

[MOD1234]

NEWCASTLE UNIVERSITY

SEMESTER 1 *or* 2 2024/2025

or

AUGUST 2024/2025

MODULE TITLE

Time allowed - x hours

Clear instructions to candidates on:

- a) the number of questions to be attempted
- b) use of separate answer books *if necessary*
- c) provision of any *additional* material (which is not part of the exam paper) needed to work the paper e.g. statistical tables, graph paper etc.; where formulae sheets are required, where possible incorporate them into the exam paper, but if they need to be separate then please supply clear, legible originals with the module code in the right hand corner or all pages.

PLEASE DO NOT TYPE QUESTIONS ON THE FACE PAGE
OR REQUEST THE STUDENT'S NAME FOR 'WRITE ON'
PAPERS – INFOSAFE COVERS SHOULD BE USED.

[Turn over

Schools are requested to submit exam papers as a PDF. Papers are printed as A4 sized stapled booklets as standard, unless otherwise specified in the submission form.

The following notes are intended as a guide for staff involved in the preparation of examination papers.

1. **Please use a clear font size and style e.g. Arial 16.** Single-spaced type with a 1-inch margin all round is sufficient.
2. **Please number the pages** using the format 'page 1 of X' and type '**END**' clearly after the final question. [*Turn over* should appear on odd pages only.
3. Please indicate the module number in the top right-hand corner on each page of the exam paper as well as on any additional documentation.
4. Questions should be sufficiently spaced to ensure that they are clear and easy to distinguish; where possible, questions or sub-questions should not be split over two pages.
5. Diagrams or figures should be pasted securely to the exam paper and preferably on the same page as the question(s) to which they refer.
6. Exam papers and additional materials must be clear and of good quality to ensure high quality reproductions being produced.

Please contact the Exams Office on ext. 86149/86225 or email exams@ncl.ac.uk if any further clarification is needed.

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END