

**Examination Paper
Preparation: A Guide for
Administrators and
Module Leaders**

Academic Office

August 2022

Information and Timeline

Week 0	<p>Please liaise with Student Records & Curriculum Management to ensure information regarding your module is correct i.e. any changes of module leader, contact details, exam length or exam weighting has been updated before semester begins.</p>
Week 1-2	<p>The Examinations Manager will send an email to Module Leaders due to have an examination in the current semester:</p> <p>This email will provide a link to our website; please follow the link for deadlines, examination paper templates, guidance and our contact details.</p> <p>The email will also ask you to confirm the examination requirements and any specific timetabling requests for your module. For new modules please answer all questions. For repeating modules please read through the requirements we hold and reply if the information is not accurate and needs amending. These replies must be received by the end of Week 3</p>
Week 3	<p>We will update banner with examination requirements and specific timetabling requests.</p> <p>Please make your timetabling requests as specific as possible.</p>
Week 4-7	<p>Timetabling begins in week 4. A draft timetable will be circulated to Module Leaders in Week 6; the timetable is released to students through their personal Google Calendar on Monday of Week 7.</p> <p>Your examination paper should be submitted to us as soon as possible after approval by your External Examiner and not later than the submission deadline of Friday of Week 7. If you are experiencing any difficulties please inform us so that we can</p>

assist you to meet the deadline.

Please follow the guidance in Completing the Examination Paper Template on page 6 and Electronic Submission on page 13. We have also put together a list of Common Causes for Resubmission on page 15 to help you avoid the need for amendments.

An Examinations Administrator will check the formatting of your examination paper and you will be contacted:

- If there is a potential discrepancy between the information confirmed in Week 3 and the detail contained in the submitted examination paper/materials
- If there are formatting errors on the examination paper/materials

Please be aware that we do not check the content of your examination.

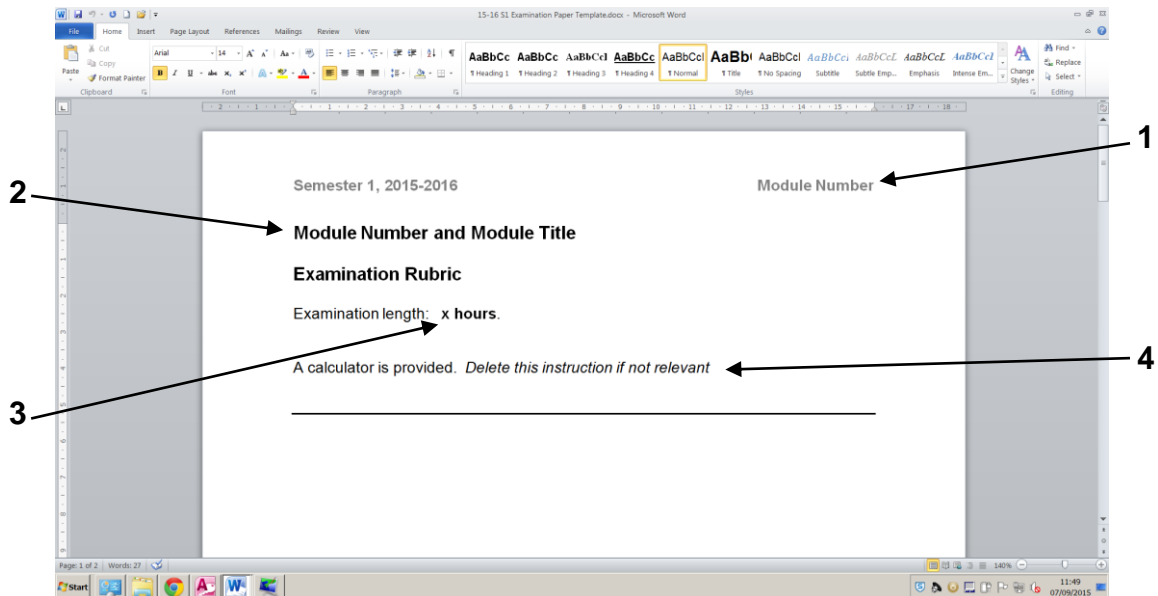
If applicable, you will receive a Multiple Choice Answer Sheet (MCAS) Master and Optical Mark Reader (OMR) Form during Week 4. Please return these in person by Friday of Week 9.

