



Office of the Controller of Examinations
St. Xavier's Catholic College of Engineering
An Autonomous Institution Affiliated to Anna University, Chennai
Chunkankadai, Nagercoil – 629003
Excerpt from the Examination Manual

9.10. Answer Key

9.10.1. Answer key shall be prepared for the UG regular courses by the concerned question paper setters appointed by the CoE. If the circumstances necessitate the preparation of the answer keys by internal faculty members then the answer keys shall be prepared only after completion of the end-semester examinations of the courses.

9.10.2. The answer key shall be prepared in order to maintain uniformity of the valuation of answer scripts by the examiners.

9.10.3. Typed answer key is preferred.

9.10.4. Answer key shall have page numbers.

9.10.5. Answer to a question shall be prepared in accordance with the cognitive level tagged to the question in the question paper.

9.10.6. Answer key shall be prepared based on the text and reference books prescribed in the syllabus.

9.10.7. The answers/solutions to the questions shall be divided into several steps with marks allocation for each step.

9.10.8. Answer key for theoretical questions shall be prepared with headings, sub headings and important points.

9.10.9. If a question has alternate way of finding solution or providing answer, the alternate way shall be indicated in the answer key.

9.10.10. Figures in the answer key shall be clear and units of measurement shall be mentioned clearly.

9.10.11. Inclusion of scanned texts from books or scanned handwritten materials in the answer key is not permitted.

9.10.12. If the appointed faculty member is not able to prepare typed answer key, handwritten answer key shall be sent to CoE by post/courier.

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