Division of Student Administration

Exams

**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)](https://policy.csu.edu.au/view.current.php?id=00301&amp;s14) 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 team.

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# 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: ..... / ..... / .....

SA-Exams School Checklist-0319