<p>Week 7-8</p>	<p>The Examinations Team processes submissions and resubmissions.</p> <p>Once approved, the Module Leader will be invited by email to check and sign-off the examination content in the Academic Office.</p> <p>Where a module has an online exam, these can be set up from Week 7 onwards.</p>
<p>Week 9</p>	<p>This is Module Leader sign-off Week; we will be available at both Wheatley and Gipsy Lane campuses.</p> <p>Module Leaders who have not done so already should visit the Examinations Team by Friday of Week 9 to sign-off the content of their approved examination paper.</p>
<p>Week 10</p>	<p>All examination materials will be printed. The print room is not readily available to us after Week 10; examination material signed-off late will cause significant problems.</p>

<p>Week 10-11</p>	<p>All examination materials are packed into envelopes. Offsite, Changed Assessment Date and Alternative Provision examination materials are packed. Registers and place cards are updated.</p>
<p>Week 12</p>	<p>Packing is checked. Seating plans are produced. Logistics are finalised and examination rooms set out.</p>
<p>Exam Session</p>	<p>The Examination Contact no longer needs to be available by telephone for the duration of the examination. If there is an issue with the paper, the student will be provided with an errata form to complete. This will then be sent to the Module Leader for review.</p> <p>If someone is collecting the physical scripts on a Module Leaders behalf, it is best to inform the Exam Office who is collecting.</p>

Completing the Examination Paper Template

Please select and download the relevant template from our website. Open in MS Word and save a local copy.



Header:

1. Module Number

Double click at the top of the page to activate the Header. Highlight **Module Number** (Arial 12 **bold**) and type the relevant module number to overwrite e.g. **ABCD1234**

Examination Rubric:

Double click in the main page to deactivate the header. The rubric must be the only content on page 1.

2. Module Number and Module Title

Highlight **Module Number and Module Title** (Arial 14 **bold**) and overwrite by typing the relevant module number and module title, as published on Banner.

3. Examination Length

Highlight **x** (Arial 12 **bold**) and type the relevant examination length as published on Banner, e.g. **1, 2 or 3**

4. Rubric Instructions

The rubric instructions (Arial 12) provide students with the information they need to complete the examination. Please use clear, concise and relevant instructions only, predominantly in the present tense.

Additional materials to be provided should be stated, with instructions for use as appropriate, for example:

Appendix A is provided.

A copy of the Mathematics Standard Formula Sheet is provided.

Additional stationery required should be stated, with instructions for use as appropriate, for example:

Please use a separate answer book for each question.

Graph paper is provided for question B1. Please write your name and student number, cover with the black labels provided and attach to your answer book.

Student materials (material the student should bring to the examination desk) should be stated, with guidelines for acceptance as appropriate, for example:

You may bring to the examination two A4 pages of notes (4 sides of A4). Notes must be submitted to invigilators but will not be marked.

You are permitted to bring your own annotated copy of the case study: Evolution of Man. Blank pages in the case study may not be used for additional notes; any such pages must be handed to the invigilator prior to the start of the examination. Please write your name and student number, cover with the black labels provided and attach to your answer book.

The rubric should state how many questions are to be answered.
If questions carry equal marks this should be stated (marks do not then need to be shown in the paper).

Answer **all** questions.

Answer **three** questions. All questions carry equal marks.

An examination with **Sections** requires a breakdown of information, for example:

Section A

Answer **all** questions. A total of **40 marks** are available.

Section B

Answer **two** questions. A total of **60 marks** are available.

Answer three questions in total; **one from each section** A, B and C.

All questions carry equal marks.

For 100% or part **multiple choice examinations** (to be marked using the optical mark reader machine in the Academic Office):

Please record your answers on the **Multiple Choice Answer Sheet** provided. Instructions for completion are provided on Side 1 of the sheet. One mark will be awarded for each correct answer; 0.25 marks will be deducted for an incorrect answer; an unanswered question will be awarded 0 marks. Only answers recorded on the Multiple Choice Answer Sheet will be marked.

Examination Questions

1. **Examination Questions** must appear as provided at the top of the first page of questions, usually page 2
2. If using sections, section headings should be left-aligned (Arial 12 **bold**). Please ensure section instructions are clear in the rubric, it should not be necessary to repeat rubric instructions in the paper.

Section A

Section B

3. All text should be in Arial 12. The exceptions are:
 - (i) Mathematical formulae should use Times New Roman size 14 (approx. to Arial 12), and larger if super/sub-script is not clear
 - (ii) Computer programming language should use Courier (this is size 14 - approx. to Arial 12)
4. Line spacing should be 1.5 throughout. The exceptions are:
 - (i) Computer programming language
 - (ii) Quoted extracts within U67*** papers
5. All text must be left-aligned with a jagged right edge (not justified).
6. If you wish to emphasise text, please use **bold** to do this. *Italics*, underlining and CAPS are not permitted as these styles make text less accessible to students with dyslexia and visual difficulties.

