

UNIVERSITY *of York*

2018/9 Guidelines  
for Electronic Exam Paper Submission

August 2018

### **Before submitting exams**

Please check that exams are as accurate as possible before submission. A checklist of common errors can be found at the end of these guidelines.

For guidance on the preparation and security of Exam Papers, please see the following link: <https://www.york.ac.uk/staff/teaching/procedure/examinations/>.

### **Getting started with Google Drive**

Google drive can be accessed through <https://drive.google.com/drive/>. Once on that page, follow the onscreen login instructions.

### **Folder access**

As point of contact for your department, you will receive an invitation from Google Drive to access your department's submission folder. This folder will be labelled with the code for the current exam period (for example, SUM19 for the Summer Week 5-7 exam period) and your department name (so, SUM19 Biology). You should only see your own department's folder.

Please click on the link to access the submission folder to upload your exam papers. After you have accepted the invitation to collaborate, you can also access the folder using the 'Shared with Me' tab on your google drive.

### **Exam coversheet (formerly 'rubric sheet')**

The SCA has approved a standard coversheet that must be used for all exams. It is available to download from this webpage:

<https://www.york.ac.uk/staff/teaching/themes/assessment/examinations/>

It is a 'live' document, which means that you can click the fields to enter information. Some fields also have drop-down menus so that you don't have to type the same information multiple times. (Please note that you need to open the document in Word, not Google Docs, to enable the drop-down menus).

Some items on the template can be altered. The template lists BA, BSc, and MSc as suggested award levels. Please delete as appropriate, or, if none of these are correct for your exam, you can simply enter your own text (eg BEng, MEnv). Where exams are secure, (meaning they cannot be removed from the exam venue by students) the words 'SECURE EXAM' must be on the coversheet. If the words do not apply, you can delete them. Please note that it does apply to all resit exams, because they are all considered secure.

The 'Allocation of Marks' section is to advise students of how many marks will be available for each question, which can help them in apportioning their exam time (eg "All questions in Section A are worth 5 marks each. All questions in Section B are worth 30 marks each.") Please ensure this is very clear.

The 'Instructions for Candidates' section should explain how the students should complete the exam (eg "Answer all questions from Section A and any two questions from Section B"). Please ensure this is very clear. If there is any further information you feel the students

should know relating to this (eg “If more than two questions from Section B are attempted, only the first two will be marked”) please also include this in this section.

The ‘Materials Supplied’ list is an essential part of the coversheet. We need to know what equipment and materials students need, including any formulae booklets or appendices that are to be provided in addition to the exam question paper. We also need to know if answer booklets are required. Drop-down menus are included to help ensure that all necessary equipment is listed. Please delete any fields that you do not use.

	
<b>Module Code</b> Click here to enter text 	
<div style="border: 1px solid black; padding: 5px;">If more than one module is writing the same paper, include all module codes</div>	
<b>[enter award level, eg BA, BSc, MSc] Degree Examinations 2018-9</b> <b>SECURE EXAM</b> [delete if not applicable]	
<b>Department:</b> Choose an item	<div style="border: 1px solid black; padding: 5px;">Information included here should only refer to the marking system. It is an overview of the value assigned to each question</div>
<b>Time Allowed:</b> Choose an item	<div style="border: 1px solid black; padding: 5px;">Information included here should refer to what the students need to do, or what they should not do.</div>
<b>Allocation of Marks:</b> Briefly summarize how the marks will be allocated, eg ‘all questions are worth 25 marks’	
<b>Instructions for Candidates:</b> Any instructions for the students, eg ‘Answer any two questions’	
<b>Materials Supplied:</b> Choose an item Choose an item Choose an item Click here to enter text if other materials are needed. Delete any unnecessary fields.	<div style="background-color: #4CAF50; color: white; padding: 10px; text-align: center;">There are examples of where information should be placed at the end of this document</div>

The coversheet template has been provided to facilitate the production of coversheets that meet the SCA-approved requirements. It is not necessary to use the template (if, for instance, your exams are prepared using a software programme that would not accommodate this) however **the SCA requirements must still be met**. Accordingly, the information provided on any coversheet created outside of the template **must** be under the same headings as those on the template, and in the same order and location on the page.

