

QUESTION PAPERS AND TITLES OF WRITTEN ASSESSMENTS REQUIRING AGREEMENT

Question papers

The preparation of examination question papers

1. All question papers relating to assessment which contribute to progression or award must be set by the Module Convenor and at least one other marker, under the oversight of the Chair of the Board of Study. In drawing up the examination paper, the Module Convenor setting the paper should normally consult with all members of the module teaching team. Once the Module Convenor signs off the academic content of the draft question paper, the Chair of the Board of Study will check it prior to passing it to the Deputy Chair of the PAB for formal approval of the External Examiner and confirmation that the standards required by the Student Administration Office (SAO) have been met. Question papers relating to stage 1 assessment do not normally require External Examiner approval, unless there is a Professional Statutory and Regulatory Body (PSRB) requirement.
2. The questions set must take account of the module learning outcomes and the content that will be delivered. Students should not be invited to choose the subjects they wish to write about in an unguided way, but a choice from prescribed topics is permissible. Question-papers should not be used repeatedly year after year without reformulation, to avoid repetition of questions from year to year.
3. The Deputy Chair of the PAB is required to submit the resit question papers at the same time as the first attempt papers for both the Semester 1 and Semester 2 examinations, where the resit mode for the module is an examination. Unused resit papers may be retained for use at future resit examinations.

Production and formatting of examination question-papers

4. The Student Administration Office does not produce question papers on behalf of the School. The Deputy Chair of the PAB is provided with the house-style for the layout of question papers and should ensure that any examiners who are setting papers are provided with the appropriate style template. .
5. In particular, question-papers must be headed correctly in the following convention:
BA [or LLB, or BSc, or BEng, or MChem, or MMath, or MPhys, or MEng]
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6. The module code, as set out in the course specification must appear on each page (first page top right, subsequent pages top left). It is also important to ensure that an adequate margin is left to avoid any printing difficulties.
7. Question papers for on campus exams must be returned to the Student Administration Office in the prescribed format after scrutiny and approval by External Examiners, where this is required. Email attachment of exam papers is NOT permitted.
8. The Student Administration Office will arrange for finalised question-papers to be reproduced by the University Print Unit for on campus exams. Papers will be printed in A4-size unless otherwise specified. Printing instructions (such as backed/unbacked) must be flagged at time of submission.

Print Deadline for on campus exam question papers

9. The Student Administration Office oversees and arranges a schedule for the production of question papers. The deadline by which the master copy of a question paper must be submitted to the Student Administration Office will be published early in Semester 1 by the Student Administration Office. In order for papers to be reproduced in accordance with the schedule and costs agreed with the Print Unit, original copies of the question papers must be submitted by the deadlines specified. Failure to present papers by these deadlines means that the Print Unit will have to complete the job at short notice and a 15% surcharge will be imposed in such cases.

Procedures if errors on exam question papers are discovered

10. Should any errors be discovered during the examination (remote and campus exams) a note and explanation should be incorporated in the annual report for the Module Assessment Board. The Chair of the MAB will recommend any remedy for the cohort to the PVC (Education and Students). A report of the error and any action taken will be included in the Chief Invigilator's report (for on campus exams) and be reported to the Chair of the Board of Study which owns the module to ensure the error is not repeated for future cohorts.

Titles of written assessments requiring agreement

11. Where the title of a written submission must be agreed between the student and the Module Convenor such as for a dissertation, project or an essay, the following procedures apply:
 - Before the end of the module, the student must collect a title form from the School Office and consult either the Module Convenor or another specifically designated member of academic faculty.
 - The Module Convenor should discuss the title with the student and sign the form in approval, after:
 - ensuring that the subject is relevant to the module;
 - reminding the student that the onus is on them to avoid overlap in the subject matter of written submissions that contribute to progression or award.
12. Students must submit the assessment together with the approved title form. The marker should check whether a title form is attached to the assessment where these are required. Assessments without title forms will not be marked. The marker must accept and mark approved titles as dealing with an appropriate topic.