

Guidelines for setting examination papers

The object of the examinations is to evaluate learners on what they have learnt during the year and to check if Learners and Muallim/ahs have been successful in imparting the syllabus timeously to the learners.

Learners are generally in different categories:

The examination papers should be set as follows: accordingly so that learners find the papers balanced and they are either too easy or too difficult.

- 30% are above average
- 40% are average
- 30% are below average
 - **Language usage must be simple and appropriate for each grade.**
 - **Questions must also be appropriate to the grade.**
 - **Questions are of 2 types, Objective or one word answers and Subjective or essay type.**
 - **These types of Questions can be formulated in the different ways**

1. Complete the sentence by filling in the appropriate word.

A number of incomplete statements or facts or a paragraph may be written with blank spaces. This can be done by providing the words in the lower grades and omitting the words in the Higher Grades.

The questions must be carefully worded so that there can be only one answer.

Do not have too many blank spaces in one passage or sentence or continue with blank spaces into the next line.

2. Multiple choice or underline the correct answer

The question or statement contains one correct answer or an incomplete statement and the answer has one correct answer with three or four distracters.

The construction of these questions must be done carefully and clearly.

3. True or False

A fact is stated, Learners are asked to state whether true or false

For the higher grades, if False, State why.... can be added

Every statement must be completely true or false.

True and false statements can be equal in number

4. Match the columns

One column is the stimulus whilst the other is the response column

The stimulus column should be numbered and the response column should be lettered.
It should not be less than 5 and more than 10 items.
It should be on one page and not continued on the next page.
In grade 3, use match the blocks by drawing lines.

5. Simple Recall questions

One word answers are required as facts are needed.

Ask for important facts first.

Phrase questions in such a way that there is only one answer

Do not phrase questions in an ambiguous way which confuses pupils.

6. List/state the facts more than one answer required

These types of Questions require learners to memorise facts and to reproduce them.
3 to 10 facts may be asked.

7. Essay type Questions and short notes

These type of questions should be well thought out and phrased very carefully in clear words.

Indicate what the length of the answer should be e.g. 10 points

The following words can be used for these types of Questions.

a) Discuss b) Analyse c) Compare etc.

These types of questions are more suited to the higher grades.

- Questions should not be arranged haphazardly, but with a definite plan.
- Presentation should be neat and clear with adequate space if answers are to be written on the Question paper.
- Instructions and Questions should be clear and unambiguous.
- Questions should be presented with the easy sections first and the most difficult last so that below average and average pupils gain confidence and will not be disheartened and frustrated.
- Check that no questions are repeated in any of the sections especially when using questions from past papers.
- Provide a mark schedule for every question and check that it equals to the total marks
- Proof read Question papers at least three times to eliminate any spelling ,typing errors and repetition of questions
- Immediately prepare a model answer so that any errors can be eliminated.

Ensure the paper does not leak..... No person or child must have access to the papers or to the computer containing the exam paper.