



# University of Kashmir

## Important guidelines for Paper Setters.

While setting the question paper, please follow the below mentioned guidelines very strictly:-

1. The question paper must be based on the syllabus of the paper supplied to you along with the appointment letter dated \_\_\_\_\_
2. Make sure that the syllabus bears the seal and signature of the Assistant Controller of Examinations (Secrecy). In case it does not, please immediately inform the Controller of Examinations (C.E) and return the syllabus to the Secrecy section without setting the question paper.
3. In case there is any mismatch between your appointment as a paper setter for a particular paper and the accompanying syllabus of a different paper, please bring it immediately to the notice of the C.E. In no case a question paper should be set unless the mismatch is resolved.
4. The question paper must be based on the entire syllabus of a paper prescribed for a given year. No question or part thereof should be outside the prescribed syllabus. Repetition of a question must be avoided.
5. Please write/type legibly. Avoid corrections. The subject-specific symbols, words, phrases and language must be very explicit.
6. Please ensure that the answer of each and every question asked in the question paper does figure prominently in one or the other text book prescribed in the syllabus.
7. Your question paper must be very explicit in terms of minimum pass marks, maximum marks and distribution of marks against each question particularly in case a question has several parts.
8. For your own benefit, please retain the syllabus till the question paper is served in the Examination Hall.
9. In case the students are required to use Electronic gadgets viz simple/scientific calculators or graph paper or something else, these instructions be written specifically at the end of the question paper e.g, **“Students are allowed to use only simple calculators during the course of examination.”**
10. Maintaining Secrecy of your question paper is our top priority. To avoid any possibility of leakage, we are trying to discourage the practice of moderation of question paper/s. You are as such requested to please ensure the adherence to the above instructions strictly.
11. Last but not least, please ensure that the question paper does not contain any objectionable/unlawful contents/question of politically or religiously sensitive issues.

**Controller of Examinations**