Guidelines for Internal Verification of Student Achievement

The academic programs at PSU are required to implement the process of independent verification of student achievement once per academic semester within the institution (internal) for at least two core courses offered by the department.

1. The department or course coordinators can nominate the faculty members as the reviewers/cross-graders for the courses selected in step 1 and fill the form shown in

Appendix – A.

2. The reviewers/cross-grader can be either an instructor from the relevant course group or instructors teaching the same course within or across the campuses.

3. The reviewers/ cross graders will randomly select students' answer sheets based on the following criteria.

● For the number of course sections equal to 1, choose 7 answer samples from each section.

● For the number of course sections between 2 and 3, choose 3 answer samples from each section.

● For the number of course sections between 4 to 7, choose 2 answer samples from each section.

● For the number of course sections more than 7, choose 1 answer sample from each section.

3. The course instructor will photocopy the student answers from the final exam before marking them and hand them over to the cross-grader/reviewer along with the answer key and the grading guidelines/rubrics.

4. The internal reviewer/ cross-grader will do the second marking of the selected

sample answers based on the answer key and the grading guidelines.

5. The academic departments can use paired t-test **(optional)** or any other suitable method to compare the two population means and calculate the confidence interval for the grades' mean difference. This test helps in determining the degree of confidence that all sections within a campus or across the campuses are grading the exams fairly and according to the predefined grading guidelines. If there is a major discrepancy in the marks, then other papers may also be reviewed. In some cases,

the instructor (first marker) may also be asked to review or change the grades.

6. When the internal reviewer/cross–grader confirms the marks of the instructor (first marker), then a report is prepared by the Course Coordinator using a form shown in **Appendix- B**. The approved report with recommendations (if any) is sent to the Department Chairperson and the QA Committee at the department level.

7. The QA Committee at the department level will analyze the grading of the instructor and the internal reviewer/cross-grader and prepare a compiled report with general or specific recommendations (if any) on the verification of student achievement within the college or institution.

9. The QA Committee at the College level (CQC) in coordination with the College/Department Final Examination Committee will ensure that the department conforms to the process of student verification. The CQC will approach the DQAD QAC in case of any quality matters raised.

NOTE: Kindly note that the independent verification process of the student achievement has been initiated recently, and these guidelines given above have been made less strenuous as compared to the process shown in the policy manual.

Appendix –A
Assignment Form*

Academic Year	2022/2023
Semester:	221
Course Code:	
Exam (Midterm, Final):	Final Exam
Exam Date:	

CrossGrader Name	Student ID	CrossGrader Name	Student ID	CrossGrader Name	Student ID
Instructor 1		Instructor 2		Instructor 3	
Instructor 4		Instructor 5		Instructor 6	
Instructor 7		Instructor8		Instructor 9	

CrossGrader Name	Student ID	CrossGrader Name	Student ID	CrossGrader Name	Student ID

Appendix –B
Cross-grading Report*

Course Code:		Exam (Midterm, Final):	Final Exam
Cross-Grader Name		**Academic Year/Semester:**	2022/2023 Sem. 221

Student ID	Original Score	Regraded Score

*References:
1. Computer PYP Cross Grading Procedures and Report submitted by the PYP