

Examination Paper QA Checklist

This checklist is for use by the School and does not have to be submitted to the DSA Exams Team. It is to be used as a guide during exam paper preparation and in conjunction with the Online Exam Request form (OER).

The [Assessment - Course Work \(Part QQ Conduct of Examinations\)](#) covers examination materials and what can and cannot be brought into the examination.


SESSION	
SUBJECT CODE & NAME	
SUBJECT MODE	

Coversheet

Check the coversheet produced in the OER.


You must **not change the top section** (4 lines) of the coversheet (logo, School, Exam session, Subject and study mode). Similarly you **must include all headings** provided on the template.

- Are all the subject and exam details correct? Eg Campus, Exam duration, correct cohort identified
- Are the examination details the same as those communicated to students in the Subject Outline?
Changes must be approved by the HoS.
- Are the materials, conditions, instructions to students correct and complete?
This is critical for correct advice to students sitting the exam.
- Has the **Number of Questions** and **Value** details been added?
- Have you noted but then **removed the coversheet Page 2** suggested question format?

 **If you have changes to make to the coversheet details these must be done in the OER - Edit Exam Request.** Text changes on the coversheet alone will not be identified as a change by the DSA Exams

Exam Paper

- Are questions correctly numbered?
- No answers are included or hidden text in the paper?
- Do the marks assigned to each question add up to the correct total?
- Is the paper is complete (ie all appendixes/add in materials are present)?
- Is this the final version of the paper?
- Are the formulae, tables or pictures are correct and good quality? Don't forget to check this again once converted to pdf.
- Has the paper been checked for spelling/grammar?
- Is 'End of Examination' included at the end of the paper?
- Do the number and type of questions match the cover page details?
- Have marks been assigned to each question, or is it specified that all questions are of equal value?

 **The OER coversheet must be added to the front of the exam paper and then all uploaded as a single pdf document. Only pdf documents are accepted.**

LECTURER / CO-LECTURER:	Date: / /
QA completed by:	Date: / /
HoS or COURSE DIRECTOR:	Date: / /

OER – Exam Request completed: / /

OER – Exam Paper (with coversheet) uploaded: / /