

ASSESSMENT, PROGRESSION AND AWARDED: TAUGHT PROGRAMMES HANDBOOK**Annex A: Examination papers and rubrics**

Standardisation of the format and basic layout of examination papers/rubric throughout the University aids both Invigilators and Examinations Office staff in their preparations prior to and during examination sessions. The required format is also clear for students sitting examinations. The font for use in cover and body text of examination papers is Arial 12 point, where appropriate.

For camera-ready copy, please note the following:

1. The front page (rubric) should only contain information about the examination for students, invigilators and Examinations Office staff. Any requests for additional materials, e.g. photographs, graph paper or textbooks (specifying tabs if permitted), answer sheets/MCQs, multiple answer books must be noted on the bottom under the heading 'Materials to be supplied'. Details of permitted calculators must also be noted, i.e. 'Approved calculators permitted'. Please also give details of the module convenor. Please see example rubric. It is vital that this information is provided on the rubric to ensure that all requirements are met. Any requests not contained on the rubric **may not be actioned**.
2. The front page should state whether the paper is open, closed or restricted note*.
3. All examination papers must be submitted electronically as PDF files via the Exam Paper Portal. Details of when this will open, link to the portal and deadlines for papers will be relayed to the Hub teams in the lead up to each exam period.
4. All individual pages must be numbered and include the module code in the footer. The final page should carry the identifier 'End of Paper'. To cut down on paper wastage all papers are printed double-sided, however, if you require a specific page to be single sided, please insert a blank page.

Please note that only essential information should be noted on the rubric. If other instruction is required, please keep it as brief as possible.

Please look at any additional information you have traditionally put on the front cover and re-assess whether this is really necessary/helpful.

Late re-submission of examination papers for minor amendments may result in your Faculty having to incur the costs of reproduction. Please ensure that **all** papers have been checked thoroughly before submission to the Examinations Office**, paying particular attention to formulae, which do not always convert successfully when converted to PDFs; once submitted, papers will be treated as camera-ready copy and **will not be proof read by the Examinations Office**. If changes need to be made to a paper once the Examinations Office has had it reproduced, then the Exams Office will advise as to whether an erratum slip or replacement paper is required. Only major changes will be considered for paper reprinting at the Faculty's expense.

If you are concerned that errors might occur then you are welcome to submit paper copies directly to the Examinations Office but these must be *in addition* to the PDF version.

*Open note: students are allowed the use of handwritten/typed notes, course hand-outs or reference books.

Closed note: no materials are permitted.

Restricted note: only specified materials permitted, which must be clearly identified on the rubric of the examination paper. Please note electronic devices such as iPads/tablets/laptops are never allowed to be used in examination halls even for open note examinations.

**This proof reading by the Academics setting the papers is vital as errors found during examinations are not only detrimental to the performance of the students sitting the relevant paper but also to other students in the hall especially should the error require the use of an announcement.