



# **QUALITY PROCEDURES FOR EXAMINATION PAPERS**

**Issued by the QA&E Unit, July 2005**

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**<http://www.bolton.ac.uk/Quality/QAECContents/ExaminationPapers/Documents/QualProcExamPapers.pdf>**

# QUALITY PROCEDURES FOR EXAMINATION PAPERS

## 1. Introduction

Whilst schools prepare and produce their own examinations papers, the Quality Assurance and Enhancement Unit (QA&E) carries out a number of quality control and other functions for examination papers and examinations. The Unit also arranges to print, package and ensure the secure storage of examination papers and associated stationery until collected prior to the examination.

The following sections describe the scope and nature of the functions and services provided by QA&E Unit and the associated requirements to be fulfilled by schools. Note that the University's assessment process more generally is published in the Assessment Process Handbook <http://www.bolton.ac.uk/Quality/QAECContents/APPR/Documents/pdf/Assessprochandbook.pdf>

These examination paper procedures conform to that process.

## 2. Definition

For the purposes of these procedures an examination is any invigilated, time-constrained, written assessment contributing towards any award- or credit-bearing programme. The examination will normally be undertaken in the University or in an approved partner institution, whether 'unseen' or 'seen', 'open-' or 'closed-book' and will be subject to the University's examination regulations. The examination will be timetabled and will use University examinations stationery, whilst the examination paper itself will be subject to internal and external moderation (although some undergraduate and sub-degree papers may not be externally moderated, eg. Level HE4 (or C) and below). This definition normally excludes 'in-class' tests and exercises and other (often purely formative) assessments. All assessments encompassed by this definition must be included within the examinations procedures and adhere to the following requirements.

## 3. Procedures and Timescales

### 3.1 Examinations Timetable

The University will publish examinations timetables covering all scheduled examinations on three occasions each year. Normally, the summer examination timetable will be published by the end of the Spring Term, the September timetable by the end of July and the February timetable by the end of the Autumn term. The timetable will be published by the QA&E Unit from information supplied on request by schools which will include the programme title, module title, code and level, day, date, month, room, maximum number of examinees, all in a format to be determined by QA&E in consultation with schools. The full, up-to-date timetable will be made available to all staff and students. For information which is missing or incomplete at the publication date the reader will be directed to the Module Leader concerned.

### **3.2 Examination Papers**

In order for QA&E to guarantee availability of papers by the examination date a printed master copy of each examination paper must be received in the QA&E Unit, with accompanying documentation (see section 5 below), **no later than** 15 working days prior to the examination date. This timescale allows for the paper to be checked, printed and packaged with examinations stationery by QA&E, then stored securely until collected by the School Administrative staff or delivered to the relevant School Office on the day of the examination. Papers received after the 15 day deadline may not be ready in time. Similarly, if a paper has to be returned because it does not conform to the published requirements (see below) then the timescale may become uncomfortably short.

The Central Reprographics service will not print any examination papers unless they are authorised by QA&E. QA&E will notify schools at intervals of those modules for which no papers have been received in QA&E, whether by the deadline or subsequently and will publish a summary report of the final position at the end of each phase of examinations.

## **4. Standard Format and Content of Examination Papers**

The University's examination paper templates are housed on the QA&E Unit's website. QA&E will maintain these templates to reflect new and discontinued programmes and changes to schools. Some basic guidance on using the templates is also provided on the site.

The following conventions will apply unless specifically exempted by the Head of QA&E (eg. for questions containing equations and formulae using symbols which in Arial 12 are ambiguous, or for papers where each question is more appropriately started on a new page).

### **4.1 Typeface**

Arial 12 pt will be used throughout, except for the first 6 lines of the cover page which use Arial 18pt.

### **4.2 Line Spacing**

Line spacing must be no more than 1.5 except between questions, where double spacing is to be used.

### **4.3 Page Numbering**

All pages following the cover page should be numbered, using the style 'Page x of y', at top centre.

#### **4.4 Header**

Page header information should repeat the first 6 lines of the cover page.

#### **4.5 Footer**

This must include the phrase 'Please turn the page' on all but the final page.

#### **4.6 Final page**

This must include the phrase 'End of questions'.

#### **4.7 Supplementary sheets** (eg. diagrams, formulae)

These should contain header information where possible. The instructions to candidates must include, where relevant, the phrase 'There are x supplementary sheets for this paper'.

#### **4.8 Mark allocations**

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. The phrase Total Marks (x marks) should also be included in bold, as appropriate.

#### **4.9 Continued....**

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.

