

**CSIR COLLEGE OF SCIENCE AND TECHNOLOGY**  
**GUIDELINES FOR FORMATTING EXAMINATION QUESTIONS AND PRESENTING**  
**MARKING SCHEME**

**GUIDELINE A**

**Guidelines for Formatting CSIR College of Science and Technology Examination Questions**

1. The College Crest or logo (*dimension: height - 0.8 inches or 2.03cm, width - 0.8 inches or 2.03cm*), College's name and Department's name should be on the paper
2. **Other Key Information required to be on each Paper**
  - a. Title of Examination (e.g. *End of First Semester Examinations – Academic Year*)
  - b. The full course title (Code and Course Name as registered in the College Management System - CAMS).
  - c. Number of credit. This has implication for the duration given for the paper. So anyone who sites the paper would understand the reason why given X hours allocation for the paper.
  - d. Time allowed
  - e. Instructions indicating the number of questions to be answered (and how they are to be answered, where necessary). Main instructions should be Italicized, upper case and bold.
  - f. Include section headings and instructions for each section where applicable. Sub-instructions should be Italicized and bold and not CAPS.
  - g. Examiner's name (as footer). This enables anyone to trace the question to a particular examiner(s).
  - h. Page numbers: Page X of Y (as footer). This helps anyone to know the exact number of pages in case a page is missing out.
  - i. Indicate the month and year in which the paper is being taken.

**Where questions are to be answered on question paper**

- j. Create a Header for Student Identification(ID) number
3. **Paper size:** A4 Paper
  4. **Fonts**
    - **Font type :** Time New Roman
    - **Font size:** 12 (*except for the words CSIR COLLEGE OF SCIENCE AND TECHNOLOGY which is font size 16*)
  5. **Margin:** 2.54 cm (1 inch) all around.
  6. **Alignment:** Questions must be justified
  7. **Paragraph: Line Spacing:** Single space with 6points gap after a paragraph.

- Leave 1 space between main questions
  - No space between sub-question (just the 6points paragraph gap).
8. **Numbering of main questions and sub-questions: Use the format given.** (*see example below*)
- **Main question:-** *Arabic numerals;*
  - **Sub-questions:-** *lower case alphabets;*
  - **Sub-question of a sub-question:-** *Roman numerals*
9. **Marks distribution:** Distribute marks appropriately and fairly to all questions set.

## GUIDELINE B

### Guidelines for Presenting Marking Scheme in the CSIR College of Science and Technology

1. The College Crest or logo (*dimension: height - 0.8 inches or 2.03cm, width - 0.8 inches or 2.03cm*), College's name and Department's name should be on the paper
2. **Other Key Information required to be on each Paper**
  - a. Title of Examination in upper case (e.g. *End of First Semester Examinations – Academic Year*)
  - b. The full course title (Code and Course Name as registered in the College Management System - CAMS)
  - c. Title of the document in upper case (e.g. *see example MARKING SCHEME*). Insert it just after the full course title
  - d. Number of credit
  - e. Instructions indicating the mark to each answer to the question (and how Examiner expects the answers in terms of its presentation, where necessary).
  - f. Include section headings and instructions for each section where applicable.
  - g. Examiner's name (as footer). This enable anyone to trace the scheme to a particular person.
  - h. Page numbers: Page X of Y (as footer). This helps anyone to know the exact number of pages in case a page is missing out.
  - i. Indicate the month and year in which the paper was taken.
3. **Paper size:** A4 Paper
4. **Fonts**
  - **Font type :** Time New Roman
  - **Font size:** 12 (*except for the words CSIR COLLEGE OF SCIENCE AND TECHNOLOGY which is font size 16*)
5. **Margin:** 2.54 cm (1 inch) all around.
6. **Alignment:** Questions must be justified
7. **Numbering of main questions and sub-questions: Use the format given.** (*see example below*)
  - **Main question:-** *Arabic numerals;*

- **Sub-questions:-** *lower case alphabets;*
- **Sub-question of a sub-question: -** *Roman numerals*

**8. Marks distribution:** Marks should be assigned to each answer.

**Student ID...** (to be used only if questions are to be answered on question paper-otherwise delete)



**COLLEGE'S NAME**  
**DEPARTMENT'S NAME**  
**END OF FIRST/SECOND SEMESTER EXAMINATIONS – 20.../20...**  
**COURSE CODE: COURSE TITLE (...CREDITS)**

**MONTH YEAR**

**TIME ALLOWED:...**

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**INSTRUCTIONS:**

*(Example) ANSWER QUESTION 1 (SECTION A) AND THREE OTHER QUESTIONS FROM SECTION B (I.E. A TOTAL OF 4 QUESTIONS)*

**SECTION A**

*(Provide further instructions where necessary. The sub-instructions should be Italicized and bold but not in CAPS). EXAMPLE: Answer all Questions in Section A.*

1. Main question
  - a. Sub -question
  - b. Sub-question
    - i. Sub-question of a sub-question

**(X Marks)**

**SECTION B**

*(Provide further instructions where necessary).*

2. Main question
  - a. Sub -question
  - b. Sub-question
    - i. Sub-question of a sub-question

**(X Marks)**

3.

4.

5.

EXAMINER(S)

Page ... of ...