

# Process of Checking Exam Questions

1. The examination question papers undergo a comprehensive review process conducted by the Exam Committee Chair, the Scientific Committee Chair, and the Chair of Departmental Quality Assurance. This meticulous review ensures strict adherence to the criteria outlined in the "TIU Final/Midterm Exam Requirements" policy, employing the designated "Exam Paper Checklist."

2. The criteria include:

## **Content Emphasis:**

- A minimum of 40% of questions addressing knowledge and comprehension skills.
- A minimum of 35% of questions focusing on application and analysis skills.
- A minimum of 25% of questions assessing evaluation and creation skills.

## **Question Diversity:**

- Inclusion of a minimum of three types of questions, encompassing both objective and subjective formats.

## **Clarity and Detail:**

- Clear mention of marks allocated to each question.
- Appropriate design of the exam paper and adherence to specified formatting requirements.

3. Upon completion of the review, the Exam Paper Checklist is duly signed by the Exam Committee Chair, Scientific Committee Chair, and Chair of Departmental Quality Assurance.

4. The finalized exam papers, along with the attached hard copy of the checklist, are then submitted to the Academic Vice President for further processing.

## **Corrective Action:**

- specific areas of non-compliance shall be identified in the checklist
- specific areas of non-compliance shall be reported to the relevant lecturer
- Quality Assurance Office shall provide additional training to lecturer involved in question paper creation. The training shall offer guidance on the correct distribution of question types and emphasis on various cognitive skills.
- If the non-compliance occurs in the next exam season, the Departmental Exam Committee Chair shall notify the lecturer orally (Attention Note).
- If the non-compliance occurs in the following exam season, the Academic Vice President's Office gives the lecturer a Warning Letter.