Please note:

- There should not be any bullet points on the coversheet
- Pages must be numbered in the X of Y format
- ‘End of Paper’ or ‘End of Examination’ must be stated at the end of the exam
- Font must be sans serif, preferably Arial or Calibri
- Font size should be 12, with headings no larger than 14
- Resit exams should have ‘RESIT’ under the module code, and special papers should have ‘(S)’ at the end of the module code (more details below).
- If more than one module will be writing the paper, include ALL module codes

### Rough paper

Paper is not routinely provided to students to use for rough work. All rough work should be done in the answer booklet (and should be crossed out by the student if they do not wish for it to be marked). This is made clear to students in the instructions read out at the beginning of every exam.

Occasionally departments may feel it necessary for students to be provided with separate sheets of paper for rough work. Please note the following if you wish to request this:

Requirement	Item to select from “Materials supplied”	What the Exams Office will give the student	What action will be taken at the end of the exam
Rough paper that IS NOT to be submitted with the completed answer scripts	<b>Rough paper</b>	One sheet of A4 paper	Paper will be left on the exam desk when answer booklets are collected, and then thrown away by invigilators.
Rough paper that IS to be submitted with the completed answer scripts	<b>Continuation paper</b>	A two page (4-sided) booklet, hole-punched for attaching to the answer book	Students should enter their candidate number in the space provided and attach it to their answer booklet for collection by invigilators.

### **“Open book” exams and students’ own notes**

For some exams, students are permitted to bring in reference material such as their own notes, lab books, a document such as a prepared bibliography or article, etc, into the exam. If so, this must be clearly listed, in detail, in the ‘Instructions to Candidates’ section of the coversheet. For instance, ‘Students may bring in one A4 sheet of typed notes which should be handed in with their answer booklet’. If these materials are to be handed in, please advise the students in advance that all pages must have a single hole punched in the top left hand corner so the pages can be attached to their answer booklets. They must also include their candidate number in case the sheet becomes detached from their answer booklet. These materials will not be collected by invigilators unless the coversheet specifies that they are to be handed in.

### **File formatting**

All files must be uploaded in **.pdf format** to the Google Drive. This is the **only** file type that can be accepted by the Print Unit. Please ensure that you have checked each paper before uploading to the drive (a checklist is available at the end of these guidelines to help you check the exams).

To save a Word document as a **.pdf**

1. Click on the File menu.
2. Choose the ‘**Save as**’ option.
3. Choose the location and file name
4. Select **.PDF** from the ‘**Save as type**’ drop down list
5. Click **Save**

### **File naming**

The file names of exam papers should be clearly labelled with the academic year and module code, eg ‘2017-8 ECO00001C’. Please do not include the exam title in the filename.

If it is a resit paper, please add (R) to the end of filename, eg ‘2017-8 ECO00001C (R)’.

If the paper has an attachment such as a data sheet, please add this to the drive separately, eg ‘2017-8 ECO00001C – ATTACHMENT’ (please see note on attachments and appendices below)

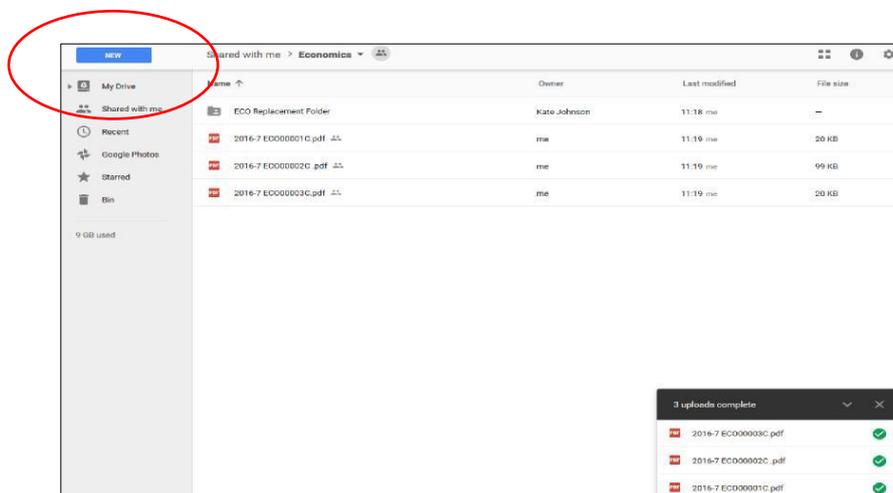
If a module has multiple papers, please include this in the filename, eg ‘2017-8 ECO00001C – PAPER 1’.

