Exam Paper Checklist

Front cover - *please check that this indicates:*

- ☐ module code (in top right corner) and module title
- ☐ examination period (*e.g. Semester 1 2025/26*)
- ☐ duration of exam *(please ensure this matches the duration indicated in MOFS)*

Rubric - *please check that this indicates:*

- ☐ number of questions to be attempted *(including how many for each section if relevant)*
- ☐ (if stated), the correct total number of questions available on the paper *(i.e. if students are to answer 4 out of a total of 6 questions, check that there are 6 questions)*
- ☐ any relevant stationery instructions *(e.g. whether each answer should be written in a separate answer book, whether students answer the questions on the exam paper itself etc.)*
- ☐ any additional material provided *(i.e. any materials that are not part of the exam paper e.g. statistical tables, graph paper etc.)*

Inside paper - *please check that:*

- ☐ page numbers are consecutive, do not replicate and are in the format 'Page 1 of X'
- ☐ '*Turn Over*' is only included on the bottom of odd numbered pages
- ☐ **'END'** is indicated clearly after the final question
- ☐ question numbers and sub-parts (i.e. part a, part b etc) are consecutive and do not replicate
- ☐ questions and sub-questions are spaced appropriately and can be clearly distinguished
- ☐ There are no unnecessary blank pages (e.g. with only 'End of Paper' on them)

Exam Questions - *please check that:*

- ☐ there are no typos, missing words etc.
- ☐ it is clear what the question is actually asking
- ☐ all the information that is required in order to answer the question is provided
- ☐ any MCQ options are on the same page as the question they are answering

Fonts – *please check that:*

- ☐ a clear font size and style has been used throughout *(i.e. Arial 16, Trebuchet 16, Verdana 16, etc.)*