

# UNIVERSITY OF MUMBAI



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## **Guidelines of University of Mumbai for Preparing the Question Bank for Final Year / Final Semester students for University Departments**

**[Academic Year 2019-20]**

1. As per the decisions of Statutory Bodies (BOEE, AC and MC), University of Mumbai has adopted the format of Multiple-Choice Questions (MCQ) for external evaluation of Final Year / Final Semester students and their backlog examinations to be conducted during Sept. 25 -Oct 17, 2020 for the Academic Year 2019-20.
2. MCQ, with due versatility, validity and reliability, are the effective and efficient way to assess learning outcomes.
3. Final Year / Semester MCQ paper will be based on the syllabus covered till March 13, 2020. For backlog examinations [For UG: Sem. I to V/ Sem. I to VII, Sem. I to IX and for PG: Sem. I to III], the paper setting should be on entire syllabus.
4. Under the guidance of Deans and Associate Deans of respective faculty, the University Departments/ Institutes with due involvement of related subject/ course teachers should prepare the comprehensive base of MCQ Bank for each subject/ course [ English/ Marathi, as per the medium of instruction] for above mentioned examinations.
5. Inter-university exchange for University Departments may be utilised to facilitate preparation of large and exhaustive base of MCQ Bank.
6. Use authentic references (e.g. text or reference book or journals) for framing the MCQ.
7. While setting the MCQ Bank, due attention should be given to cover all the modules/chapters/ units of the syllabus with proper weightage for each unit.
8. The level of students (diploma/undergraduate/ postgraduate) and equitable distribution of the difficulty level of the questions (easy, average, difficult) should be kept in mind while framing the MCQ.

9. The answer key / solution of the MCQ should be provided. The same may invariably be provided along with the MCQ Bank as separate Answer Key Bank.

10. MCQ Bank should be large enough to draw in randomised manner the multiple question paper sets with minimal repetition, equitable distribution of the difficulty level of the questions and due coverage of modules/chapters/ units of the syllabus through use of software.

11. MCQ papers will comprise of 25-40 MCQ (number of MCQ to be chosen as per the requirement of particular course). It will be of 1-hour duration and maximum 50 marks.

12. Each MCQ consists of a definite Problem Statement and a list of four suggested solutions known as Alternatives or Options. The 4 alternatives consist of one correct or best alternative, which is the answer. Thus, ensure that every MCQ has 4 alternatives and make sure that there is only one correct answer.

13. Express the full problem and put all the relevant material in the MCQ while avoiding negative phrasing/ wording in the MCQ. The question should be written in the clearest, compact and unambiguous way. Thus, the MCQ should be meaningful by itself and must not contain irrelevant material and excessive wording [i.e. it should contain only material essential for answering the question].

14. The MCQ should be free from spellings, grammatical mistake and technical errors. The MCQ or alternatives should not include any statement which is likely to hurt social and religious feelings and must be free from political bias/ motivation.

15. All alternatives should be plausible, stated clearly and concisely, mutually exclusive, independent, free from clues about which option is correct. Do not repeat in each of the alternatives information that can be included in the question/ problem statement.

16. While ensuring the correctness of the right answer, it may also be ensured that other alternatives/ options are definitely wrong.

17. Care must be exercised in writing the incorrect answer options (the distractors) thus do not include alternatives that are obviously wrong.

18. Number the alternatives of each question as alphabetical-a., b., c., d. or A., B., C., D. (or alphabets in related languages/ medium of instruction of Question Paper). Do not have bullets or numerical 1,2,3,4 for numbering the alternatives.

19. The alternatives should be presented in a logical and meaningful order to avoid a bias toward certain positions.

20. The alternatives such as 'All of the above', 'None of these' or 'None of the above', 'Other than those given as options', 'true/ false' and 'a & b' should not be used. Avoid overlapping alternatives.

21. The above guidelines are general in nature and some subject specific freedom may be exercised while framing MCQ.

22. Sample MCQ paper/s should be provided to develop understanding/awareness about MCQ amongst final year/ final semester students. Mock tests should be conducted so as to provide practice and feel of Online MCQ Examinations.

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