### **Attachments and appendices**

If any additional materials such as data sheets, articles etc, are to be supplied to the students along with the question paper, it is preferable if these are included in the question paper itself (eg as the last page of the document). That way there is no chance that any student could fail to receive these (plus it reduces the amount of material on small exam desks). In some cases this may not be practical, for instance if the students need to refer to the exam questions and the appended material side by side. Only in these cases should separate documents be provided.

## Uploading files to the drive

1. Open the department folder for the appropriate exam period. Do not create your own folder(s) within that folder as we will not be able to access any documents uploaded to these.
2. Press 'c' to open the **New** menu, or click on the blue box on the top left of the screen.
3. Select **File upload**
4. Select the file or folder that you'd like to upload, then press **Enter**.



**IMPORTANT:** For security reasons, exams must never be sent by email.

## Changing file ownership

After you have uploaded the file to your department folder you will need to transfer ownership. **This must be done immediately after the upload.** If the paper is not ready to be sent to print, please do not upload it to the department folder.

Only the original owner of the document can transfer ownership, so you will only see this setting option if you're the file owner. Also, the person you want to transfer ownership to must already be invited to access the file.

1. Go to [drive.google.com](https://drive.google.com).
2. Select a file or folder (it is selected when it turns blue).
3. At the top right of the screen, click Share .
4. At the bottom right of the "Share with others" window, click **Advanced**.
5. Next to the name of the account you want to make the owner (which is Exam Paper Submissions, admn1117), click the Down arrow .
6. From the list, select 'is owner'.
7. Click **Save changes**.

## Formatted papers (individual arrangements)

These are papers in which the content of the exam is identical to the main exam, but the format is changed to accommodate individual requirements due to disabilities (such as larger font or on different coloured paper). These papers will not be stored electronically (as an electronic copy of the identical main paper will already be available), so please do not submit these to the drive.

### Special papers (alternative content)

These are papers where the content is different to the main exam. This could include papers from a previous year (eg for a student who has been on Leave of Absence) or in rare cases where a student has an approved individual arrangement to have a variant exam (eg they are having a shorter paper, or alternative question structures such as multiple choice questions instead of essays). These special papers **do** need to be uploaded to the drive, with a filename that clearly shows that this is a different exam to the main one; eg '2018-9 ECO00011C SPECIAL'. The module code on the coversheet must also end with (S). **All** special papers must have the student's candidate number on the coversheet, below the module code.

For both formatted and special papers, submit **three hard copies** of each paper in person to the Exams Office. Two copies must be ready to provide directly to the candidate. These should be inside an individual plastic wallet with a label on the top right hand corner detailing the module code, the date and time of the exam, and the name of the candidate. Please do not include the venue. The label should also specify any additional requirements that you have applied to the paper (eg paper colour, large font size etc.). The third copy is a master copy so please print it on white and do not staple it.

### Equipment list submission

Departments previously filled in the Electronic Submission Form (sometimes called the google form) to tell the Exams Office what equipment was needed for their exams. This information is now submitted directly onto the master timetable. Please ensure that you are entering information on the correct line of the spreadsheet. Also, please do not filter or sort the master timetable. This will change the access for the exams office and it also leads to errors. For example, if you 'drag and drop' information along a filtered list, it will enter that information on all the lines between the first and last of your list, not just on your selected lines.

Departments will be responsible for filling in the section labelled 'Completed by Department'.

