

Kunming University School of Architecture and Civil Engineering Examination Paper Setting and Management System

To further standardize exam management, ensure the smooth conduct of exams, and guarantee the reliability and credibility of exam results, the Examination Paper Setting and Management System has been developed in accordance with the relevant school regulations and the actual circumstances of our college.

Principles of Paper Setting

1. The content of the course textbook serves as the basic scope.
2. The primary goal is to assess students' knowledge and abilities.
3. Ensuring the quality of the exam paper setting is the fundamental requirement.

Requirements for Paper Setting

1. The difficulty of the exam paper should be moderate, with a variety of question formats; the wording should be standardized and easy to understand.
2. The reference answers should be clear, scientific, and based on solid reasoning.
3. The grading criteria should be reasonable, concise, and objective.
4. The exam time for each subject should be designed for 120 minutes.
5. For unified exam subjects, the paper setter is required to create both A and B versions of the exam paper.
6. For self-administered exam subjects, the course instructor should set the paper based on the teaching class, and different classes should not use the same exam paper.

Organization and Steps of Paper Setting

1. Organization
 - a. The head of the teaching and research office is responsible for organizing and reviewing the paper setting for the subjects under the office's responsibility. After the review by the teaching and research office, the papers are submitted to the college for further review.

- b. For unified exam subjects, the paper setter is determined through discussion and agreement among the instructors of the respective subject.

2. Paper Setting Procedure

- a. The paper setter prepares the required number of exam papers in accordance with the regulations.
- b. Prepare the corresponding reference answers and grading instructions for the exam paper.
- c. The paper setter is responsible for the approval of the exam paper, answer sheet, and grading criteria for the course, and submits them to the head of the teaching and research office and the vice dean in charge of teaching for review and signature.
- d. The paper setter shall submit the signed paper, answer sheet, and grading criteria, both in hard copy and electronic version, to the teaching secretary within the specified date. After summarizing, they will be collectively submitted to the Academic Affairs Office.

Standards for Reviewing Exam Papers

1. Eliminate political errors.
2. Eliminate errors in knowledge and scientific accuracy.
3. The exam questions should cover as much of the teaching content of the semester as possible, highlight key points, and align with the course standards.
4. The exam paper format should comply with the "Kunming University Examination Paper Sample Requirements".

Work Discipline and Confidentiality Matters

1. The paper setter and other teachers must not disclose the exam content in any way before the exam. Violations will be treated as a teaching incident.
2. The paper setter must properly keep both the hard copy and electronic version of the exam paper and submit them to the teaching and research office and the college for archiving.