

**Examination Paper
Preparation: A Guide for
Administrators and
Module Leaders**

**Academic Office
September 2016**

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Information and Timeline

Week 0	Information will be brought across from eCIS to the Examination Database; please liaise with Student Central to ensure information regarding your module is correct i.e. any changes of module leader, contact details, exam length or exam weighting has been updated before the semester begins.
Week 1-2	<p>The Team Leader (Examinations) will send two emails to all Module Leaders due to have an examination in the current semester:</p> <p>The first email will provide a link to our website, where deadlines, examination paper templates, guidance and our contact details are available – updated for the current academic year. Faculty Administrators with examination paper responsibilities will also receive this email.</p> <p>The second email will ask you to confirm the examination requirements and any specific timetabling requests for your module. For new modules please reply via the Google Form link to log your module’s requirements. For repeating modules please read through the requirements we hold and reply only if the information is not accurate, via the Google Form link to amend.</p> <p>All replies must be received by the end of Week 3</p>
Week 3	<p>The Examinations Team will process your email replies, updating the Examinations Database with examination requirements and specific timetabling requests.</p> <p>If a timetabling request is not specific we will email you for clarification, for example “early in the session” is ambiguous whereas “on or before Wednesday 19/12/16” is specific.</p>

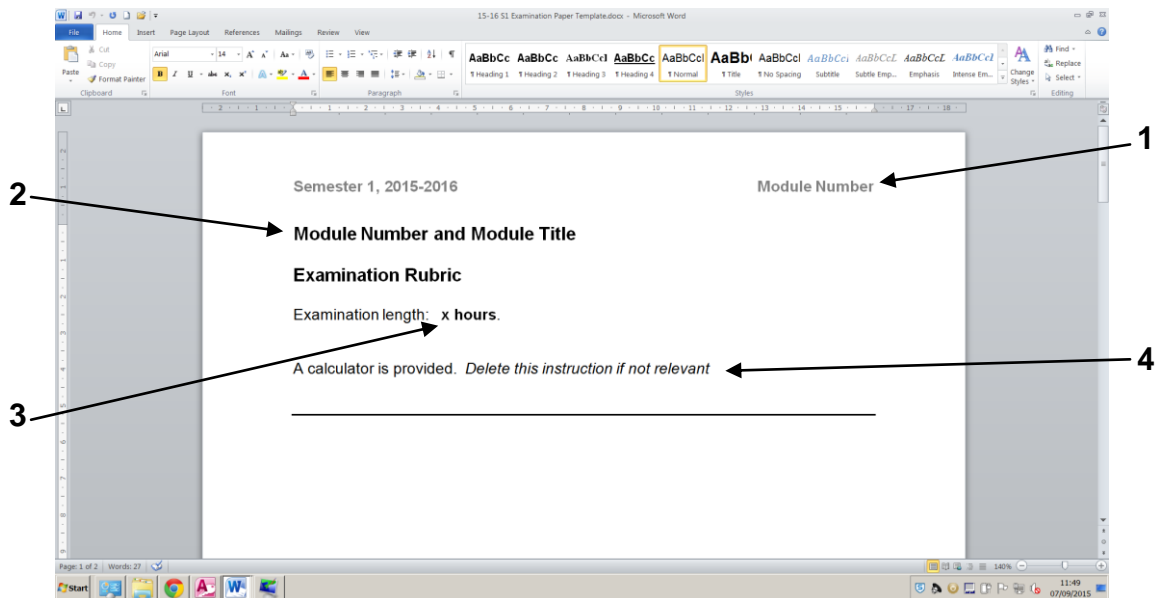
	eCIS will be updated with student module registrations.
Week 4-7	<p>The Team Leader (Examinations) will begin timetabling at the start of Week 4, with a final draft circulated to Module Leaders in Week 6; the timetable is released to students through PIP on Monday of Week 7.</p> <p>Your examination paper should be submitted to us as soon as possible after approval by your External Examiner and not later than the submission deadline of Friday of Week 7. If you are experiencing any difficulties please inform us so that we can assist you to meet the deadline.</p> <p>Please follow the guidance in Completing the Examination Paper Template on page 8 and Electronic Submission on page 15. We have also put together a list of Common Causes for Resubmission on page 17 to help you avoid the need for amendments.</p> <p>An Administrator (Examinations) will check the formatting of your examination paper and you will be contacted:</p> <ul style="list-style-type: none"> • If there is a potential discrepancy between the information confirmed in Week 3 and the detail contained in the submitted examination paper/materials • If there are formatting errors on the examination paper/materials <p>Please be aware that we do not check the content of your examination.</p> <p>If applicable, you will receive a Multiple Choice Answer Sheet (MCAS) Master and Optical Mark Reader (OMR) Form during Week 4. Please return these in person by Friday of Week 9.</p>

