

ACTION POINTS FOR INVIGILATORS

Before invigilation

1. Decline invigilation duty if you are aware that any of your relatives is appearing in the test/examination.
2. Set reminders for invigilation duty as soon as intimation is received from exam cell through HOD
3. Report to exam cell at least 20 minutes before commencement of tests and 30 minutes before commencement of terminal exams (university exams). Reporting time at exam cell are indicated below;
 - a. Test Session 1(9.30 am to 11.00 am): 9.10 am
 - b. Test Session 2 (11.30 am to 1.00 pm): 11.10 am
 - c. Test Session 3 (1.30 pm to 3.00 pm): 1.10 pm
 - d. Test Session 4 (3.30 pm to 5.00 pm): 3.10 pm
 - e. Terminal Exam Anna University - 9.30 am & 1.30 pm
 - f. Terminal Exam Autonomous – 9.30 am & 1.30 pm

During invigilation

4. Recollect all the special instructions regarding codes, distribution of booklets/question papers and data books informed by the staff of exam cell. Clarify the same if required again.
5. Collect all the test/exam material (answer booklets, question papers, attendance formats, seating arrangement, data books etc) from exam cell and check the count and printing.
6. Make note of number of printed pages of question paper for each subject in the hall.
7. Reach the hall at least 15 minutes before commencement of test and 20 minutes before the commencement of terminal exams.
8. Request students outside the hall to occupy their seats and allow them to settle down.
9. Late coming of students shall not be encouraged for tests, for terminal exam however it is allowed till the first 30 minutes.
10. Ask student to keep belongings not required for the test/exam to be kept in the designated place on the stage or a separate hall.
11. Instruct students on malpractice and request them check themselves for possession of any material violating the code of conduct of tests/examinations. Check calculators, covers of calculators, scales/rulers for incriminating material.
12. Instruct students to occupy seats according to the seating allotment and check the same.

13. Distribute answer booklets, ask the students to check the printing in the booklet, including the code, serial no. and question numbers.
14. Instruct students to fill all the relevant details in the first page.
15. Distribute question papers just in time and ask the students to immediately check for the number of printed pages, course code and title as reflected in the hall ticket.
16. Ask students to write their register/roll number on the right top corner of the question paper.
17. Check credentials of the student (ID Card, Hall Ticket) and put signature with date and full name on the first page for every student in the hall.
18. Keep record of attendance and enter the same in consolidated attendance sheet circulated.
19. Distribute data books after shuffling them, if it is brought by the student. Otherwise distribute as such.
20. Keep a constant watch of the time and after every half an hour make an announcement about time available for 1 ½ hour sessions and make announcement after every hour for 3 hours sessions. Make announcement about time left during the last 15 minutes and last 5 minutes for every test and exam.
21. It is desirable to keep walking across the entire hall for the entire period of invigilation duty.
22. Do not carry mobile phones to the hall
23. Avoid talking with invigilator in the neighboring hall and taking long breaks with reliever in place.
24. Students shall compulsorily remain in the hall for entire duration of test/exam.
25. When the duration is completed, instruct students to remain seated and collect the answer books and other data books (if provided by the institution).
26. Tally the total count of answer booklet with the attendance, upon successful tallying allow the students to leave the hall.
27. The answer booklets shall be arranged in order and submitted to exam cell. Both used and unused answer booklets as well as unused question papers and other material supplied (Eg. data books, staplers etc) shall be returned to exam cell.
28. Avoid altering test/exam duties, however in extreme situations alterations may be done with permission of HOD and Principal. The same shall be intimated to exam cell (email only).
29. Malpractices if any, with requisite evidence and a written report shall be submitted to Controller of Examinations as soon as the test/exam is completed. No action in this regard shall be done by the invigilator in the hall.
30. Request assistance from exam cell immediately for any problems arising in the examination hall including, seating, printing errors, distribution errors etc.

