



**Office of the Controller of Technical Examinations,
Thiruvananthapuram-40**

GENERAL INSTRUCTIONS TO QUESTION PAPER SETTERS/SCRUTINIZERS (Revision 2015)

1. Confidentiality on the appointment and the work done should be maintained.
2. The question paper setters/scrutinizers must go through the syllabus of the examinations concerned carefully and note the text books and reference books suggested in the curriculum.
3. The pattern of the theory subjects shall be :
 - i. PART A: Maximum Marks : 10. Five questions are compulsory and to answer one/two sentences.
Each question carry two marks. (5x2 = 10)
There should be at least one question from each module and not more than two questions from any module.
 - ii. PART B: Maximum Marks : 30. Analytical / Problem solving questions.
Candidate will have to answer five questions out of Seven.
Each question carry six marks. (5x6 = 30)
There should be at least One question from each module and not more than Two questions from any module.
 - iii. PART C: Maximum Marks : 60. Descriptive/Analytical/Problem solving questions.
Four Modules with 15 marks each, Every module with two choices to answer one question.
15 Mark question may be splitted, for eg : 8+7 or 9+6 etc. (4x15 = 60)
*The directions for PART A, PART B and PART C questions should be mentioned in proper places.
4. It should be ensured that the questions are :
 - i. In the requisite standard.
 - ii. Set within the syllabus and covering the whole of it.
 - iii. Questions should not be ambiguous.
 - iv. Repetition of questions should be avoided.
5. The questions and scheme of valuation should be typed / printed in the format as:
 - i. Paper Size: A4; Font Style: Times New Roman; Font Size: 12; Line Spacing:1.5
 - ii. Header portion should be in font size 14 with bold and capital letters.
 - iii. The print should be sufficiently dark and clear.
 - iv. Each page should be numbered clearly, (eg. Page 1 of 3, Page 2 of 3, Page 3 of 3 etc) in the bottom middle of the page.
 - v. Use only one side of the paper for printing the questions and scheme of valuation.
 - vi. Papers used must be of photo copying quality (Min 75GSM).
6. **The year and month of examination should not be mentioned in the question papers.**
7. The header portion should contain:
 - i. The subject code & revision code should be marked at the left hand top corner of the question paper.

- ii. Name of the examination should be given as the heading and below this, the name of the subject should be given.
 - iii. Time allowed for answering the paper should be noted at the right hand side and the maximum marks at the central portion just below the heading.
8. Instruction to examinees if any should be clearly specified in the first page of the question paper.
 9. A question / sub question should not be split across two pages. It should appear on the same page.
 10. The serial number of the question should be given on the left hand margin and the marks allotted to each question should be mentioned on the right hand side. When a question is divided into sub questions, the marks for each sub question should be indicated on the right side of the paper.
 11. Graphs, diagrams, maps, tables etc must be originals and suitable for reproduction. They must either be incorporated in the type script OR if they are to appear as separate sheets, they should be in A4 paper and should identify clearly the question to which it refers.
 12. All required data for solving / answering the questions should be given.
 13. In the case of drawing paper, graphs etc exact measurement in cms may be specified.
 14. No question, which contain any objectionable / unlawful contents / politically or religiously sensitive issues or the answers to which is likely to disclose the identity of the candidate or his institution should not be included.
 15. The questions should be typed under secure conditions and ensure the electronic versions are destroyed and cannot be regenerated.
 16. No duplicate copy of the question paper should be kept and rough drafts or notes if any should be destroyed by burning them.
 17. The sealed cover containing question paper received from the setters will be directly send to Govt.Press as such, hence utmost care should be given while preparing the question paper
 18. After the preparation of question paper and scheme of valuation you are requested to put the question paper in the cover labelled 'QUESTION PAPER' and the scheme should be put in the cover labelled 'SCHEME OF EVALUATION' and both the covers, work done statement and all other certificates and documents should be kept inside the addressed envelope and the properly sealed cover can be posted to the mentioned address, so as to reach on or before the date mentioned in the posting order, NB: Don't forget the write the OID printed on the appointment order to the space provided on outer cover.
 19. *The above mentioned instructions are general and the mark distribution of questions may vary according to the syllabus and it is highly recommended to refer previous question papers available in SBTE portal as reference.*
 20. If you have any query, please feel free to contact Mr. Ulkarsh.S.R, Technical Officer(Confidential) @ 9447455064.

Thanking you and with regards.




V. V. RAY
JOINT CONTROLLER

CODE :

COURSE:

VERSION:

BLUE PRINT

Sl No.	Module	Type of Questions							
		Part A		Part B		Part C		Total	
		No. of Questions	Score	No. of Questions	Score	No. of Questions	Score	No. of Questions	Score
1									
2									
3									
4									
Total									

Signature :

Name :

Designation :

Institution :

Date :

MINUTES OF THE BOARD OF SCRUTINY

Subcode :
Subject Name :
Version :

I have personally scrutinised the question paper and affirm that the questions:

- i. Are set within the syllabus and covering the whole of it, as per the scheme of examinations.
- ii. Are of the requisite standard and are not ambiguous.
- iii. Contain the required data for solving / answering.
- iv. Contain Graphs, diagrams, maps, tables etc. which are originals and suitable for reproduction.
- v. Contain necessary instructions to examinees.
- vi. Do not contain any objectionable / unlawful contents / politically or religiously sensitive issues or the answers to which is likely to disclose the identity of the candidate or his institution.
- vii. The proper scheme of valuation is prepared and submitted.
- viii. The following corrections / additions / deletions are made in the question paper/ Scheme. *(Add separate sheet if required)*

Observation if any,

I also affirm that the Confidentiality on the appointment and the work done will be maintained.

Signature of Scrutinizer

Name

username (tekerala)

Designation with Institution

.....

Phone No:

DATE:

CONFIDENTIALITY CERTIFICATE

(To be signed by the Question Setter and returned along with the question paper)

Subcode :

Subject Name :

Version :

I certify that:

1. I have read the instructions carefully and agree to them.
2. I have very carefully gone through the syllabus prescribed for the examination for which the paper has been set by me. The paper set does not include any question, which is outside the scope of the syllabus.
3. The questions are distributed evenly over the whole syllabus.
4. The proper Scheme of Valuation is prepared and submitted.
5. The question paper and Scheme of Valuation has been typed/printed by me personally.
6. I have destroyed all drafts, notes etc., of the questions set and have retained no copy of the paper with me.
7. I have destroyed the electronic versions of the question ensuring that the same can not be regenerated.
8. I am not the author of any help, book prescribed or recommended in the subject of which I am the paper setter.

Signature of Setter

Name

username (tekerala)

Designation with Institution

.....

Phone No:

SCHEME OF VALUATION
(Scoring Indicators)

Revision:		Course Code:		
Course Title:				
Qst. No	Scoring Indicator	Split up score	Sub Total	Total
<u>I(i)</u> <u>I(ii)</u>	<u>PART A</u>			
II(i) II(ii)	<u>PART B</u>			
III(a) III(b)	<u>PART C</u>			