**CPF/19/14**

**Agenda Item: 7**

PREPARATION AND PRESENTATION OF EXAMINATION PAPERS

VALIDATED PROVISION

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 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.
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.

# ULSTER UNIVERSITY VALIDATED COURSE

[**Insert** Course Title here, eg, FdEng Engineering**]**

[**Insert** College name(s) here, eg, South West College/ Belfast Metropolitan College**]**

EXAMINATIONS [**Insert** Exam Month and Year here, eg, January 2019**]**

**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:

* 1. information relating to the use of Dictionaries in examinations

## or

* 1. Dictionaries are not permitted**]**

**Examination Aids**: **[insert** here either:

1. details of examination aids provided, eg graph paper, or text books and other material permitted including permission to use a calculator

## or

1. Examination aids are not permitted**]**

## Instructions to Candidates: Candidates should read this section carefully before

**commencement of the examination. [Insert** here instructions to candidates**]**

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

## 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 Lead Module Co-ordinator(s) and College(s)**]**

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