**SUPPORTING GUIDANCE; EXAMPLE EXAMINATION PAPER APPROVAL FORM**

Module Code: ……………………………………………………………………………………………………

Module Title: ………………………………………………………………………………….........................

Date of Examination (please circle): January 2016 May 2016 August 2016

**SUBMISSION OF FIRST DRAFT TO MODULE MODERATOR; NO LATER THAN 12 WEEKS BEFORE THE RELEVANT EXAM PERIOD**

Having set this paper, I **confirm** that the checks overleaf have been completed by the Module Convenor/ Leader. Where any amendments were requested, these have also been checked by the relevant party.

This paper may now be dispatched to the Module Moderator.

**EXAMINATION SET BY:**

Signature: ………………………………………….

Print name: …………………………………………

Date: ...………………………………………

Please indicate who is the **MODULE CONVENOR/ LEADER** (please print name): ……………………………….

**SUBMISSION TO EXTERNAL EXAMINER; NO LATER THAN 8 WEEKS BEFORE THE RELEVANT EXAM PERIOD**

Having set this paper, I **confirm** that the checks overleaf have been completed by the Module Leader/ Convenor and the Module Moderator. Where any amendments were requested, these have also been checked by the relevant party.

This paper may now be dispatched to the External Examiner.

**EXAMINATION SET BY:**

Signature: ………………………………………….

Print name: …………………………………………

Date: ...………………………………………

Please indicate who is the **MODULE MODERATOR** (please print name):…………………………………………

**EXTERNAL EXAMINER CONFIRMATION; RETURN TO MODULE CONVENOR/ LEADER**

This exam paper has been reviewed for appropriateness of assessment, content and quality.

**EXTERNAL EXAMINER:**

Signature: …………………………………………

Print name: …………………………………………

Date: ...………………………………………

**Comments/amendments:**

□ Tick to request a response from the module convenor/ leader to your comments/ amendments.

**FINAL PAPERS TO BE SUBMITTED TO THE EXAMINATIONS OFFICE NO LATER THAN 6 WEEKS BEFORE THE RELEVANT EXAM PERIOD**