<p>Week 7-8</p>	<p>The Examinations Team processes submissions and resubmissions. When the formatting of a module's examination material is acceptable, they will be passed to the Team Leader (Examinations) for approval.</p> <p>Once approved, the Module Leader will be invited by email to check and sign-off the examination content in the Academic Office.</p>
<p>Week 9</p>	<p>This is Module Leader sign-off Week; we will be available at both Wheatley and Gipsy Lane campuses. Module Leaders who have not done so already should visit the Examinations Team by Friday of Week 9 to sign-off the content of their approved examination paper.</p> <p>If you have not received an email from us informing you that your paper is approved, please contact us so that we can address any issue with its progress.</p>
<p>Week 10</p>	<p>All examination materials will be printed; the Print Room focuses its resources on the Examinations Team.</p> <p>The print room is not readily available to us after Week 10; examination material signed-off late or which requires reprinting due to content errors discovered after sign-off will cause significant problems.</p> <p>Details of examination rooms are released to students via PIP on Monday of Week 10.</p>

<p>Week 10-11</p>	<p>All examination materials are packed into examination envelopes. Offsite, Changed Assessment Date and Alternative Provision examination materials are packed. Registers and place cards are updated.</p>
<p>Week 12</p>	<p>Packing is checked. Seating plans are produced. Logistics are finalised and examination rooms set out.</p>
<p>Exam Session</p>	<p>The Examination Contact must be available by telephone for the duration of the examination. The contact must have a copy of the final approved examination paper immediately available to them, so that any associated queries can be resolved swiftly.</p> <p>If your Examination Contact (usually the Module Leader or their nomination) details change, please inform us as soon as possible before the examination so that we can update our information.</p>

Completing the Examination Paper Template

Please select and download the relevant template from our website (<http://www.brookes.ac.uk/staff/academic/exams/>). Open in MS Word and save a local copy.



Header:

1. Module Number

Double click at the top of the page to activate the Header. Highlight **Module Number** (Arial 12 **bold**) and type the relevant module number to overwrite e.g. **U12345**

Examination Rubric:

Double click in the main page to deactivate the header. The rubric must be the only content on page 1.

2. Module Number and Module Title

Highlight **Module Number and Module Title** (Arial 14 **bold**) and overwrite by typing the relevant module number and module title, as published on PIP.

3. Examination Length

Highlight **x** (Arial 12 **bold**) and type the relevant examination length as published on PIP, e.g. **2**

4. Rubric Instructions

The rubric instructions (Arial 12) provide students with the information they need to complete the examination. Please use clear, concise and relevant instructions only, predominantly in the present tense.

Additional materials to be provided should be stated, with instructions for use as appropriate, for example:

Appendix A is provided.

A copy of the Mathematics Standard Formula Sheet is provided.

Additional stationery required should be stated, with instructions for use as appropriate, for example:

Please use a separate answer book for each question.

Graph paper is provided for question B1. Please write your name and student number, cover with the black labels provided and attach to your answer book.

Student materials (material the student should bring to the examination desk) should be stated, with guidelines for acceptance as appropriate, for example:

You may bring to the examination two A4 pages of notes (4 sides of A4). Notes must be submitted to invigilators but will not be marked.

You are permitted to bring your own annotated copy of the case study: Evolution of Man. Blank pages in the case study may not be used for additional notes; any such pages must be handed to the invigilator prior to the start of the examination. Please write your name and student number, cover with the black labels provided and attach to your answer book.

The rubric should state how many questions are to be answered.
If questions carry equal marks this should be stated (marks do not then need to be shown in the paper).

