

PREPARATION AND PRESENTATION OF EXAMINATION PAPERS

The maximum image area to be typed in should not exceed 10½" x 6½" and the image should be square with the paper. Examination papers should be prepared on word processors using good quality paper. The attached cover sheet should be copied to Word and used for each examination paper. **Arial 12 should be used throughout where possible apart from the headings outside the box which should be Arial 14.**

Please note the following points:

1. If papers include sections to be handed in by the student with their examination script, please insert these sections at the back of the examination paper, if possible, for ease of copying and detaching. A space for recording student ID number and desk number must be provided.
2. There is no provision within the anonymous marking system for the inclusion of non-standard question papers, eg multiple-choice papers, which require answers to be recorded on the original question paper in lieu of a script. These papers should allow candidates to record their name, student ID and desk number.

(Points 1 and 2: Please advise Examinations Office on submission of paper if the paper/part of paper must be returned with the script).

3. Where a module has more than one CRN please ensure that the correct title for that CRN is inserted.
4. It is important to bear in mind the need for security when papers are being prepared in schools.

The above information should be conveyed to school staff responsible for typing examination papers.

Submission of Examination Papers

Examination papers approved by external examiners should be submitted through the Head of School to the appropriate campus Examinations Office and a signature of receipt received from a member of staff. **The internal mail service must not be used for the delivery of examination papers.** Examination papers must be presented **checked and typed in their final form ready for printing.** The original and not a photocopy must be submitted.

Where a module is taught at more than one campus, the examination papers must be submitted to **each** campus Examinations Office.

UNIVERSITY OF ULSTER

UNIVERSITY EXAMINATIONS [**Insert** Academic Year here]

[**Insert** examination period, ie, Semester One, Semester Two, Semester Three or Supplementary Examinations as appropriate]

Module Code: [**Insert** Module Code] **CRN:** [**Insert** CRN Number]

Title: [**Insert** Title for CRN]

Time Allowed: [**Insert** duration (Hrs)]

Use of Dictionaries:

[**insert** here either:

(a) information relating to the use of Dictionaries in examinations

or

(b) Dictionaries are not permitted]

Examination Aids:

[**insert** here either:

(a) details of examination aids provided, eg graph paper, or text books and other material permitted

or

(b) Examination aids are not permitted]

Instructions to Candidates:

Candidates should read this section carefully before commencement of the examination.

[**Insert** here instructions to candidates]

Students are advised to write their ID number and desk number only on any attachment, eg graph paper, or any other documentation being submitted with their examination script book(s).

[**insert** here name(s) of Module Co-ordinator(s)]

[**insert** page numbering – page numbering must be centred and reflect the total number of pages comprising the paper, for example, 1 of 3]