

A.S.D. Government Degree College for Women (Autonomous), Kakinada



Estd.1962

Standard Operating Procedure (SOP) for Question Paper Setting and Evaluation

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1. Policy Statement:

This policy ensures that the process of setting question papers and evaluating answer scripts fair, transparent, and confidential. It aims to maintain academic integrity and high standards by selecting qualified paper setters and examiners, following clear procedures, and protecting the rights of students and staff. The institution is committed to continuous improvement and aligning the evaluation process with learning outcomes, as guided by the National Education Policy (NEP) 2020.

2. Objective

To ensure a confidential, fair, and standardized process for question paper setting and evaluation aligned with the academic objectives, curriculum, and outcome-based education (OBE) framework.

3. Question Paper Setting

Three separate sets of question papers are prepared for each course by external question paper setters. On the day of the examination, **one set is randomly selected** from the three sealed envelopes, in the presence of the Chief Superintendent, CoE, Observer, and subject expert. The selected set is then printed under strict confidentiality to prevent any chance of question paper leakage. This multi-set system enhances the **security and credibility** of the examination process while providing a safeguard in case of any last-minute discrepancies or errors.

3.1 Appointment of Paper Setters

- The **Incharges of the Departments**, in consultation with department faculty, prepare a **panel of question paper setters**, which is approved by the **Board of Studies (BoS)** and submitted to the **Academic Cell**.
- To maintain **confidentiality, academic integrity, and impartiality**, the **Examination Cell** may also select question paper setters from **outside the approved BoS panel**, choosing from a pool of **experienced faculty across the State of Andhra Pradesh** who are actively teaching the relevant courses.

- These external setters are identified based on their subject expertise, teaching experience (minimum five years), and their independence from the institution to prevent any conflict of interest.
- This **dual-source selection strategy** ensures diversity, reduces predictability, and strengthens the objectivity and secrecy of the examination process.
- Selected paper setters are formally appointed by the **Controller of Examinations (CoE)** after receiving their consent either orally or through Text message.
- External paper setters must have at least **5 years of teaching experience** and must currently be teaching the subject.
- Paper setters must not have any immediate relatives (children or close family) studying in the college.

3.2 Guidelines for Question Paper Setting

The question paper should:

- Align with the **Course Outcomes (COs)** and **Bloom's Taxonomy**.
- Follow the **blueprint** and **scheme of valuation** provided.
- Include a **mix of objective, short answer, and long answer questions** to assess multiple learning levels.
- Ensure **adequate coverage of the syllabus** and avoid repetition of previous questions.
- Maintain **clarity, precision, and academic relevance**.

3.3 Submission Protocol

- Papers must be submitted in a **prescribed format**, both in **hard copy and password-protected soft copy**.
- The soft copy is submitted via a **secure portal/email** provided by the CoE.
- Paper setters must also submit:
 - ❖ Scheme of valuation
 - ❖ Model answers (where applicable)

3.4 Moderation

- Moderation of question papers is conducted by the concerned subject teachers **two hours prior to the commencement of the examination**. During this process, the moderator thoroughly checks whether the question paper strictly adheres to the **prescribed syllabus** and the **approved blueprint**.

- If any deviations or discrepancies are identified during moderation, they are immediately recorded in the **Deviation Register** maintained by the Examination Cell. In such cases, the **Controller of Examinations (CoE)** contacts the respective question paper setter to provide a formal **justification** in response to the concerns raised by the subject expert.
- To maintain confidentiality and ensure the integrity of the examination process, the faculty member responsible for moderation remains in the **confidential room** until the examination begins and the list of absentees in the examination halls is finalized.
- **Question paper printing is carried out immediately after the moderation process** and under strict supervision to minimize any risk of leakage or compromise.

4. Conduct of Examinations

- The CoE oversees secure printing and packing of question papers.
- Question papers are selected and printed under strict confidentiality before each examination.

5. Evaluation Process

5.1 Appointment of Examiners

- Examiners are selected from an approved panel submitted by BoS and formally appointed by the CoE.
- Internal examiners must be actively teaching the course, and all evaluators should have a minimum of 5 years of teaching experience.