Answer **all** questions.

Answer **three** questions. All questions carry equal marks.

An examination with **Sections** requires a breakdown of information, for example:

Section A

Answer **all** questions. A total of **40 marks** are available.

Section B

Answer **two** questions. A total of **60 marks** are available.

Answer three questions in total; **one from each section** A, B and C.

All questions carry equal marks.

For 100% or part **multiple choice examinations** (to be marked using the optical mark reader machine in the Academic Office):

Please record your answers on the **Multiple Choice Answer Sheet** provided. Instructions for completion are provided on Side 1 of the sheet. One mark will be awarded for each correct answer; 0.25 marks will be deducted for an incorrect answer; an unanswered question will be awarded 0 marks. Only answers recorded on the Multiple Choice Answer Sheet will be marked.

Examination Questions

1. **Examination Questions** must appear as provided at the top of the first page of questions, usually page 2
2. If using sections, section headings should be left-aligned (Arial 12 **bold**). Please ensure section instructions are clear in the rubric, it should not be necessary to repeat rubric instructions in the paper.

Section A

Section B

3. All text should be in Arial 12. The exceptions are:
 - (i) Mathematical formulae should use Times New Roman size 14 (approx. to Arial 12), and larger if super/sub-script is not clear
 - (ii) Computer programming language should use Courier (this is size 14 - approx. to Arial 12)
4. Line spacing should be 1.5 throughout. The exceptions are:
 - (i) Computer programming language
 - (ii) Quoted extracts within U67*** papers
5. All text must be left-aligned with a jagged right edge (not justified) as it increases spaces between words and lowers reading speed, which affects students and visual difficulties.
6. If you wish to emphasise text, please use **bold** to do this. *Italics*, underlining and CAPS are not permitted, as these styles also make text less accessible to students with dyslexia and visual difficulties

7. All examination questions should be numbered sequentially with consistent formatting, for example with dots 1. 2. 3. 4. or with brackets 1) 2) 3) 4)
8. If the paper is in sections, the question numbers should carry the section letter prefix and begin at 1 for each section, for example: A1. A2. B1. B2. C1. C2.

Exception: a section of multiple choice questions to be answered on a Multiple Choice Answer Sheet (MCAS) must be numbered from 1 to 120 (max.) without a section letter prefix as this is consistent with the MCAS.

9. For questions with several parts, each should be sub-numbered sequentially with consistent formatting, for example:

1) a. (i) (ii) b. (i) (ii) (iii) 2) a. (i) (ii) b. (i) (ii) (iii) **or**

A1. (a) i) ii) (b) i) ii) iii) A2. (a) i) ii) (b) i) ii) iii) **or**

1) (i) a. b. (ii) a. b. (iii) a. b. 2) (i) a. b. (ii) a. b. (iii) a. b.

For an MCAS question, the options (maximum of 5) should be sub-numbered sequentially in the format (A) (B) (C) (D) (E) consistent with the MCAS.

If there are lists within questions, these too should have a different but consistent formatting style, bullet points are acceptable.

10. The text of each question or sub-question should be indented as the text in these guidelines is indented. The 2nd and subsequent lines of text are aligned with the text in the 1st line (not the margin) forming a straight left edge.

11. If marks are shown, they should be right-aligned in **bold** on the line below the question text and shown consistently throughout the paper. Please ensure that marks do not become split from the question they relate to.

4 marks

12. a) Marks for questions which are broken down into sub-questions should be shown for each part.

8 marks

- b) Question totals are not usually necessary but if used, should be shown as below and consistently used for all questions with sub-questions.

12 marks

Total 20 marks

13. Diagrams, tables and other inserts within the examination paper:

- (i) should adhere as closely as possible to the formatting guidelines
- (ii) if referenced, be referred to accurately for example as Figure A1
- (iii) must be of a high enough quality to photocopy well

14. Information that students are required to refer to throughout the examination (examples could be: data tables, formula sheets, diagrams, images) should be provided separately as additional materials. Each additional material provided must be stated in the rubric and as far as is practical adhere to the formatting guidelines. The examination paper template can often be used as a starting point and adapted.

