



FOR QTU USE ONLY

Exam Ref No: Date submitted

QUALITY CONTROL CHECKLIST FOR EXAMINATION PAPERS

Please check the following and indicate with a tick in the relevant box whether or not the paper conforms to the procedures.

STANDARD FORMAT AND CONTENT OF PAPERS	Yes	No
Is the paper typed in Arial 12, except for the cover page which should be typed in Arial 18?		
Are the diagrams computer generated?		
Does the front cover contain the following information:		
University of Greater Manchester		
School		
Course/Programme		
Semester 1/2/Resit Examinations [year]		
Module Title		
Module Number		
Date and time of examination		
Reference to formula sheet and pager number (where applicable)		
Does the page header repeat this information? <i>Excluding UoGM/ date & time</i>		
Are all pages numbered, using the style 'Page x of y', at top centre?		
Is the phrase 'Please turn the page' included on all but the final page?		
Does the final page include the phrase 'End of questions'?		
If the paper contains information about the distribution of available marks to questions or parts of questions, is this given by the phrase (x marks) as a right justified new line at the end of a question or part question?		
If a question is longer than one page, is the phrase 'Question x continued over ...' included in bold at the bottom right of the first page. AND Does the second page of the question include the phrase 'Question x cont'd ...', in bold?		



If the paper has a “rip-out sheet” does it ask for student number?		
Do the instructions to candidates:		
Indicate the number of questions on the paper?		
Indicate how many questions students have to answer?		
If the exam paper includes figures, does each question correctly reference the appropriate figure?		
If the exam paper includes scanned images from textbooks or other resources, confirm that the images are clear and legible and do not contain references to unrelated content or other parts of the source material.		
INTERNAL MODERATION		
-Has the control sheet been signed by the module leader?		
Has the control sheet been signed by the internal moderator?		
EXTERNAL MODERATION (req'd for Level 2 and 3 degree papers)		
Has the paper been signed off confirming that external examiner comments have been incorporated?		
STATIONERY		
Has the number of answer books been completed?		
Has the number of supplementary sheets been completed?		
PRINTING AND COPIES		
Has the paper been signed off for print by the module leader?		
Has the number of copies been completed?		
Does the paper require to be printed in colour?		
Are there any papers that require to be in format or coloured paper due to disability?		



Please tick one of the following:

The above paper has been subject to the agreed quality control procedures and can now be submitted for printing. Ensure you sign the 'Checked and Authorised for Printing' box on the front of the envelope before taking it to the Print Room.

☐

Date

The above paper has been subject to the agreed quality control procedures and should be returned to the School for further amendment/clarification, as indicated above.

☐

Date referred back

Date received back for printing