5.2 Process of Valuation

- The institution follows a **decentralized evaluation process**. In this system, **bundles of coded answer scripts are securely dispatched to the respective colleges** of the appointed external examiners for evaluation.
- This approach helps in timely completion of the valuation process while maintaining confidentiality and reducing logistical challenges.
- Examiners are required to evaluate the scripts within the stipulated time and return them along with the award lists to the Examination Cell for further processing.
- The institution also follows a **centralized evaluation process**. In this system, **Evaluators** are appointed and they are briefed on the scheme of valuation and are provided necessary materials.

5.3 Evaluation Guidelines

- Evaluation must strictly follow the **approved scheme of valuation**.
- In cases of doubt, evaluators should consult the CoE or Dy. CoE directly.
- Scripts must be evaluated independently, without influence or collaboration.

5.4 Scrutiny of Evaluated Answer Scripts

Once the evaluation of answer scripts is completed by the external examiners, the **scrutiny process** is carried out in the **Examination Cell** with the assistance of designated **internal faculty members**.

During scrutiny, the following aspects are carefully verified:

- **Correctness of total marks**
- **Valuation of all attempted questions**
- **Proper posting of marks on the front page of the answer script**
- **Compliance with the scheme of valuation**
- Any discrepancies or omissions found during the scrutiny are promptly rectified as per institutional guidelines, and a note of the correction is recorded for transparency.

5.5 Grafting System

To support student success and minimize backlogs, the institution has introduced a Grafting System in regular semester-end examinations. This system allows for the adjustment of up to 2 marks to help students pass in courses where they have narrowly failed.

- Grafting is permitted only in **regular semester-end examinations** (not in supplementary or special exams).
- A maximum of **2 marks** can be grafted per student, and this benefit can be applied to:
 - ❖ **1 mark in each of two failed courses, or**
 - ❖ **2 marks in a single failed course**
- Grafting is only applicable if the student has **failed by a margin of 1 or 2 marks** in the concerned course(s).
- The additional marks are **grafted from the highest-scoring courses** of the same semester **without affecting the grade or credit points** of those contributing courses.
- The system is applicable for **a maximum of two courses** per semester.

5.6 Revaluation & Recounting

- Students may apply for revaluation or recounting or revaluation with a xerox copy of the answer script within **15 days of result declaration**.
- Revaluation is done by a separate, approved examiner to ensure objectivity.

6. Suspected Malpractice:

Suspected malpractice (SMP) cases identified during the conduct of examinations are taken seriously and handled with utmost confidentiality and fairness to maintain the integrity of the examination system.

- If a student is found indulging in malpractice during the examination, the invigilator or observer shall immediately bring it to the notice of the Chief Superintendent.
- A detailed written report is prepared, and all related materials (e.g., copying material, scribbled papers, electronic devices) are seized as evidence.
- The student's answer script is collected, and a new script is issued for continuation, if permitted.
- The incident report, evidence, and answer script are submitted to the **Controller of Examinations (CoE)** on the same day.
- The Examination Advisory Committee reviews the case, examines the nature and severity (quantum) of malpractice, and verifies the submitted documentation.
- The student may be called for a personal hearing to explain their position.
- Based on the findings, the committee may recommend appropriate action, which may include:
 - **Debarring** the student from appearing in one or more subsequent examinations.
 - **Cancellation** of the examination for the concerned subject or entire semester.
 - **Imposition of a fine**, if applicable, depending on the severity of the offense.
- The final decision is recorded in the **SMP Register** and communicated in writing to the student.
- If a student wishes to appeal the decision, a formal representation may be submitted to the Principal, who will place it before a Review Committee, if deemed necessary.

- All proceedings related to SMP cases are conducted in a confidential and unbiased manner, safeguarding the rights of the student while upholding examination ethics.

7. Confidentiality & Ethics

- All individuals involved must maintain strict confidentiality.

Any breach is subject to disciplinary action as per institutional and UGC guidelines

8. Documentation and Record Keeping

- All documentation related to **question paper setting, evaluation, and examination-related processes** is securely archived by the **Examination Cell**. These records, including answer scripts, mark statements, and confidential materials, are retained for a **minimum period of three years** as per institutional policy.
- After the retention period, the disposal of confidential examination records is carried out with due approval from the **Examination Advisory Committee**. The Examination Cell ensures that all disposal activities are conducted in a **secure and confidential manner**.
- To maintain transparency and accountability, the college **invites sealed quotations** from **authorized recycling agencies** for the safe disposal of confidential examination materials. The selected agency must certify the proper disposal and recycling of the materials. The entire process is monitored by the Examination Cell to ensure that institutional data and student information are handled with the highest level of confidentiality and integrity.