15. **End of Examination Paper** must appear as provided, immediately below the last question.

End of Examination Paper

Alternative Format Examination Materials

- A student with **Alternation Provision** may require their examination in an alternative format;
- **Students can register with Wellbeing at any time, information must reach the Examination Team by Friday of Week 10 for implementation in the current semester;**
- Module Leaders will be emailed as soon as we are informed of the need for an alternative format examination paper;
- Please format your examination paper according to the requirements set out in the email from our Senior Administrator (Alternative Provision);
- For example if the requirement is for enlargement to Arial 16, all text including the header, footer, any diagrams, formulae, and any additional materials must also be enlarged to Arial 16; we must assume that the student is not able to read smaller text.
- The alternative format versions should be submitted separately by the submission deadline. If requested after the submission deadline please meet the deadline given in the email.

Electronic Submission of Examination Materials

File Format

Submissions must be in **PDF** format. To produce a PDF file from a MS Word document, go to 'File', 'Save As' and choose 'PDF' in the 'Save as type:' menu. You should retain your MS Word file to make any amendments required.

Naming convention

Submissions should be named simply, examples below:

U12345.pdf

U12345 case study.pdf

U12345 discount table.pdf

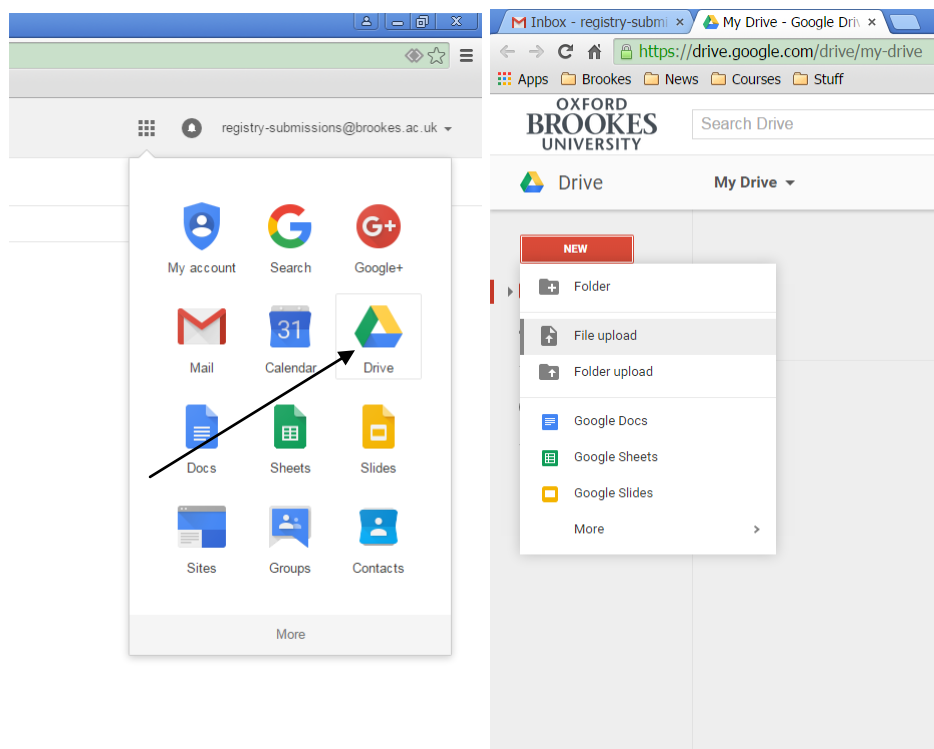
U12345 enlarged 16pt.pdf

U12345 resit.pdf

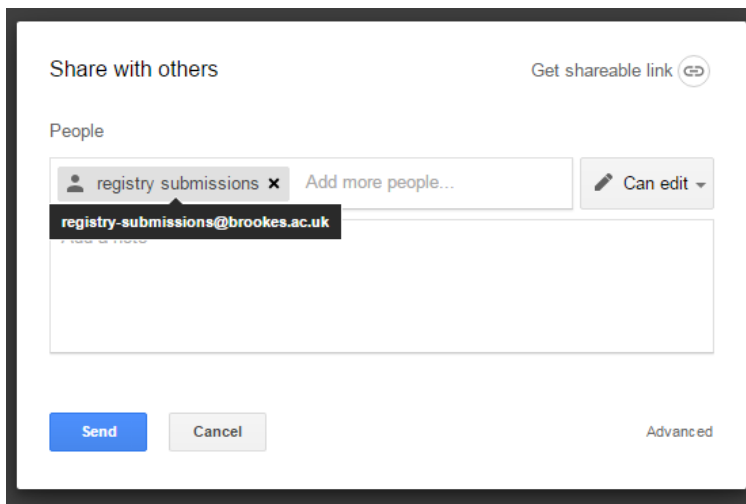
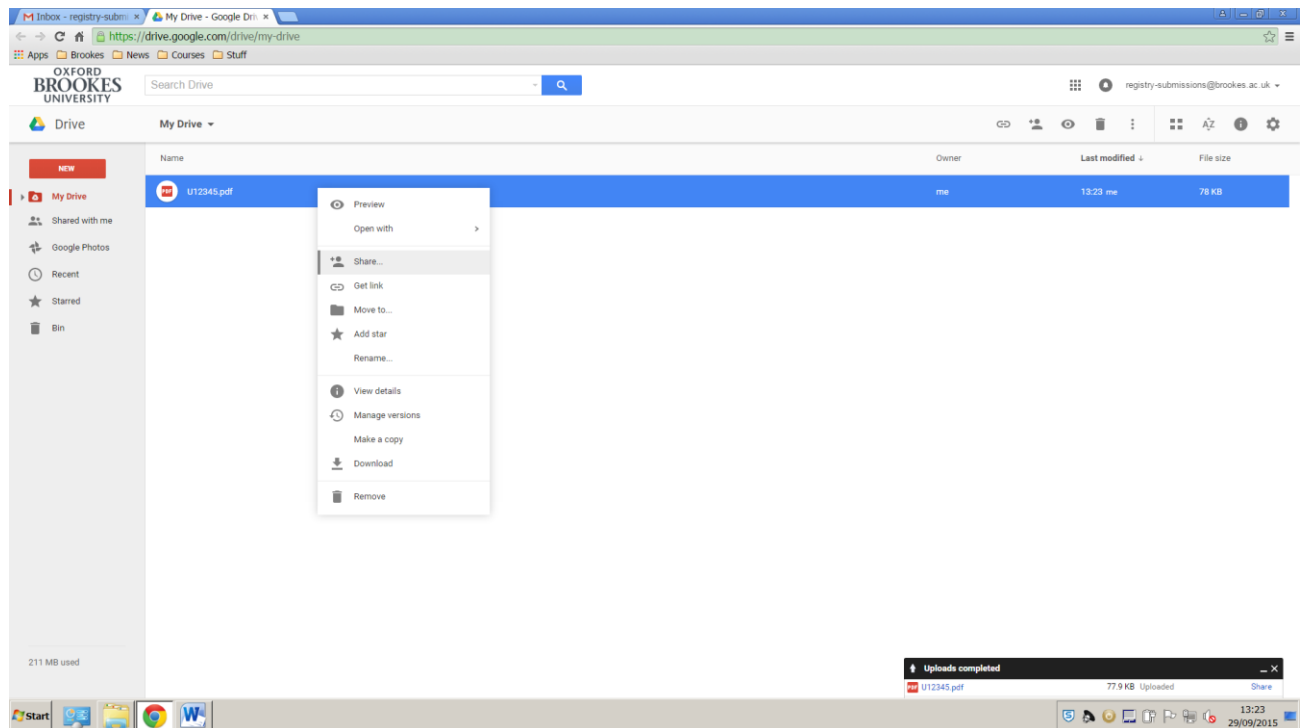
Submission via Google Drive

The Examination Team has a dedicated email account for submissions:
registry-submissions@brookes.ac.uk

To submit, please upload your PDF files to your own Google Drive



Select the files and share with registry-submissions@brookes.ac.uk



When we have download and saved your submissions you will receive a canned response:

“The exam paper for U12345 has been downloaded. This will be checked and we will contact you if there are any amendments required.

Please remove the file from your Google Drive and trash.

