No.																			
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Semester:
Course Code:
Course Name:
Program & Sem:

Date:
Time:
Max Marks:
Weightage:

Instructions:
(i)

Part A

Answer ___ the Questions. [Memory Recall Questions] (XQxYM=Z)

Q.NO. _____ [M] (C.O.NO) [Bloom's level]

Part B [Thought Provoking Questions]

Answer ___ the Questions. Each question carries ___ marks. (XQxYM=Z)

Q.NO. _____ [M] (C.O.NO) [Bloom's level]

Part C [Problem Solving Questions]

Answer ___ the Questions. Each question carries ___ marks. (XQxYM=Z)

Q.NO. _____ [M] (C.O.NO) [Bloom's level]

Extract of Question Distribution [Outcome-wise & Level-wise]

Q. No	C.O. No.	Unit/Module Number/Title	Memory recall type [Marks allotted] Bloom's Level			Thought Provoking Type [Marks allotted] Bloom's Level			Problem Solving type [Marks allotted]			Total Marks
			K			C			A			
	Total Marks											

K – Knowledge Level; C - Comprehension Level; A – Application Level

Note: While setting all types of Questions the general guideline is that about 60% of the questions must be such that even a below average student must be able to attempt. About 20% of the questions must be such that only above average students must be able to attempt and finally 20% of the questions must be such that only the bright students must be able to attempt



Annexure II: Format of Answer Scheme



SCHOOL OF _____

SOLUTION

Semester:
Course Code:
Course Name:

Date:
Time:
Max. Marks:
Weightage

PART A (Q x M = Marks)

Q. NO.		Solution	Scheme of Marking	Max. Time required for each Answer

PART B (Q x M = Marks)

Q. NO.		Solution	Scheme of Marking	Max. Time required for each Answer

PART C (Q x M = Marks)

Q. NO.		Solution	Scheme of Marking	Max. Time required for each Answer