Completed by Department					
Secure?	Print in Colour?	Booklet(s) Required	Other Exam Requirements / Equipment	Equipment the Department will provide	Additional

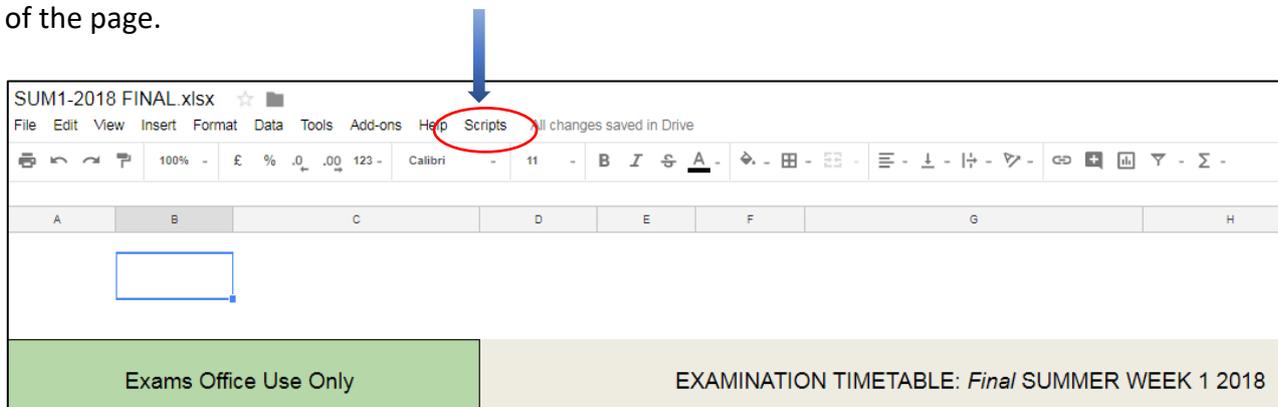
Students are not allowed to remove secure papers from the exam venue. If you choose 'yes' for secure papers, they will be printed on pink paper so invigilators know not to allow students to take them. All resit papers are secure.

Green booklets have 16 pages and blue booklets have 4 pages. Blue booklets are only used when students answer each question in a new booklet.

For further instructions about how to complete these columns, see below.

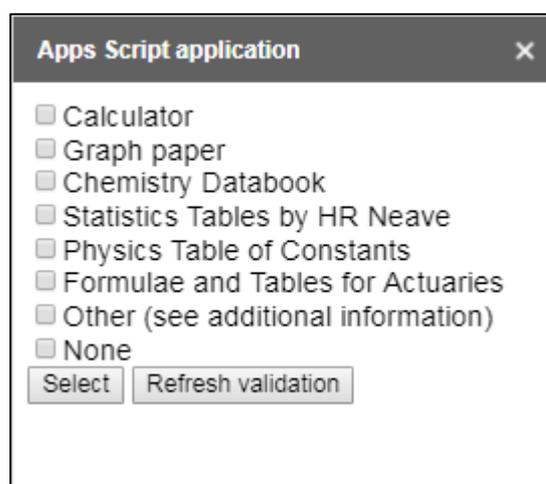
For each of the first five columns, drop down menus are available. Click on the downward arrow in each box to choose your options.

It is possible to choose more than one of the options in the drop down menu. Click on the box in which you need to make multiple choices, and then go to the 'Scripts' menu at the top left of the page.



Click on it and choose 'multiselect for this cell' to open a sidebar. A dialog box may come up; if so, hit 'continue', click on your email address, and click 'allow'.

A sidebar with white checkboxes will appear on the right of the screen; click in the checkboxes to choose, then click on 'select' and it will appear in the cell.



### Paper setter details

In response to feedback, we have changed how we collect paper setter details. After the timetable is published, we will share a spreadsheet that will have the dates, times, and module codes of the exams already listed. Departments will have access to their own tab on this spreadsheet so that they can fill in the relevant information. Please ensure that these details are completed at least five days before the first day of each exam period.

### Replacement procedure

If you need to replace a paper that has already been submitted, email the Exams Office on [admn1117@york.ac.uk](mailto:admn1117@york.ac.uk). Please include the module code, date and time of the exam. If there are multiple papers for the module, ensure you make it clear which paper needs replacing. The Exams Office will confirm when you can upload a replacement paper - please do not do so before receiving this confirmation. When uploading the replacement, please change the filename to show that it's a replacement, eg 'MAN00014C A1'.