Regards

Examination Team”

Common Causes for Resubmission

University format issues:

- The current template has not been used e.g. incorrect header information, no page numbering or copyright missing in the footer
- Provided headings removed or altered e.g. **Examination Rubric** missing, **Examination Questions** too small
- *italics*, underlining or CAPS used for **emphasis**
- Inconsistent indentation of text
- Justified text
- Inconsistent numbering styles i.e. style of question numbers and sub-questions varies from question to question
- MCAS options split across pages
- Marks are split from question, appearing at the top of the next page
- **End of Examination Paper** is alone on the last page (not directly below the last question)
- Images/diagrams do not photocopy well (important as copiers can reduce quality)

With Google Drive:

- Please ensure 'convert to Google Docs' is switched off when uploading your submission
- Please do not submit MS Word files
- Please do not submit to registry-**exams**@brookes.ac.uk (this account is for general enquiries only)
- Please do not 'attach' examination materials to email
- When saving your MS Word as a PDF ensure the PDF dimensions are A4 8.27 x 11.69in and not Letter size 8.50 x 11.00in.

Example of content error:

- Duplicate MCAS options e.g. (A) Jesús (B) Juan (C) Carlos (D) Jesús
- Reusing a scenario-based question with changed names (e.g. companies, subject or people) without changing all occurrences of the name

Formatting resubmission requests, in context.

The common requests for resubmission relate to spacing, font and alignment. As well as for reasons of University uniformity of each module to a common specification, it ensures each student receives the same experience within their examinations. There are also the following reasons in terms of accessibility via the British Dyslexia Association (BDA), a condition which it is thought is experienced by 10% of the population and which may be undiagnosed (Rello & Baeza-Yates, 2012).

So for example, the ivory colour we use for examination papers allows there to be less glare, and therefore reduce a 'dazzle effect'. As a result, the cream paper we use or another (typically) soft pastel colour, of which, some students have their own colour preference facilitates, a student's ease of reading (BDA, 2016)

The following common formatting correction requests also have reasons. Text size should be size 12, with underlining, block capitals and italics avoided, as for dyslexic students these make the text run together and make it harder to read (BDA, 2016, Zorzi *et al*, 2012). These problems also apply to justified text, which spreads out words increasing the spacing and slowing down reading speed. Left aligned is chosen to have equal spacing between words (BDA, 2016) which puts slower reading speeds at less of a disadvantage (Bartlett & Moody, 2010).

The font as Arial is also important, as it is one of a group of fonts, which is best in terms of readability for dyslexic students. There has been research, which assesses why certain fonts work well, and that is typically due to their rounding of letters, and their spacing within words (BDA, 2016).

Bartlett, D. & Moody, S. (2010), *Dyslexia in the workplace: An introductory guide*, Wiley & Sons, Chichester

British Dyslexia Association (2016), *Dyslexia Style Guide*, [online], http://www.bdadyslexia.org.uk/common/ckeditor/filemanager/userfiles/About_Us/policies/Dyslexia_Style_Guide.pdf, accessed 24th August 2016.

Rello, L. & Baeza-Yates, R. (2012) Good fonts for dyslexia, *Proceedings of the 15th International ACM SIGACCESS Conference on Computers and Accessibility*, New York

Zorzi *et al* (2012), Extra-large letter spacing improves reading in dyslexia, *Proceeding of the National Academy of Sciences of the United States of America*, vol. 109 no. 28

Collecting Examination Scripts

Prior to the exam session, the Head of Examinations will email Module Leaders to confirm **Examinations Office opening hours** on each site and the constraints of script movement between sites.

Typically scripts can be collected **1.5 hours after the latest end time** from the site the examination was sat and scripts moving between sites are available the **next day**.

A **Google Spreadsheet** will be circulated; please complete this to specify the date and location you wish to collect from. Please note there will be separate columns for Main Room and Alternative Provision scripts as these are often taken at different sites.

A student may take your examination **Off-site**; if so the attendance register will have an **O/S** annotation by the student's name. Off-site scripts will take time to return to the University and the Examinations Team will contact you when they arrive.

When collecting your scripts, please present your **staff ID** and check you have everything you were expecting. The scripts will include copies of the main room and alternative provision **attendance registers** along with an **Examination Scripts for Archive sheet** for your module.