ACTION POINTS FOR QUESTION PAPER SETTERS

1. Number of question papers with key
 - a. Single section courses
One question paper with full key
 - b. Multi section courses
One question paper with full key (common for all sections as decided by the course committee)
2. Both hard and soft copies of the question paper has to be submitted to exam cell
 - a. File naming shall be as follows:
 - i. branch_class_semester_subject name
 - ii. Eg. Engineering Thermodynamics Offered to II Year Automobile Engineering in III Semester shall be named; **AUTO_IIYear_IIISem_Engineering Thermodynamics**
 - iii. Key of Engineering Thermodynamics Offered to II Year Automobile Engineering in III Semester shall be named; **AUTO_IIYear_IIISem_Engineering Thermodynamics Key**
 - b. Folder containing all the class question paper shall be as follows:
 - i. branch_class_semester_date of submission
 - ii. Eg. CSE A section, II year, III semester question papers submitted on 21st July 2011 shall be named; **CSE_II Year A Sec_III Sem_21.07.2011**
3. Question paper with key shall be submitted to exam section through HOD at least 5 days before first date of the test schedule.
4. Follow the pattern and the template of question paper.
5. Keys shall be in MS Document or PDF formats only.
6. Bloom's taxonomical verbs may be used instead of how, what, when, where etc.
7. Sample questions are given in Annexure 1
8. Bloom's taxonomy verbs are found in Annexure 2
9. 40% of the questions could test the candidate on Remembering, Understanding and the remaining 60% on Application, Analysis and Creation also if possible on Evaluation.
10. Include all varieties of questions such as MCQs, Fill in the Blanks, Match the following, One word, short sentence, problems, open ended problems, descriptive, drawing of layouts etc.

11. Clearly state the policy on permission of data books, calculators, need for graph sheets etc in the question paper itself and keep exam cell informed in advance through an email from HOD.
12. Check question papers for errors before submission to exam cell
13. Submit images and symbols in jpeg format and embed them in the question paper
14. Full solution with marking scheme shall be submitted along with the question paper to the examination section through HOD
15. As soon as the test is over, display the entire solution with marking scheme in the department notice board, till the evaluated answer booklets are distributed to students.
16. Keys and question papers shall be uploaded in intranet 192.168.2.10:8080/dspace immediately upon completion of all tests by exam section.
17. Avoid availing leaves on the day of test/terminal exam of subjects handled by you to help in case of clarifications on some questions.

18. Test Question Paper Pattern – Anna University

Duration – 1 ½ Hours, Maximum Marks – 50 Marks, Distribution – 2 Subjects per day

Section A – Answer all questions (5 Questions X 2 Marks) = 10 Marks

Section B – Either or pattern (1 x 8 Marks + 2 x 16 Marks) = 40 Marks

19. CCE Test 1/ CCE Test 2/ CCE Retest/ Model Examination/ End Semester Examination – Question Paper Pattern

Duration – 3 hours, Maximum Marks – 75

Section A: one word/simple phrase/few words – Objective Type – Answer all questions – 15 questions – 1 mark each – **15** marks (TEN questions will be multiple choice type)

Section B: <50 words – Short Answer Type – Answer all questions – 5 questions – 2 marks each – **10** marks

Section C: 500 to 600 words – from any one of the FIVE units – Compulsory Question Descriptive Type – ONE question – **10** marks – 10 marks

Section D: 500 to 600 words – from the remaining FOUR units – Descriptive Type (either or) – FOUR questions – 10 marks each – **40** marks.

Please refer the regulations for further guidelines.

ACTION POINTS FOR HEAD OF THE DEPARTMENTS

Devise mechanisms in the department, and ensure,

1. That the invigilation duty assigned is communicated and reminded to concerned faculty members.
2. Justified distribution of invigilation load to faculty members.
3. Communication regarding alternate arrangements to exam cell through email.
4. The quality of question papers set by faculty members through a departmental mechanism.
5. Submission of question papers with full key (hard and soft copy) at least 5 working days before the date of the first session of Test.
6. That all the test papers are collected from exam cell on the same day of test.
7. The evaluation of all test papers is completed within 5 working days after the last test session.
8. Display of consolidated marks list of every class in department notice board within 7 working days after the last test session.
9. Communication of the marks scored by the students to parents within 8 working days after the last test session.
10. Communication of the result analysis after every test in the prescribed format to exam cell both in hard and soft copies within 8 working days of last test session.
11. That the faculty members use Bloom's taxonomical verbs in question paper, which automatically results in better quality questions.
12. Visits by self or a senior faculty member to all the test halls of the department concerned when tests are in progress.
13. Action on student related issues like coming late for tests, not possessing ID cards, violating dress code etc.

