

Examination Paper Templates

Guidelines for Users

Please read the following instructions before using the templates:

Downloading instructions:

1. The templates are located at the foot of this screen.
2. Templates may be saved either to your shared drive, hard drive or removable storage device. Once examination questions have been inputted on to the templates, the file **MUST** only be saved to removable storage devices.
3. Ensure that the left and right margins are set at 1 inch and that the default font is Arial, 12 pt. Complete the details on the front sheet. To insert text click at the relevant point and type (ensure INSERT is switched off). Some standard instructions have been included in the Instructions to Candidates section, please add/delete text as necessary.
4. To edit the header on page 2 of the template, double click over it. This will allow you to add text as required. NB: page numbers will automatically update when the document is printed.
5. Type the questions, remembering to use Control T then the Tab key to justify text.
6. Arial 12pt should be used throughout, except for the 6 lines of the cover page which use Arial 18 pt.
7. Line spacing must be no more than 1.5 except between questions where double spacing is to be used.
8. Please include the phrase 'Please turn the page' on all but the final page.
9. Supplementary sheets should contain header information where possible. The instructions to candidates must include, where relevant, the phrase 'There are x supplementary sheets for this paper'.
10. If the paper is to contain information about the distribution of available marks to questions or parts of questions, then this should be given by the phrase '(x marks)' as a right justified new line at the end of a question or part question.
11. If a question is longer than one page then the phrase 'Question x continued over' should be included in bold at the bottom right of the first page. The second page of the question should include the phrase 'Question 4 cont'd' again in bold.

For further guidance, please contact the Quality Assurance and Enhancement Unit.