



Policy & Procedures for Examination Papers

The Creation, Moderation and Administration of Examination Papers for Formal Written Examinations

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Other documents referenced	Quality Assurance and Enhancement Handbook Regulations for the Conduct of Examinations
Related documents	University Assessment Regulations: Undergraduate and Taught Postgraduate

Version Number	Date issued	Author	Update information
V1.0	7.08.2014	Registry	First published version (previously included as separate sections of <i>Assessment & Graduation Processes</i> : 1.Submission of Exam Papers and collection of worked exam scripts 2.Security, approval and retention of exam papers 3.Policy on anonymous marking 4.Policy on the Retention of students work)
V1.1	16.09.2014	Registry (Exams)	3.6 - Removed reference to Exams Office holding hard copies of exam papers 5.1 – updated section to be exam diet specific, i.e. times dependent on exam diet
V1.2	21.08.15	ARWG of APC	Previous paragraphs 2.3 and 2.4 merged to create new paragraph 2.3. Minor change to (new) paragraph 2.4 (sentence changed for clarification). Modification of title (split into title and subtitle).
V1.3	01.09.19	ARWG of APPC	Minor change to 7.1 Retention of Student Work to clarify period of retention in accordance with GCU Generic Records Retention Schedule.

1 Introduction

- 1.1 For each module, the Dean of School has to ensure that a module leader is appointed.
- 1.2 Regarding the assessment process, the Module Leader is responsible for the compilation of instruments of assessment, marking schedules and to stipulate, where appropriate, when candidates are permitted to use specified books, instruments including electronic calculators (specifying the type), notes or other materials or aids. All arrangements must be clearly documented and available for internal and external quality audits.

2 Preparation and Approval of Unseen Examination Papers

- 2.1 Each Module Leader is responsible for the production of all assessment instruments required to complete the module.
- 2.2 All Formal Examinations must have the Standard University Front Cover, available from the Registry (Exams) Sharepoint site
- 2.3 Each module leader is responsible for ensuring that all examination papers are moderated internally
- 2.4 Each module leader is responsible for ensuring that all examination papers for assessments at SCQF levels 9,10 and 11, or other requested assessment materials at any stage, are submitted to the appropriate External Examiner for moderation and approval. The appropriate draft examination papers for both first and resit diets, together with associated marking schemes or model answers and a record of the process used for internal moderation, will be forwarded to the External Examiner
- 2.5 Each External Examiner is required to certify that they have received, read and moderated the examination papers sent to them.
- 2.6 Where an External Examiner requires changes to be made to a draft examination paper, the changes should be annotated on the paper. The draft should be returned to the appropriate member of academic staff together with a note from the External Examiner stating that, subject to the completion of the annotated amendments, the paper is approved.
- 2.7 Where an External Examiner feels unable to approve a draft examination paper, the paper should be certified as received and read, with clear and specific reasons provided as to why approval has been withheld.
- 2.8 The record and certification of each External Examiner's moderation will be maintained on file within the School for two years following completion of the academic year in which the examination was delivered.
- 2.9 Module Leaders must report to the Head of Department any instances where an External Examiner fails to approve a draft examination paper or where there is disagreement amongst External Examiners on moderation¹. The Head of Department, in consultation with Quality Assurance and Enhancement and the Module Leaders, the Module Leader and the External Examiner(s) will seek a resolution.

¹ In accordance with the [GCU Moderation Policy](#).

- 2.10 Approved examination papers must be certified and delivered by the Module Leader in accordance with local School procedures no later than the deadline notified by the School Office.

