Please tick the relevant boxes below to confirm you have checked the following:

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| **MODULE CONVENOR/ LEADER checks** | **Module Convenor/ Leader** |
| Correct module code at top (add ‘R’ for referred) |  |
| Model solutions have been produced (separate document) |  |
| Breakdown of marks is appropriate for level of difficulty / time required to complete question |  |
| Correct duration specified AND matches duration on timetable/SITS/module descriptor where these are available. |  |
| Any materials to be supplied are indicated (e.g. formulae sheet,  statistical tables, MCQ answer sheet) |  |
| Any materials to be supplied *on request* are indicated (e.g. graph  paper) |  |
| Closed, open, or restricted note is specified, as well as specific instructions on permitted materials as needed (e.g. A4 page of notes, textbook, calculator etc.) |  |
| Format is consistent with template, i.e. look, font, alignment |  |
| Colour — if necessary should be added as an appendix not embedded in the main body of paper. Flag to Student Services due to need for special printing arrangements |  |
| PDF conversion successful (i.e. all text/formulae present following conversion) |  |
| File encrypted with password (given by Student Services) |  |
| Following External Examiner feedback, a final printed version of exam script to be inspected as a final check before submission to the Exams Office |  |

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| **MODULE MODERATOR checks** | **Module Moderator** |
| There is no duplication of questions across exams or coursework |  |
| No errors in content |  |
| Timeframe to complete the exam is reasonable |  |
| Questions have been worked through |  |
| Model solutions have been produced (separate document) |  |
| Grammar/spelling/punctuation correct |  |
| Question wording/language is clear, no ambiguities |  |
| Breakdown/allocation of marks per question is clear  (on rubric and/or within paper) |  |
| Marks add up to totals (sub-totals and overall total) |  |
| MCQ: There is a correct answer to each question |  |
| It is clear how many / which questions to answer and any other relevant instructions (e.g. how many answer booklets to use, instructions for MCQ sheet) |  |
| College indicated |  |
| Date (January, May or August – incl. year) stated |  |
| Module title and module leader/ convenor name indicated |  |
| Specifies if approved calculators are permitted or not |  |
| Pages and questions are numbered correctly |  |
| Footer with module code & ‘turn over’ at end of page(s) |  |
| Text size legible (incl. resolution of graphs, tables and diagrams) |  |
| Appendices (e.g. formulae) included at the end of the paper  (all in one document, for ease of printing) |  |
| ‘End of paper’ indicated on last page |  |