7. All examination questions should be numbered sequentially with consistent formatting, for example with dots 1. 2. 3. 4. or with brackets 1) 2) 3) 4)
8. If the paper is in sections, the question numbers should carry the section letter prefix and begin at 1 for each section, for example: A1. A2. B1. B2. C1. C2.

Exception: a section of multiple choice questions to be answered on a Multiple Choice Answer Sheet (MCAS) must be numbered from 1 to 120 (max.) without a section letter prefix as this is consistent with the MCAS.

9. For questions with several parts, each should be sub-numbered sequentially with consistent formatting, for example:

1) a. (i) (ii) b. (i) (ii) (iii) 2) a. (i) (ii) b. (i) (ii) (iii) **or**

A1. (a) i) ii) (b) i) ii) iii) A2. (a) i) ii) (b) i) ii) iii) **or**

1) (i) a. b. (ii) a. b. (iii) a. b. 2) (i) a. b. (ii) a. b. (iii) a. b.

For an MCAS question, the options (maximum of 5) should be sub-numbered sequentially in the format (A) (B) (C) (D) (E) consistent with the MCAS.

If there are lists within questions, these too should have a different but consistent formatting style, bullet points are acceptable.

10. The text of each question or sub-question should be indented as the text in these guidelines is indented. The 2nd and subsequent lines of text are aligned with the text in the 1st line (not the margin) forming a straight left edge.

11. If marks are shown, they should be right-aligned in **bold** on the line below the question text and shown consistently throughout the paper. Please ensure that marks do not become split from the question they relate to.

4 marks

12. a) Marks for questions which are broken down into sub-questions should be shown for each part.

8 marks

- b) Question totals are not usually necessary but if used, should be shown as below and consistently used for all questions with sub-questions.

12 marks

Total 20 marks

13. Diagrams, tables and other inserts within the examination paper:
- (i) should adhere as closely as possible to the formatting guidelines
 - (ii) if referenced, be referred to accurately for example as Figure A1
 - (iii) must be of a high enough quality to photocopy well

14. Information that students are required to refer to throughout the examination (examples could be: data tables, formula sheets, diagrams, images) should be provided separately as additional materials. Each additional material provided must be stated in the rubric and as far as is practical adhere to the formatting guidelines. The examination paper template can often be used as a starting point and adapted.

15. **End of Examination Paper** must appear as provided, immediately below the last question.

End of Examination Paper

Alternative Format Examination Materials

- A student with Alternation Provision may require their examination in an alternative format;
- Students can register with Wellbeing at any time, information must reach the Examination Team by Friday of Week 9 for implementation in the current semester;
- Module Leaders will be emailed as soon as we are informed of the need for an alternative format examination paper;
- Please format your examination paper according to the requirements set out in the email from our Administrators as required;
- For example if the requirement is for enlargement to Arial 16, all text including the header, footer, any diagrams, formulae, and any additional materials must also be enlarged to Arial 16; we must assume that the student is not able to read smaller text.
- The alternative format versions should be submitted separately by the submission deadline. If requested after the submission deadline please meet the deadline given in the email.

Electronic Submission of Examination Materials

File Format

Submissions must be in **PDF** format. To produce a PDF file from a MS Word document, go to 'File', 'Save As' and choose 'PDF' in the 'Save as type:' menu. You should retain your MS Word file to make any amendments required.

Naming convention

Submissions should be named simply, examples below:

