



University of
Greater
Manchester

Quality
Transformation Unit

QUALITY PROCEDURES FOR EXAMINATION PAPERS

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QUALITY PROCEDURES FOR EXAMINATION PAPERS

1. Introduction

Whilst subject groups prepare and produce their own examinations papers, the Quality Transformation Unit (QTU) carries out a number of quality control and other functions for examination papers and examinations. The QTU also arranges to print, package and ensure the secure storage of examination papers.

The following sections describe the scope and nature of the functions and services provided by QTU and the associated requirements to be fulfilled by subject groups.

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**. All examination papers will be subject to internal and external moderation. The examination will be timetabled and will use the University's examinations stationery. Examinations normally **exclude 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 prior to the start of each session. 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 QTU to guarantee availability of papers by the examination date, a printed master copy of each examination paper must be received by the Quality Transformation Unit, with accompanying documentation (see section 5 below), **no later than** 15 working days prior to the examination date. In certain circumstances, and by arrangement with the QTU, encrypted electronic examination papers may be submitted. This timescale allows for the paper to be checked, printed and delivered by QTU to Academic Support Services ahead of the examination session. 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 QTU. QTU will notify schools at intervals



of those modules for which no papers have been received in QTU, 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 can be requested from QTU at qtu@greatermanchester.ac.uk, who 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 Standards & Enhancement (e.g. 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 point will be used throughout, except for the first 6 lines of the cover page which use Arial 18 point.

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. **Final page** This must include the phrase 'End of questions'.

4.6 Supplementary sheets (e.g. diagrams, formulae)

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

4.7 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 '(XX marks)' as a right justified new line at the end of a question or part question. The phrase Total Marks (XX marks) should also be included in bold, as appropriate.

4.8 Continued....



If a question is longer than one page then the phrase 'Question XX 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**.

4.9 Cover page

Cover pages will include the following:

University of Greater Manchester	
School	
Award and Programme Title	
Trimester 1 / 2/ 3 /Resit	
Examination Year	
Module Title	
Module Number	
Date	dd/mm/yyyy

4.11 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.
- Formula Sheets provided at the end of the paper
- Graph paper (if applicable) provided

5. Control Sheet

Each paper submitted to QUT must be accompanied by a completed Examination Moderation Form, fully authorised by the appropriate individual(s). 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. The control sheet should include any special requirements for students with disabilities as well as specify whether the paper is



required to be printed in colour and/or on coloured paper. Papers which are found not to conform, without prior approval from the Head of Quality Transformation (or their nominee), 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 QTU, by emailing qtu@greatermanchester.ac.uk

Review of Operation of Procedures

At the end of each exam session QTU will review the operation of these quality procedures, in the interests of identifying and resolving problems to help maintain and improve the efficiency and integrity of the University's examinations process. The QTU undertakes a review of the timeliness and accuracy of the papers received each session. This statistical information is shared with relevant colleagues (Academic Director, Head of School, School Quality Lead) in the schools/division.