

DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE & COMMERCE
QUESTION PAPER SETTING AND VALUATION POLICY

MCA Department

Question paper setting policy

The question papers for the Internal Assessment tests are prepared by the concerned faculty members and are emailed to a senior faculty in the department for quality and grammar check of the question papers. The identified senior faculty member does the vetting of all the question papers and makes the necessary corrections and emails the final vetted question papers to the Internal Assessment Test Co-ordinator. The Internal Assessment Test Co-ordinator then compiles the finalized vetted question papers and emails the same to the office staff clearly mentioning the number of copies of each question Paper required based on the number of students taking up the Internal Assessment test.

Valuation policy

Post completion of the Internal Assessment test, the answer scripts (blue books) will be collected by the Internal Test co-ordinator (Examination control office) who then hands over the answer scripts to the subject faculty members for valuation. The corrected answer scripts are then given to the students and then collected back and handed over to the examination control office. A maximum of one week time is given to the faculty members for completion of valuation post completion of internal assessment test.



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