Annexure 1

Sample Questions

Course: Engineering Thermodynamics

(1 Mark)

1. _____ is defined as a quantity of matter or a region in space chosen for study.
2. Heat transfer is zero in an adiabatic process. True/False
3. Nitrogen is occupying 2 m^3 in a rigid container and exists at 100 kPa, 300K. Its mass in the container is a) 0.0022 kg b) 2.2 kg c) 2.4 kg d) 0.0023 kg

(2 Marks)

1. Critically examine a lap top and list two heat transfers and two work transfers occurring in the same.
2. Differentiate Classical and Statistical Thermodynamics
3. Match the following:

Isobaric – Temperature

Isothermal – Volume

Isentropic – Pressure

Isochoric – Entropy

(8 Marks)

1. Derive from first principles an integral equation for boundary work of reciprocating systems.

(10 Marks)

1. The relationship between pressure and volume is given as $P = aV + b$, where $a = 1200 \text{ kPa/m}^3$ and b is a constant for a process in a control mass. If the initial state is defined as 180 kPa, 0.2 m^3 and the final state at 800 kPa. Determine the boundary work-done in the process.

(16 Marks)

1. Construct a thermodynamic system where there are heat, work and mass interactions with the surroundings and deduce an energy balance equation for steady flow conditions for turbines, heat exchangers, mixing chambers and nozzles.

Annexure 2

Bloom's Level	Task / Verb List							
Evaluation	Appraise	Conclude	Decide	Discriminate	Justify	Prove	Revise	Support
	Argue	Contrast	Deduce	Evaluate	Judge	Probe	Recommend	Select
	Assess	Criticize	Defend	Explain	Measure	Rank	Reject	Validate
	Choose	Critique	Describe	Interpret	Predict	Rate	Score	Value
	Compare	Debate	Determine	Infer	Prioritize	Relate	Summarize	
Synthesis/ Create/ Build	Assemble	Compile	Design	Generate	Modify	Plan	Rearrange	Rewrite
	Act	Compose	Develop	Integrate	Make	Prepare	Reconstruct	Summarize
	Blend	Construct	Explain	Invent	Organize	Produce	Relate	Set up
	Categorize	Create	Forecast	Improve	Originate	Propose	Reorganize	Tell
	Combine	Devise	Formulate	Imagine	Perform	Predict	Revise	Write
Analysis	Appraise	Classify	Debate	Differentiate	Examine	Infer	Order	Select
	Analyze	Compare	Deconstruct	Discriminate	Experiment	Inquire	Probe	Separate
	Arrange	Contrast	Deduce	Dissect	Group	Inspect	Question	Sequence
	Break down	Calculate	Detect	Distinguish	Identify	Investigate	Relate	Survey
	Characterize	Criticize	Diagram	Draw	Illustrate	Outline	Research	Test
Application	Apply	Compute	Demonstrate	Make	Practice	Sequence		
	Adapt	Calculate	Exhibit	Manipulate	Role-play	Transfer		
	Change	Construct	Interview	Operate	Select	Translate		
	Collect	Draw	Illustrate	Prepare	Show	Use		
	Choose	Dramatize	Interpret	Produce	Solve			
Understanding/ Comprehension	Account for	Conclude	Demonstrate	Generalize	Identify	Predict	Research	Translate
	Annotate	Define	Discuss	Gives	Illustrate	Rewrite	Review	Tell
	Associate	Defend	Estimate	examples	Observe	Report	Recognize	
	Comprehend	Describe	Explain	Infer	Outline	Restate	Reorganize	
	Convert	Distinguish	Extend	Interpret	Paraphrase	Retell	Summarize	
Remembering/ Knowledge	Choose	Distinguish	Know	Match	Read	Repeat	State	Underline
	Count	Draw	Label	Memorize	Recall	Recite	Sequence	Write
	Cite	Find	List	Name	Relate	Review	Show	
	Define	Group	Listen	Outline	Recognize	Record	Sort	
	Describe	Identify	Locate	Quote	Reproduce	Select	Tell	