

MODERATION OF QUESTION PAPERS AND MODEL ANSWERS

Moderation is the process by which the Institution ensures the consistency of question papers within the framework of the syllabus, thereby ensuring consistency of assessment for all students. It also ensures that weightage within a module is appropriate and conforms to the blueprint and other guidelines issued by the Board of Studies, thereby ensuring fairness, accuracy and consistency in marking and the provision of results.

With this intention, the Government College (A), Rajamahendravaram is proposing to constitute the moderation committee from the Academic Year 2017-18.

1.1 Constitution of the Committee

The Chairman, Board of Examinations, shall appoint “Moderation Committee” for the purpose of moderation of question papers of the Semester End Examinations submitted by various paper setters / subject faculty.

1.2 Composition of the Committee

The Moderation Committee shall consist of: -

- the Principal, Chairman;
- the Academic Coordinator, Member;
- the Chairman of the concerned Board of Studies, Member;
- the Controller of Examinations, member Secretary.

1.3 Functions of the Committee

The moderation committee is required to do the following functions

- The Moderation Committee shall ensure that the questions are from within the syllabus and framed in a manner intelligible to the student
- shall ensure that the coverage and level of the question paper are appropriate and consistent with the curriculum and assessment framework
- shall ensure that the question paper contains no ambiguity and the wording of each question is precise, definite and easily understandable
- shall ensure that the rubric for the question paper is correct
- shall ensure that the question paper model conforms to the scheme of evaluation submitted by the paper setters.
- shall ensure that the scheme of evaluation is sufficiently flexible and detailed
- shall ensure that there are no spelling mistakes or other errors in the question paper.

In case, the moderation is done in a question paper is more than 30% (not merely edited), the case shall be reported with full justification to the Chairman, Board of Examinations, who shall have the power to change the paper, if necessary.

After moderation, the question papers and other material will be sealed intact in the presence of all members.

1.4 Prohibitions and security requirements

As the Moderation Committees' work is secret in nature, members must meet certain security requirements.

- They must take all necessary measures to ensure the security and confidentiality of the examination papers and other material they are working on.
- The members must not disclose their appointment to any unauthorised person.
- The members must not carry mobile phones or any other communicative gadgets where the moderation committee meeting is going on.
- Failure to preserve the secrecy of all information and examination materials/documents classified as confidential will be viewed seriously and shall be liable for disciplinary action.

1.5 Remuneration

The chairman and members of the Moderation Committee will be paid sitting allowance as per existing rules of the Institution from time to time.