#### **4.10 Cover page**

Cover pages will include the following:

UNIVERSITY OF BOLTON  
SCHOOL

(AWARD AND PROGRAMME TITLE or PATHWAY TITLE)  
([SEMESTER ONE/TWO or RESIT] EXAMINATIONS [YEAR])  
(MODULE TITLE)

(MODULE NUMBER)

Date: (dd month yyyy)

Duration: (xx hours and xx minutes)

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### **Examples of common phrases**

## **INSTRUCTIONS TO CANDIDATES:**

- There are X questions on this paper
- Answer any X questions (X from Section A and X from Section B)
- All questions carry equal marks
- Marks for (questions) (parts of questions) are shown in brackets
- Candidates are advised that the examiners attach importance to legibility of writing and clarity of expression. **YOU ARE STRONGLY ADVISED TO PLAN YOUR ANSWERS**
- You should spend no more than (X length of time) on each answer
- Unless otherwise stated all symbols take their usual meaning
- Electronic calculators may be used provided that data and programme storage memory is cleared prior to the examination
- Start each answer in a fresh answer book
- Your answers should:  
Address the appropriate key issues  
Logically and clearly present arguments relevant to those issues  
Give critical evaluation, and justify any conclusions that you may reach
- There are X supplementary sheets for this paper.

### **5. Control Sheet**

Each paper submitted to QA&E must be accompanied by a completed control sheet (see attached), fully authorised by the appropriate individuals. Direct and indirect confirmation is required respectively that the paper has been internally and externally moderated. The paper will be checked for conformance to the format and content specifications in section 4 before being authorised and sent to Central Reprographics for printing. Papers which are found not to conform, without prior approval from the Head of QA&E, will be returned to the school for correction.

### **6. Ongoing Monitoring**

Any issues or problems arising during the operation of these procedures should be raised with the relevant administrator in the QA&E Unit.

### **7. Review of Operation of Procedures**

At the end of each academic year the QA&E Unit will arrange a joint review of the operation of these quality procedures with relevant school personnel, in

the interests of identifying and resolving problems to help maintain and improve the efficiency and integrity of the University's examinations process.

**UNIVERSITY OF BOLTON - EXAMINATION PAPERS 200\_/0\_ - SEMESTER**

School Ref No	<input type="text" value="1"/>	DISK REF	<input type="text"/>
Date Submitted to Student Office:	<input type="text"/>	Type of Paper	<input type="text"/>
		Status:	<input type="text"/>
Course	<input type="text"/>		
Module Title	<input type="text"/>		
Level	<input type="text"/>	Module No	<input type="text"/>
Date of Exam	<input type="text"/>	Time of Exam	<input type="text"/>
Module Tutor:	<input type="text"/>	School Contact	<input type="text"/>

**PAPER SUBMITTED FOR QUALITY CONTROL (i.e. reading by specialist, non-specialist and quality group staff as appropriate)**

MODULE LEADER'S SIGNATURE	<input type="text"/>	DATE	<input type="text"/>
INTERNAL MODERATOR'S SIGNATURE	<input type="text"/>	DATE	<input type="text"/>

THIS PAPER HAS BEEN MODERATED BY THE EXTERNAL EXAMINER, WHERE APPLICABLE, AND THEIR COMMENTS AND SUGGESTED AMENDMENTS RESPONDED TO, WITH OR WITHOUT CONSEQUENT ALTERATION TO THE PAPER

MODULE LEADER'S SIGNATURE	<input type="text"/>	DATE	<input type="text"/>
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**STATIONERY REQUIREMENTS:**

Number of Answer Books	<input type="text"/>	<input type="text"/>	<input type="text"/>
	4PG/8PG/12PG/16PG *	Amount of graph paper	Amount of supplementary sheets

\* DELETE AS APPROPRIATE

SPECIAL REQUIREMENTS:

**CERTIFIED CORRECT FOR PRINTING (MODULE LEADER'S SIGNATURE)  
PLEASE ENSURE THAT:**

1. THE DATE AND TIME ARE CORRECT;
2. THERE ARE NO OTHER PAPERS INSIDE THE ENVELOPE EXCEPT FOR THE EXAMINATION PAPER;
3. THE CORRECT NUMBER OF COPIES AND STATIONERY REQUIREMENTS HAVE BEEN ENTERED.
4. SIGNATURES ARE PRESENT ON THIS SHEET CONFIRMING INTERNAL AND EXTERNAL MODERATION, WHERE APPROPRIATE

SIGNED: (Module Leader)	<input type="text"/>	DATE	<input type="text"/>
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Number of Copies	<input type="text"/>
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**FOR USE BY QUALITY ASSURANCE AND EHNHANCEMENT ONLY:**

Checked and authorised for printing:	<input type="text"/>	SIGNATURE	<input type="text"/>
Sent to Central Reprographics by:	<input type="text"/>	(name) on DATE	<input type="text"/>