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| MIT Academy of Engineering (An Autonomous Institute) | INSTRUCTIONS - PAPER SETTERS |
| Alandi (D), Pune - 412105 | |
| EXAMINATION SECTION | |

1. The question paper format with common instructions shall be provided to the paper setter.
2. A general framework of setting of question papers:
 - i) Around 40 percent of each paper should be structured viz questions could be set from book work, or be of similar type and difficulty as questions used in tutorials, or consist of a number of part-questions requiring brief answers
 - ii) 50 percent should be testing the ability of students to apply what is taught in the class to various real life situations (maybe case study type of questions)
 - iii) 10 percent of the questions should comprise of abstract questions i.e. questions related to the subject but from topics which may or may not be included in the curriculum. It should test the general reading done by the students over and above the published course content (self learning)

Straightforward' questions or parts of questions: these are aimed at testing principles and students' basic knowledge and understanding. The average student who has worked well should have no difficulty in obtaining 40% of the total marks for the paper from the straightforward parts. These should address the first three levels of the Blooms Taxonomy - namely remembering, understanding and applying.

'More difficult' questions or parts of questions: These will require extra thought and / or understanding than 'straightforward' questions, or more specialized knowledge. These will be based on the higher order thinking skills defined by Blooms Taxonomy viz questions based on analyzing, evaluating and creating

3. Setting Questions :

- a) These guidelines relate to a 3 hour (100 marks) examination paper in which all questions must be answered. The questions do not need to carry the same marks.
- b) It is assumed that 30 minutes will be available, on average, per question, leaving 30 minutes for reading the examination paper and for final checking etc.
- c) Quantitative questions: A suggested guide for length of quantitative questions is that it should take the examiner (who knows what the answer should be) 15 minutes to write down his specimen answer in a form which would be acceptable for the award of maximum marks. This will ensure that the examinee has 50% thinking time to go with 50% writing and calculating time
- d) Descriptive questions: For purely descriptive questions the examiner should base the question on about 20 minutes writing time for the student, i.e., about two thirds of the time available. Descriptive questions should be carefully set so that students must indicate understanding of the particular subject.
- e) Multi-part questions: These have many advantages but should conform broadly to the following principles-
 - i) Errors in an early part should not significantly prejudice the gaining of marks for subsequent parts
 - ii) A mixture of 'straightforward' and 'more difficult' parts may be used to adjust overall difficulty level. If possible, the easier parts should come first
 - iii) The marking schedule should be even between parts unless stated otherwise, when the marks available should be clearly indicated
- f) **Model answers:** Clearly written and well presented model answers (solution set) are expected from examiners and should accompany the question paper when submitted.
- g) Nature of the question paper should be precise. The paper setter should design the question paper such that the questions are unambiguous, are

- written in simple and meaningful words, should be asked for appropriate marks and should cover the entire syllabus prescribed for the course.
- h) A scheme of marking, giving distribution of marks for different points in the question shall be included in the question paper for the guidance of the examinees as well as for the examiners assessing the answer books.
 - i) The paper setter should specifically mention the Charts, Tables, other documents / data books etc. The use of which shall be permitted during the actual conduct of the examination. Pre-printed data sheets maybe provided as per need, to be used by students during the examinations.
 - j) The faculty shall not write any instructions in the question paper that will violate the examination rules.