9. Review and Improvement

- The process is periodically reviewed by the **Internal Quality Assurance Cell (IQAC)**.
- Feedback from stakeholders is used for continuous improvement and compliance with NEP 2020 and academic goals.

Annexure I

A.S.D.GOV.T. DEGREE COLLEGE FOR WOMEN(AUTONOMOUS),KAKINADA

INSTRUCTIONS TO THE QUESTION PAPER SETTER

1. Please keep appointment very confidential.
2. Study carefully: **a. Syllabus b. Model Question Paper and c. Special instruction sent.**
3. Please ensure that the Question paper is strictly align with the **Course Outcomes (COs)** and **Bloom's Taxonomy** and the approved Blue print.
4. Please give the **Telugu Version of the questions immediately after English version.**
(where both medias required.)
5. Please **indicate the marks** assigned to each question and its sub-divisions opposite to the question /sub-division.
6. Please ensure that the questions are specific, precise and without ambiguity. It is important that the candidate is clear about the quantum of answer to be given by him/her.
7. Please verify and make sure that each question or sub-division set by you does not require more than the time stipulated to answer.
8. Please give **scheme of valuation** (as you will like to evaluate) for the question paper, including **the key** for the objective questions on the paper provide.
9. Where there are numerical problems, please workout the problems on a separate sheet and insert the **solutions to problems** in the envelope titled **"INNER COVER"**
10. Please put the **INNER COVER** syllabus and other material supplied for question paper setting in the envelope with **"OUTER COVER "** and seal it with gum.
11. Please return a. the cover containing the question paper, solutions to the problems and scheme of valuation in sealed cover provided for it
 - b. Copy of the syllabus sent.
 - c. The model question paper supplied.
 - d. The other material given in the bigger **"OUTER COVER"** along with the remuneration bill.

(Contd...)

SPECIAL INSTRUCTIONS

1. The question paper is to be '**COMPUTER TYPED** on one side of **A4 SIZE PAPER IN TIMES NEW ROMAN 12 FONT AND 1.5 LINES SPACING WITH ENGLISH VERSION** of question **FOLLOWED BY TELUGU TRANSLATION FOR IT**' where both medias required.
2. The expenditure incurred by you for computer typing will be paid to you along with remuneration on submission of proper vouchers.
3. See the computer typing is done with utmost secrecy and without any mistakes. The question paper should be neatly aligned.
4. **DO NOT MENTION COLLEGE NAME, STATION AND SUBJECT** etc. on the top of the question paper. Instead, leave a gap of lines and start typing the question paper. This will enable us to incorporate our college name, semester and subject details etc. at this end.
5. In subjects like Commerce, Mathematics, and Statistics etc., complete solutions are to be worked out on separate sheets and send them along with the scheme of valuation.
6. For any clarification, contact the Controller of Examination on the Mobile **9502520841** or D Controller of Examinations Mobile **9490982500**.

Annexure II

A.S.D.GOV.T. DEGREE COLLEGE FOR WOMEN(AUTONOMOUS), KAKINADA

INSTRUCTIONS TO THE EXAMINERS

1. You are requested to keep your appointment as examiner strictly confidential.
2. Kindly do not communicate with any faculty of our college regarding paper valuation.
3. In case of any doubt please contact the Controller or Dy.Controller of Examinations at **9502520841/ 9490982500**
4. Kindly follow the instructions indicated in the Question paper and scheme of valuation.
5. Fill in the boxes representing the question numbers with the marks obtained for each question in the respective boxes.
6. Overwriting is not permitted.
7. Correct the papers diligently keeping in mind, the different learning capacities of the students.
8. In case of extra no. of questions are answered those with higher marks should be considered. Marks of the excess answer may be rounded off and marked as 'extra'.
9. Write the total marks in figures and words. Minimum pass mark is 26/75,20/50, 21/60 & 40/100.
10. Affix your full signature with date at the bottom of the first page of each answer script.
11. If corrections are made while posting the marks on the script /on the main page / in the marks statement please acknowledge with your initials.
12. Maintain strict discipline, and avoid chatting while correction. If you are disturbed you may not be correctly assessing the scripts.
13. Kindly complete the paper valuation within the stipulated time & hand over to the person in charge with duly filled in remuneration claim forms.