ABCD1234.pdf

ABCD1234 case study.pdf

ABCD1234 discount table.pdf

ABCD1234 enlarged 16pt.pdf

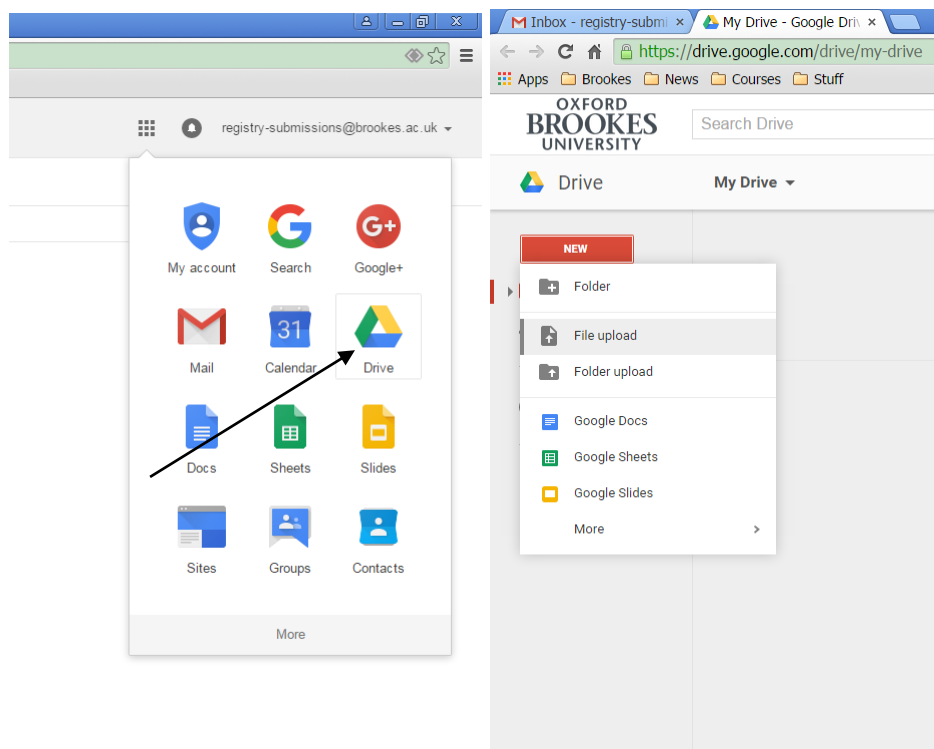
ABCD1234 resit.pdf

Submission via Google Drive

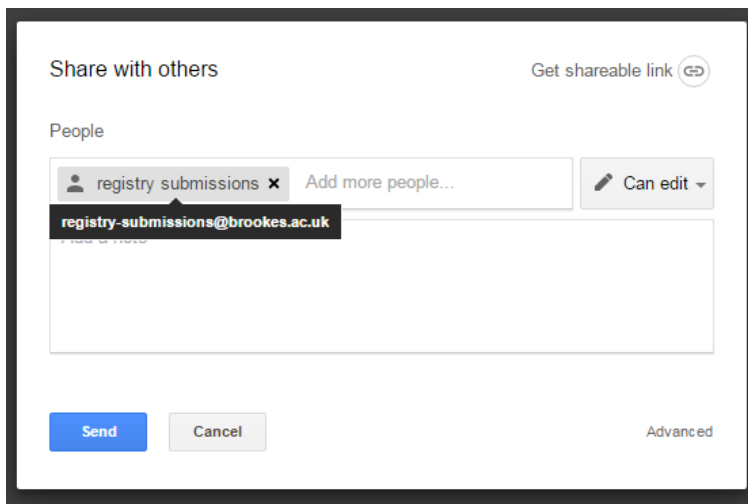
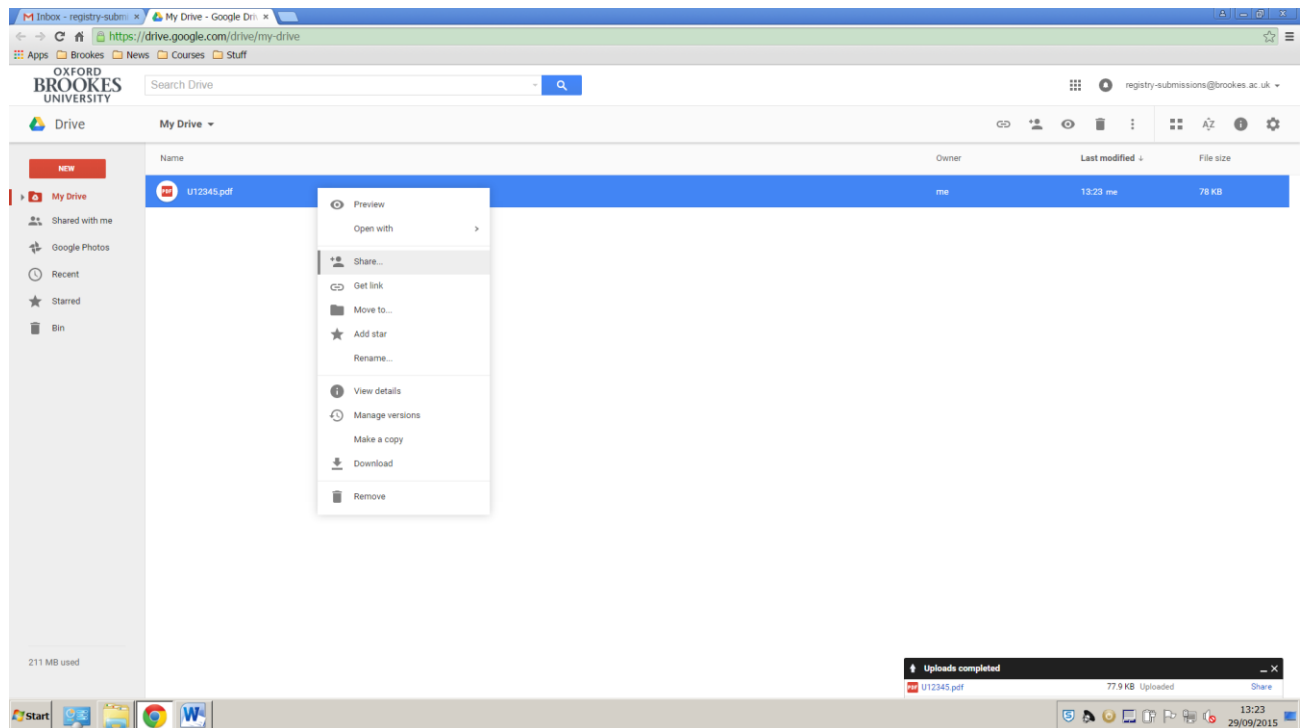
The Examination Team has a dedicated email account for submissions:

