



# Vanita Vishram Women's University

Managed by Vanita Vishram, Surat



## Policy for Paper Setters – SWAYAM Courses Examination

### 1. Introduction

This policy outlines the responsibilities and guidelines for paper setters in designing question papers for SWAYAM Courses. It ensures that examinations are aligned with the course syllabus and assignments, maintaining academic rigor and fairness. All paper setters are required to adhere to the following standards while preparing the question paper and answer key.

### 2. Syllabus and Assignment Integration

- **Syllabus Coverage:** The question paper must comprehensively cover the syllabus as prescribed for the course. Every major topic and sub-topic should be represented proportionately.
- **Assignment Problems:** Wherever applicable, paper setters should incorporate problems from course assignments to ensure continuity between coursework and examinations.

### 3. Question Level Distribution

Questions should be formulated to test multiple levels of cognitive skills as follows:

- **Remembering, Understanding, and Applying:** 70% of the questions
  - **Analyzing:** 10% of the questions
  - **Evaluating:** 10% of the questions
  - **Creating:** 5% of the questions
- (Note: Paper setters should review these proportions periodically to ensure they are in line with current academic standards.)*

### 4. Format and Submission Requirements

- **Question Paper Format:**
  - The paper must be structured clearly and formatted in the official layout provided by the university.
  - An answer key for all questions must accompany the question paper.
  - All papers must be drafted in a legible format suitable for both computer-based testing (CBT), OMR and pen & paper-based examinations, as applicable.
- **Undertaking Form:**
  - Every paper setter is required to complete and submit the undertaking form as per Annexure 1. This form confirms adherence to the guidelines and attests to the authenticity and integrity of the paper setting process.

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## 5. Examination Patterns

The following are the approved patterns for question papers:

| No. questions   | Marks per question                                 | Total Marks  | Duration |
|---|--|--|----------|
| Pen & Paper   | Short questions 2 or 3/long questions 5 or 7 or 10 | 100  | 3 hours  |
| 100 MCQs/MSQ/Fill in the Blank/NAT in CBT mode/OMR  | 1  | 100  | 3 hours  |
| 50 MCQs/ MSQs/Fill in the Blanks/NAT in CBT /OMR  | 2  | 100  | 3 hours  |
| In Hybrid Mode: -<br>Section A – 20 MCQs/MSQs/Fill in the Blanks/NAT in CBT mode/OMR<br>Section B – 10 MCAs in paper/pen mode<br>Section C (5 out of 7) in paper/pen mode | Section A - 1<br>Section B -3<br>Section C -10     | <ul style="list-style-type: none"><li>• Section A – 20</li><li>• Section B – 30</li><li>• Section C – 50</li></ul> | 3 hours  |

## 6. Guidelines and Flexibility

- **Choice of Pattern:** Paper setters have the discretion to choose the appropriate question paper pattern from the above options, based on the nature of the course and the intended learning outcomes.
- **Additional Guidelines:** Any additional instructions issued by the examination section from time to time must be strictly followed. It is the responsibility of the paper setter to keep themselves updated with any revisions or supplementary guidelines.

## 7. Compliance and Quality Assurance

- Every question paper must be reviewed for clarity, relevance, and alignment with the cognitive levels specified.
- The answer key should be precise and serve as an effective tool for marking.
- Any deviations from these guidelines must be communicated and justified in writing to the examination committee.

## 8. Conclusion

The role of the paper setter is crucial in maintaining the academic standards of Vanita Vishram Women's University. Adhering to this policy ensures that examinations are fair, comprehensive, and reflective of the course content. All paper setters are expected to comply with these guidelines to uphold the integrity and quality of the assessment process.

**UNDERTAKING LETTER**

- 1. I undersign undertake to maintain the secrecy in matter of paper setting of subject\_\_\_\_\_ and all other assigned work including correspondence pertaining to Vanita Vishram Women’s University Examination.
- 2. In addition, I assure that I will keep the work assigned to me for SWAYAM Courses examination completely confidential and that I will carry out all of my responsibilities impartially and without engaging in any misconduct that would go against the examination code of conduct.
- 3. No relative\* of mine is appearing at the SWAYAM Courses examination work assigned to me.
- 4. I assure you that I have followed all the “Guidelines for Paper Setter”, and also verified the content of the question paper, before sent it to the University

Yours truly,

Date:

Full Name:

Place

Signature:

Tele No. : (R) .....

(O) .....

(M) .....

UPDATED ADDRESS (IN BLOCK LETTERS):

|                   |
|-------------------|
| <b>Residence:</b> |
|                   |
|                   |
|                   |

\* The meaning of relatives is defined as under: wife, husband, son, daughter, grand-son, grand-daughter, brother, sister, son-in-law, sister-in-law, daughter-in-law, nephew, niece, sister’s daughter and son and their son and their son and daughter, uncle, aunty. Step relations are not included in the above definition.

