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HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION DHARAMSALA-176213

No HB/43/ OPR /29/2019- 2154 - 2250

Dated 22.08.2019

From:

The Secretary,
H.P. Board of School Education,
Dharamsala-176213

To

All the Co-ordinators/Principals /Headmaster/Head of
Government Primary, Middle, High , Sr. Secondary Schools
& Privately Managed Schools affiliated to the Board
in Himachal Pradesh.

Subject : Guidelines for Paper Setters/Moderators for class 5th, 8th to 10+2.

Dear Sir/Madam,

In reference to the subject cited above it is intimated that paper setter should follow the general guidelines /directions as given below while setting the question papers of various classes and subjects:

1. Question papers should be prepared strictly according to the syllabus & prescribed text books of H.P. Board of School Education. The syllabus of various classes is available with the Book Distribution, Guidance and Information Centres established by the HPBoSE and also on the official website of the Board www.hpbose.org.
2. No question should be asked from any kind of guide/ help book published by other publishers.
3. All sets/series of question papers should have different questions.
4. The question paper should cover the entire syllabus and all units so as not to concentrate on any one or selective portion of the syllabus. No question should be set out of syllabus.
5. Distribution of marks for each question should be strictly as per unit vice brake up or the pattern fixed under the syllabus of the relevant subject.
6. The difficulty level of question paper should be as follows:-
 - A. For : Classes 9th to 10+2 :
 - (i) 40% Questions should be set for below average students(very simple questions)
 - (a) 10% multiple choice questions (MCQ)/ objective type questions shall be set in the subject of Physics, Chemistry, Mathematics, Biology, Geography, Accountancy, Hindi, History & Pol. Science for 10+2 and Mathematic, Social Science and Science & Technology for 10th class.
 - (ii) 40% Questions should be set for average students(average questions)
 - (iii) 20% questions should be set for above average students (difficult questions)
 - (iv) Question paper (except languages or as specified in the syllabus) must be in both version i.e Hindi & English languages.
 - (v) Question paper for the subject of Physics ,Chemistry, Maths & Biology of class 10+1&10+2 must be set in English version only.
 - B. For class 5th and 8th :
 - (i) Question paper for 5th and 8th classes must be according to the syllabus prescribed in the text books of the H.P. Board .

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(iii) Question paper (except languages or as specified in the syllabus) must be set in both version i.e Hindi & English version in the subjects of EVS for 5th, Mathematics for 5th & 8th & Social Science & Science for 8th class.

7. The question paper should avoid repetition of last year questions and copying of questions from sample /model papers.
8. The manuscript of question paper should be written legibly in the handwriting of the paper setter.
9. Question paper should be strictly in conformity to the structure of question paper / model question paper published/ supplied by the HPBoSE.
10. The envelop of question paper must be kept in a sealed cover to maintain the secrecy.
11. In case of change in syllabus / text book of a subject, the pattern of question paper will be changed accordingly.
12. Directions /instructions issued by the Education Department of HP from time to time should be adhered.
13. Paper setters & moderators empanelled with the HPBoSE must follow the instructions issued by the Board separately. They should comply with the Board correspondence immediately after its receiving.
14. Any Teacher/lecturer entrusted with the work of paper setting or moderation by the HPBoSE shall not deny the duty assigned to him/her.
15. Confidential packets supplied by the HPBoSE for the purpose of paper setting must be kept in the safe custody of the paper setter and should be compulsorily deposited with the HPBoSE after the completion of the work assigned.
16. Question paper must be handled with utmost secrecy during and after paper setting. All the rough draft, carbon copy etc. if used, should be burnt.
17. Paper setter shall not keep any photocopy / carbon copy of the final draft of question paper with him and shall supply original copy of question paper to the HPBoSE in a sealed cover.

You are requested to issue the abovementioned instructions to all the teachers/ lecturers under your control and ensure the implementation thereof.


(Dharmesh Kumar Ramotra, HAS)
Secretary

Endt. No. As Above

Copy to the following for information and perusal please:

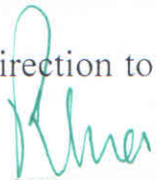
1. The Director Higher Education, Govt. of HP.
2. The Director Elementary Education, Govt. of HP.
3. The Deputy Directors Higher Education of all Districts in HP.
4. The Deputy Directors Elementary Education of all Districts in HP.

O/o The Dy Director of Elementary Education (Dharmesh Kumar Ramotra, HAS)
Kangra at Dharamshala 5487 Secretary

Endost No.EDN-KGR(G-I)Exm 2019 Dated 176215 16-09-2019

Copy to.1. All the Principals / Headmasters GSSS / GHS /GMS & Block Elementary Education officers of Govt as well as Private institutions in Distt Kangra for information & forther necessary action.with the direction for strict compliance regarding Guidelines for Paper Setters/Moderators for class 5th , 8th to 10+2.copy uploaded on the web site www.ddeekangra.in of office of Dy Director of Elementary Education Kangra at Dharamshala.

2. The Incharge,IT Cell with the direction to upload the same on the departmental website.


Dy Director of Eleentary Education
Kangra at Dharamshala.