registry-submissions@brookes.ac.uk

To submit, please upload your PDF files to your own Google Drive



Select the files and share with **registry-submissions@brookes.ac.uk**



When we have download and saved your submissions you will receive a canned response:

“The exam paper for ABCD1234 has been downloaded. This will be checked and we will contact you if there are any amendments required.

Please remove the file from your Google Drive and trash.

Regards
Examination Team”

Common Causes for Resubmission

University format issues:

- The current template has not been used e.g. incorrect header information, no page numbering in the footer
- Provided headings removed or altered e.g. **Examination Rubric** missing, **Examination Questions** too small
- *italics*, underlining or CAPS used for **emphasis**
- Inconsistent indentation of text
- Justified text
- Inconsistent numbering styles i.e. style of question numbers and sub-questions varies from question to question
- MCAS options split across pages
- Marks are split from question, appearing at the top of the next page
- **End of Examination Paper** is alone on the last page (not directly below the last question)
- Images/diagrams do not photocopy well

With Google Drive:

- Please ensure 'convert to Google Docs' is switched off when uploading your submission
- We will accept MS Word files if you wish us to correct any formatting issues
- Please **do not** submit to registry-**exams**@brookes.ac.uk (this account is for general enquiries only and is a delegated account, and therefore has no drive)
- It is best practice to not 'attach' examination materials to email

Example of content error:

- Duplicate MCAS options e.g. (A) Jesús (B) Juan (C) Carlos (D) Jesús
- Reusing a scenario-based question with changed names (e.g. companies, subject or people) without changing all occurrences of the name

Collecting Examination Scripts

Prior to the exam session, Module Leaders will be contacted about script collection. As most exams will be held at the King's Centre this May, scripts will be available for collection the day following your exam.

If you don't wish to collect your scripts from Headington campus, please inform us of your preferred location.

A student may take your examination Off-site; if so the attendance register will have an O/S annotation by the student's name. Off-site scripts will take time to return to the University and the Examinations Team will contact you when they arrive.

When collecting your scripts, please present your staff ID and check you have everything you were expecting. The scripts will include copies of the main room and alternative provision attendance registers along with an Examination Scripts for Archive sheet for your module.

Returning Examination Scripts for Archive

**OXFORD
BROOKES
UNIVERSITY**

Examination Scripts for Archive
Semester 1 2014-2015

Please send examination scripts to be archived to the Examination Office.
Please indicate on the examination register, by highlighting (with a highlighter pen) the name of each student whose script has been retained in Faculty.
Please send the annotated examination register with the scripts. Please return all examination scripts to be archived to the Examination Office by:
Monday, 30 March 2015

P35020

Real Estate Economics

18/12/2014 13:30 GLC

Please send examination scripts to be archived to the Examination Office.
Please indicate on the examination register, by highlighting (with a highlighter pen) the name of each student whose script has been retained in Faculty.
Please send the annotated examination register with the scripts. Please return all examination scripts to be archived to the Examination Office by:
Monday, 30 March 2015

Please return your examination scripts to the Academic Office, Gipsy Lane by the deadline given on the Examination Scripts for Archive sheet.

Please follow the instructions on the archive sheet, highlighting the attendance register to show any scripts kept back – this allows us to provide an efficient archiving service for future reference.

The archive sheet, annotated registers and scripts should be bound securely if delivered in person and must be securely sealed in an archive box or similar if returned by internal post.