**Examination Paper FINAL sign-off check list**

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| Unit Code (eg. UCIL 21202)**\_ \_ \_ \_ \_ \_ \_ \_ \_**  | Exam Period, Year:  | Exams Officer: |

**This is the last check of your examination paper before it is sent to the central exams office for printing.**

Please read the final draft carefully and tick/complete below to indicate that:

**Formatting:**

|  |  |
| --- | --- |
| Format and layout of paper is as intended by the unit coordinator | Y |
| The paper is free of typographical, grammatical and spelling errors | Y |
| All pages are present and page numbers are formatted as follows on every page: “X of X” | Y |
| Unit code is included in top right corner of every page | Y |
| Date & duration of paper is stated on the front cover and agrees with exams office schedule (*please note: date may be added later if exam schedule hasn’t been published*) | Y |
| Does the format and/or duration differ from the previous year’s paper? | Y / N |
| Exam rubric is accurate, correct and consistent throughout the paper(*this refers to the instructions provided on the cover and within the exam paper* *regarding the completion of the paper/how many questions to answer/answers in separate booklets)* | Y |

For papers containing MCQs (Multiple Choice Questions) to be answered on a scannable OMR sheet:

|  |  |
| --- | --- |
| Instructions for answering MCQs and statement on negative marking are correct and included  | Y or N/A |
| All MCQ questions are present, correctly numbered and not duplicated | Y or N/A |
| Scannable OMR sheet (enclosed) has the appropriate number of question/option bubbles | Y or N/A |

**Special Instructions:**

|  |  |
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| Paper needs to be printed single-sided (*papers are printed double-sided by default*)  | Y / N |
| Diagrams need to be printed in colour (*papers are printed in black and white by default*) | Y / N |
| An “anonymous cover sheet” is required (*essential only if answers are to be written onto the exam question paper itself*) | Y / N |
| **If yes**, tick to confirm that all pages include a space for the student ID number to be written |  |
| The following exam papers must not be removed from the examination room:* Resits
* A Papers *(papers written for students returning from interruption who studied an earlier syllabus)*
* Final Year Problem Papers
* Exam papers which are written on by students and have an anonymous cover sheets
* Selected ‘restricted’ papers *(please see restricted paper list overleaf)*
 |  |
| If this paper falls into any of the categories above, please confirm that the following statement has been included on the cover page: “DO NOT REMOVE THIS EXAM PAPER FROM THE EXAMINATION ROOM” |  |

Students sitting this paper should receive:

|  |  |  |  |
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| ( \_\_ cycle) Semi-log graph paper | Y / N | Linear graph paper  | Y / N |
| ( \_\_ cycle) Log graph paper  | Y / N | Log tables | Y / N |
| If yes, requirement for graph paper is included in exam rubric on the cover of the paper | Y / N |

Unit Coordinator Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exams Officer Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **OFFICE USE ONLY** | “DO NOT REMOVE” statement added? |  | New MCQ Instructions correct (cage ID & “use pen”)?  |  | Date/time added & agrees with duration? |  | Photocopied? |  |