Returning Examination Scripts for Archive

OXFORD
BROOKES
UNIVERSITY

Examination Scripts for Archive
Semester 1 2014-2015

Please send examination scripts to be archived to the Examination Office.
Please indicate on the examination register, by highlighting (with a highlighter pen) the name of each student whose script has been retained in Faculty.
Please send the annotated examination register with the scripts. Please return all examination scripts to be archived to the Examination Office by:
Monday, 30 March 2015

P35020

Real Estate Economics

18/12/2014 13:30 GLC

Please send examination scripts to be archived to the Examination Office.
Please indicate on the examination register, by highlighting (with a highlighter pen) the name of each student whose script has been retained in Faculty.
Please send the annotated examination register with the scripts. Please return all examination scripts to be archived to the Examination Office by:
Monday, 30 March 2015

Please return your examination scripts to the Academic Office, Gipsy Lane by the deadline given on the **Examination Scripts for Archive sheet**.

Please follow the instructions on the archive sheet, **highlighting the attendance register** to show any scripts kept back – this allows us to provide an efficient archiving service for future reference.

The archive sheet, annotated registers and scripts should be bound securely if delivered in person and must be **securely sealed in an archive box** or similar if returned by internal post.

Appendix

Example 1: Examination with Student Material

Example 2: Examination in Sections

Example 3: Part MCAS Examination

U12345 Instruction Modelling

Examination Rubric

Examination length: **2 hours**.

Answer **two** questions. All questions carry equal marks.

You may bring to the examination your copy of the case study. This may be highlighted but not annotated. Write your name and student number on the case study, this will be collected in separately.

Examination Questions

1. Text text text text text text.

2. Text text text text text text text text text text text text text text text text text.
Text text text text text text. Text text text text text text. Text text text text text text.
text. Discuss:
 - (a) Text text text text text **text with emphasis** text text text ext text text text text text.
Text text text text text text.
 - (b) Text text text text text text text text text.
 - (c) Text text text text.

3. Text text text text text text text text text text text text ext text text text text text.
Text text text text text text. Text text text text text text.

End of Examination Paper

U34567 Introduction to Sections

Examination Rubric

Examination length: **3 hours**.

Section A is worth 60 marks. Answer **two** questions.

Section B is worth 40 marks. Answer **all** questions.

A formula sheet is provided.

A calculator is provided.

Examination Questions

Section A

A1. Text text text text text text text text text text text text text text.

- a) Text text. Text text.
 - i. Text text. Text text text. Text text text text text text text text.
 - ii. Text text text. Text text. Text text text text text text text.

5 marks

10 marks

b) Text text. Text text text text text text.

15 marks

A2. Text text text text text text text. Text text.

a) Text text text text text text text text text text.

15 marks

b) Text text text.

15 marks

A3. Text text.

30 marks

Section B

B1. Text text text text text text text text text text.

15 marks

B2. Text text text text text text text. Text text.

5 marks

B3. Text text text text text text text. Text text text text text.

7 marks

B4. Text text text text text text text text text text.

13 marks

End of Examination Paper

U23456 Advanced Part MCAS

Examination Rubric

Examination length: **2 hours**.

Section A is a multiple choice section.

Answer all questions on the **Multiple Choice Answer Sheet** provided. Each question is worth **2 marks**. There is no negative marking.

Section B is an essay.

Answer **one** question. All questions are worth **10 marks**.

Examination Questions

Section A

1. Text text text text?
(A) Text option a
(B) Text option b
(C) Text option c
(D) Text option d

2. Text text ____ text.
(A) Text option a
(B) Text option b text b text b text b text b text b text b text b text b text b text b text b text b text b text b text b text b text b text b
(C) Text option c
(D) Text option d

3. Text text text **not** text?
(A) Text option a
(B) Text option b
(C) Text option c
(D) Text option d text d text d text d text d text d text d text d text d text d text d text d text d text d text d text d text d text d text d text d

Section B

- B1. Essay question text text text. Text text text text text text text text text text text text text text text text text text.

- B2. Essay question text text text. Text text text text text text text text text text text text text text text text text text.

End of Examination Paper