

Exam Ref No: Date submitted

QUALITY CONTROL CHECKLIST FOR EXAMINATION PAPERS

Please check the following and indicate with a tick in the relevant box whether or not the paper conforms to the procedures.

STANDARD FORMAT AND CONTENT OF PAPERS	Yes	No
Is the paper typed in Arial 12, except for the cover page which should be typed in Arial 18?		
Are the diagrams computer generated?		
Does the front cover contain the following information?		
University of Greater Manchester		
School		
Course/Programme		
Semester 1/2/Resit Examinations [year]		
Module Title		
Module Number		
Full Date and time		
Do the instructions to candidates:		
Indicate the number of questions on the paper and if there are sections?		
Indicate how many questions students have to answer?		
Reference to formula sheet and case studies where applicable		
Does the page header repeat this information? Excluding UOB/ date & time		
Are all pages numbered, using the style 'Page x of y', at top centre, and match the number of pages.		
Is the phrase 'Please turn the page' included on all but the final page, including formulas and case studies.		
Does the final page include the phrase 'End of questions'?		
If the paper contains information about the distribution of available marks to questions or parts of questions, is this given by the phrase (x marks) as a right justified new line at the end of a question or part question?		
If a question is longer than one page, is the phrase 'Question x continued over' (exact wording) included in bold at the bottom right of the first page.		
Does the second page of the question include the phrase 'Question x cont'd ...' (exact wording) in bold?		
If the paper has a "rip-out sheet" does it ask for student number?		
If the exam paper includes figures, does each question correctly reference the appropriate figure?		
If the exam paper includes scanned images from textbooks or other resources, confirm that the images are clear and legible and do not contain references to unrelated content or other parts of the source material.		
Is the numbering correct?		
Do the marks add up?		
MODERATION		
Has the paper been internally moderated?		
Has the paper been externally moderated? (required for Level 2 and 3 degree papers)		
STATIONERY		
Has the number of answer books been completed?		
Has the number of supplementary sheets been completed?		
Has the number of copies of the paper been completed?		
Does the paper require to be printed in colour?		
Are there any papers that required to be in format or coloured paper due to disability?		