



**CMR College of Engineering & Technology, Hyderabad
(UGC Autonomous)**

INSTRUCTIONS TO MODERATORS

1. Moderator must be present at the examination center at least two and half hours before the commencement of the examinations to ensure smooth conduct of Examinations.
2. The Moderator must sign in the register provided in the Examination branch.
3. The Moderator must be an ideally be a senior faculty, who is expertise in the field of a subject area, must have taught the subject at least a minimum of three times.
4. Moderator has to scrutinize the examination paper to ensure the error - free question paper and also see that Bloom's Taxonomy is followed to ensure that all levels of the domain have been covered to assess the performance of a student without compromising with the standards, consistency, and transparency.
5. Moderation is allowed only if the questions fall outside the syllabus; ensure that the changed questions should follow the same taxonomy level in the choice of questions (a) and (b).
6. Moderator has to check the marks allocation and distribution of the marks within the sections and subsections.
7. Moderator has to note down the changes in the feedback form with regards to ambiguities, questions out of syllabus and mistakes in the question paper.
8. Moderator must specify the reasons in the feedback form for the changes made in the question paper.
9. Moderator has to present constructive criticism in the feedback form to improve the standard of the question paper in a professional way to avoid misinterpretations.
10. Moderator has to prepare the question paper key in written handwriting format and submit the same by the end of the day.