Notes to Assist with the Preparation of Examination Papers for Printing

1. Each page must be numbered sequentially using the format ‘page X of Y’. Page numbers should be positioned centrally on the bottom of each page.

2. Examination papers are automatically printed to A4 size and double sided.

3. Only special papers must be submitted in a clear plastic wallet to the Exams Office. A label should be stuck to the front of the plastic wallet indicating the name of the candidate.

4. It is essential that papers should be produced on a word-processor. Following advice from the Disability Office regarding compliance to the Disability Discrimination Act please use ‘Arial or another appropriate sans serif’ font face. Font size 12 should be used.

5. Text should not be justified. Text should be left-aligned.

6. To avoid confusion, it is very important that headings and titles are concise and standardised. A sample exam paper heading is given at the end of this document. Please use this style. The duration (but not the date and time) of the examination should be specified on the front page, including clear instructions for duration variations for different groups of students.

7. All papers should bear the appropriate 9-digit module code(s) as the paper reference number; this should be typed in the top right hand corner of the front page.

8. Examination paper rubrics should contain clear instructions to candidates. Where necessary, the rubric should include a list of any special materials (formulae tables, calculators, separate answer booklets etc) that should be provided [see note 10 below regarding the use of dictionaries]. Where the use of graph paper is specified, metric graph paper will be supplied unless otherwise indicated. In particular, explicit instructions should be given on the use of calculators where appropriate e.g. The standard University calculator is provided.

9. Dictionaries will no longer be permitted in an exam unless they are specifically included in the examination rubric. If this is the case, staff from the department must be provided to manage this usage during the exam.

10. If students are not permitted to write their answers in pencil, this must be clearly stated in the rubric.

11. The front page of the examination paper must be dedicated solely to the rubric. Questions must start on page 2.

12. Additional separate reference, formula or answer sheets should have the module reference code in the top right hand corner. Separate answer sheets and multi choice answer sheets must also have a box for candidate number and desk number.

13. Examination answer booklets are now in use for all University examinations. Where answers need to be submitted separately for marking purposes the rubric must clearly state that separate answer booklets should be used for each section/question.
Questions should be numbered sequentially throughout each paper regardless of the section in which they occur (unless there are special reasons for not doing this).

Example: Section A: Questions 1-6
Section B: Questions 7-10
Section C: Questions 11-15

Where a question is continued from a right-hand (odd-numbered) page, that page should be marked ‘continued’ in the bottom right corner. Where the question is complete, but there are further questions on the next page, then the right-hand (odd-numbered) page should be marked ‘turn over’.

Diagrams for inclusion in or with a paper must be clearly copied or drawn in black ink.

Before submitting an electronic examination paper to the Examinations Office for printing examiners should:

a) Check carefully each title and 9-digit module code against the information contained in the final Examinations Timetable (to be published in November for examinations held week 10 Autumn Term/week 1 Spring Term and the end of February for week 10 Spring Term/Summer Term).

b) Check the numbering of questions and sections and ensure that instructions to candidates are accurate and clear.

c) Make a final check on punctuation and accuracy of formulae.

d) Make a note in the rubric of any special materials to be placed on the candidates desks on the day of the examination.

The importance of a final scrutiny of each paper cannot be over-emphasised. Please bear in mind that there will be no further opportunity to amend the paper prior to printing. Reprints take time and additional costs are charged to departments.

Please note that printed copies of papers will not be supplied to departments for a final check prior to the examination. If departments wish to re-check the contents of a paper, this can be done by using the department’s copy of the original electronic document.

Ensure that your departmental security arrangements are adequate, particularly when storing examination questions on a computer system. Papers should be submitted electronically to the Examinations Office using Google Drive; under no circumstances should examination materials be sent through the internal mail or by e-mail.

Finally, please do not hesitate to let me know if there is anything in the above notes that is unclear or if there are any other problems concerning the preparation or delivery of examination question papers with which I may be able to help.
Module Code number

UNIVERSITY OF YORK

BA and BSc Degree Examinations 20XX

DEPARTMENT NAME

Examination Title

Time allowed: X hours

Rubric ……
(including a clear statement of the equipment and additional materials to be provided in the examination room)

(Questions must start on page 2. They must not be visible on the front page)