If the originally submitted exam paper has already been printed, and/or the deadline for submission has passed, you may be asked to arrange for the replacements to be printed.

### **Deadlines**

Deadlines by which final versions of exam papers must be uploaded will be provided well in advance of each exam period. It is important these deadlines are adhered to as there are a number of processes we need to complete before the start of the exam period that can only be done once the papers have been received. If you cannot meet the deadline, please contact the Exams Manager.

### **Contacts**

Please contact [admn1117@york.ac.uk](mailto:admn1117@york.ac.uk) if you have any queries regarding the preparation or submission of exam papers.

## Checking Exams

Please ensure all the points below are covered when checking exam papers prior to submission.

The coversheet:

- Is the university logo included?
- Is the correct academic year shown?
- Is the award level correct (eg BA, MSc)?
- Does the information on the coversheet and the master timetable match?
- If it is a secure paper, does it say 'SECURE EXAM' on the coversheet?
- Is the module code correct?
  - Does the code on the filename include (S) or (R) if required?
  - Does the module code on the exam include 'RESIT' if required?
  - If more than one module is writing the same paper, are all module codes included?
- Is the module title correct and complete?
  - Have you listed whether it's paper one or paper two (etc.) after the title, if applicable?
- Does the stated duration of the exam match the timetabled duration?
- Are all unnecessary fields deleted?
- Are the instructions to candidates clear and unambiguous?
- Are all necessary items included on the equipment list? (Please note: invigilators are instructed to adhere to the coversheet. Therefore, if you do not include equipment on the coversheet the students WILL NOT receive it, even if you have listed this elsewhere, such as on the master timetable).

The exam paper:

- Are the pages numbered in the 'X of Y' format?
- Does the bottom of each page state 'Turn Over' or 'Continued'?
- Does the final page state 'End of Examination' or 'End of paper'?
- Does the paper need to be printed in colour?
- If it is a secure paper, would any pictures, diagrams etc be distorted by being printed on pink paper?
- Are the questions numbered correctly?
- Are all questions worded in a clear and unambiguous way?
- Do all questions have the number of marks listed against them? Do these correspond with the 'Allocation of Marks' section of the coversheet?
- Are there spelling or grammatical errors in any of the questions?
- Are any questions repeated?
- Are there any style or formatting issues that may distort the questions or cause confusion or difficulty in comprehension (eg a page break occurring mid-question, which may result in the student having to turn back to the previous page in order to fully read the question)?
- If questions refer to tables, figures, diagrams, appendices etc, are these included, and are they clear and legible?

## **Coversheet Template: Where does information go?**

Under the 'BA, BSc, and MSc Degree Examinations 2018-9'

- If the exam is not secure, delete 'SECURE EXAM'

'Allocation of Marks' subtitle: include anything to do with the marks themselves. For example:

- Section A is worth 50 marks and Section B is worth 40 marks
- All questions are weighted equally
- Marks are shown at the end of each question
- Question 1 is worth 20 marks, Question 2 is worth 25 marks, Question 3 is worth 10 marks

'Instructions to Candidates': anything the students have to do (or shouldn't do). For example:

- All questions should be answered in the green booklet provided.
- Students should answer all questions
- Students should answer three questions from Section A and two questions from Section B
- Students must answer all questions in blue or black ink. Pencils and red pens are not allowed.
- Students are allowed to bring two A4 sheets of paper with them into the exam. These notes must be submitted with the exam
- Candidates should answer both questions

Materials Supplied: MUST include EVERYTHING the students will need.

- In exams where the students write each answer in different booklets, they need as many blue booklets as the number of questions they have to answer
- In exams where the students write all their answers in one booklet, they need one green booklet
- Any datasheets, appendices, or answer sheets must be listed
- If the students need rough paper it must be listed and the Exams Office will supply it
- Other equipment that might be needed includes: calculators, databooks, Tables of Constants, or graph paper
- Please do NOT include 'treasury tag' as these are no longer used
- You can include information about what students are not allowed to use, such as calculators or notes