Process to be followed in the Departments for improvement in quality of Question Papers and Quality of Assessment Evaluation

Question Paper Quality Analysis

1. Question paper quality is reviewed by question bank and Post question paper analysis for MID examinations and by Post Question Paper analysis for Day to Day Assessments and End Examinations (JNTUK).

2. Course coordinator need to submit question bank at least twelve questions for each course outcome to be assessed before the commencement of class work in respective BT level of the CO attainment.

3. Assessment committee of the department conduct quality review of the questions bank and deposit the bank to respective Head of the department. If any deviation shall be requested for correction then review and finalize.

4. From the approved questions course coordinator prepare two sets of question papers meeting the CO's contribution and BT levels and hand over to HOD in sealed cover.

5. If two different teachers teach two sections common paper to be given including the set of questions with mutual contribution and acceptance.

6. HODs on the day of MID exam select one paper from the sealed cover and forward for conduct of examination and also he review the question paper in comparison with the question bank on the same day and make MID QP analysis report and submit the same to the department. Same procedure shall be followed for all the MID examinations.

7. Quality of Day to Day Assessments and other internal examinations shall be monitored by post exam analysis of question paper by the assessment committee as and when required.

8. After end examination post exam question paper analysis need to be submitted by the course coordinators and to be verified by the assessment committee within one week after completion of set of examinations.

9. Assessment committee records the data as per the process and maintains all corresponding data in fileno-78H regarding the same year wise and shall produce for IQAC whenever insisted for verification during audit.

10. Quality of question bank analysis to be conducted in the proforma attached and to be maintained as a single set in F-78H at department level.

11. Post Question paper analysis need to be conducted in the proforma already existing in the course file and a copy along with question paper and scheme of evaluation in duplicate has to be maintained in F-78H.

12. While conducting the institution level audit on question paper quality analysis respective auditors collects one set of data for institutional requirements and hand over to the principal for further process.

13. The total process is carried out to improve the quality in the assessments so the people involved in the process should be genuine while conducting the audit or review.

14. Assessment committee of the department may play a key role in sustaining the quality in examinations and evaluation by educating all the faculty regarding the procedures and hence everyone becomes part in continuous improvement of trenching learning process.

Quality of Assessment Evaluation (Day to Day, MID, Lab Internal Examinations etc)

1. Answer scripts of day to day assessments, MID Examinations are to be retained in the department as a part of assessment record proof.

2. After completion of MID – I examination respective teacher handovers the MID examination answer sheets along with the day to day assessment scripts conducted as on date i.e. till MID – I examination within three days of the conduct of MID examination.

3. After receiving the scripts within one-week respective Head of the Department need to schedule review of evaluation of answer scripts of all the examinations happened till then through assessment committee.

4. Review committee along with the respective course coordinators will conduct quality review on evaluation of answer scripts of all levels as per the scheme of evaluation and need to judge the consistency of evaluation by verifying at least 2% of the scripts and comments to be recorded on the script as well as in the proforma available in the departments.

5. Course wise report should be recorded by the assessment committee during the review and to be presented to the head of the department for final comments and course of action.

6. After comments by HOD course wise assessment committee shall consolidate the comments in the phase end proforma available and after getting attested by HOD shall circulate to the course coordinators and shall file the complete document in F-83.

7. Same process shall be done at the end of semester again within one week of completion of MID – II examinations for the assessments done after the MID – I examination till   MID – II examination i.e. end of the semester.

8. So by the end of semester there shall be two phases of analysis and in a year will have four such phases which happens course wise and at the end of every semester status of all the courses should be recorded in the semester end proforma.

9. At the end of year assessment committee should consolidate the comments/remarks teacher wise and should get filed in the same file which helps Head of the Department & IQAC to identify the non-confirming cases for further follow up.

10. Use of formats
    Course wise Quality Check on Evaluation of Assessments – During Phase – I & Phase – II at the time of conducting review by the assessment committee
    Record of Observations and suggestions – Evaluation of Assessments – Phase wise report on analysis so to be prepared at the end of every phase.
    Semester End Report on Evaluation of Assessments – Shall be filled at the end of every semester.
    Year End Report (Non – Compliance) – Evaluation of Assessments – Any deviations and observations recorded in the semester end record becomes the input for this.

PRINCIPAL

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Question Paper Quality Analysis