



# M.S. KAWAR INTERNATIONAL SCHOOL

CBSE AFFILIATION NO. 1730421

## Guidelines for making Question Papers

### Dear educators

You all are requested to strictly follow the given guidelines while making the question papers (for any of the exams PT/UT, Monthly assessments, Half Yearly and Annual exams).

- To be typed in the **bold**
  - Name of the school
  - Class
  - Subject
  - Maximum marks
  - Time allotted
  - General instructions
  - Marks bifurcation
- Font style and font size -
  - Use **Arial Font & font size 14** ( Class I- V)
  - Use **Arial Font & font size 11** ( Class VI-XII)
- The **General instructions** must be mentioned clearly in **bold** letters on the 1<sup>st</sup> page every time you make the paper and must contain the following information.
  - Details of sections (if there are multiple sections).
  - Number of question in each of the sections mentioned.
  - Marks contained by each of the sections.
  - Other important information (i.e. if the QP has any question of graph or map etc).
- In case of multiple choice type questions**, the options should be well organized. It should be in the format
  - (a)
  - (b)
  - (c)
  - (d)

**(No capitals or numerical options will be entertained.)**
- If the questions paper contains any type of paragraphs, the question related to it must be **bold**.
- While inserting the pictures, teachers should make sure that picture should be clear and visible enough.
- Picture should be inserted at the right side of the respective question or if a picture is large in size then in the middle of the paper.

8. The question paper and the marking scheme must be as per the **CBSE guidelines**.
9. (a) While sharing the question paper and marking scheme the name of the file must have class and subject mentioned.

For example: - Grade\_8\_Science\_PT\_II

Grade\_11\_Geography\_PT\_II

(b) It should be always shared together. ( **Avoid sending multiple mails** )

10. Question paper must be shared only on exam cell email id :-

**[miskisexamcell@gmail.com](mailto:miskisexamcell@gmail.com)**

11. Avoid sending any question paper or any official documents on personal emails.

**EXAM CELL**

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