3 Post Approval Administration and Submission of Unseen Examination Papers

- 3.1 Once approved and delivered in accordance with School procedures, under no circumstances must a copy of an examination paper be maintained either electronically or in hard copy by any member of staff, other than those authorised by the Dean of School to do so, prior to the examination taking place.
- 3.2 The copying of all examination papers must be undertaken by Print and Design Services unless otherwise agreed by either the Head of The Registry or Registry Operations Manager (Assessment & Exams).
- 3.3 The School will be responsible for ensuring the secure delivery of the requisite number of each approved examination paper in a sealed envelope (see 3.4) to the Registry Examinations Office no later than the deadline previously notified by Registry. The Examinations Office shall provide a receipt of delivery and shall secure the papers until their release to the Senior Invigilator on the day of the examination.
- 3.4 An examination envelope cover sheet must be completed for each venue in which the examination is running. A copy of the cover sheet is issued to Module Leaders (and programme administrators) with Exam dates. Examination envelopes with blank front covers can be obtained from the Registry (Exams) Sharepoint site.
- 3.5 Any materials and/or answer sheets (e.g. for multiple choice examinations) that candidates have to submit **with** the examination script booklet **must** have a hole punched in them (at the top-left hand corner) to allow students to attach them to the examination script booklet with treasury tags.
- 3.6 The School will ensure that an electronic copy of each examination paper submitted by the School is uploaded to GCU Learn no later than 2 months following the completion of each assessment diet. Where, for whatever reason, it is not possible to convert all or part of an examination paper into an electronic document, then a paper copy shall be held in the School Office. All examination papers will be held on GCU Learn for a period of six years for internal reference purposes.

4 Attendance at the Examination Venue by a Module Leader

- 4.1 Module Leaders are responsible to the Dean of School for ensuring that for each examination paper, the Module Leader or other appropriate specialist is present in the examination room at the beginning of the examination and remains present for a further 10 minutes to answer any legitimate questions from candidates. For those examinations in which the use of an electronic calculator has been permitted, the Module, or appropriate specialist, may, at their discretion, undertake a random check of any candidate's electronic calculator.

5 Collection of Worked Examination Scripts

- 5.1 In order to ensure the effective and secure administration of an examination diet there are restricted times during the examination period that Module Leaders or their nominees can collect examination papers from the Examinations Office and these are as follows:

January examination diet:

MORNING: 1000hrs – 1200hrs

AFTERNOON: 1400hrs – 1600hrs

April/May examination diet:

MORNING: 0930hrs – 1130hrs

AFTERNOON: 1400hrs – 1600hrs

- 5.2 Staff wishing to collect completed examination scripts from an afternoon session on the same day as the examination, should contact the Examinations Office staff (x3336) who will advise.
- 5.3 Staff will be required to produce staff identity cards upon collection of completed examination scripts for marking. Members of staff are also required to sign out the examination scripts and by doing so are agreeing to ensure that they are kept secure and confidential at all times.

6 Anonymous Marking (Formal Written Examinations)

- 6.1 Specialist examination stationery will be produced for anonymous marking.
- 6.2 Candidates will be required to enter their name and signature in the space provided for this purpose on examination answer books, which they will then conceal by folding over and gumming down the top right hand corner of the answer book
- 6.3 Candidates will also be required to enter their student ID number in the space provided for this purpose on the examination answer books and also on any supplementary answer books or sheets they may use. They should not enter their names or signatures on supplementary answer books or sheets.
- 6.4 Candidates will be responsible for entering their correct student ID number onto the examination answer book.
- 6.5 In order to accommodate students who fail to bring their student ID card with them, student ID numbers will be available from the attendance lists provided to the senior invigilator (procedures for verifying the identity of students who do not bring their student ID cards are issued under separate cover).
- 6.6 The names and signatures of candidates will remain concealed until the point at which the marks are to be entered onto the examination results publishing system.
- 6.7 Once the internal marking process has been completed, a member of staff designated by the head of the academic unit concerned will reveal the candidates' names and transfer each candidate's mark(s) to the examination mark sheets. Anonymity should be removed from scripts before they are issued to External Assessors.
- 6.8 Examination mark sheets will include candidates' names and student ID numbers.
- 6.9 The current practice whereby Progression and Award Boards are presented with the names and marks of candidates will continue.
- 6.10 Assessors will be expected to observe the principles and practice of anonymous marking.

- 6.11 Where any form of examination irregularity is suspected, the Head of Registry (or nominee) will have the authority to allow the removal of anonymity on the examination answer books of the relevant student(s).

7 Retention of Student Work

- 7.1 Student work should be retained for a minimum of one calendar year from the date of the relevant Progression and Award Board in accordance with the Generic Records Retention Schedule.²
- 7.2 This applies to both coursework and examination scripts.
- 7.3 For the purposes of a student's third year marks being taken into consideration for the honours classification, the assessed work for all modules at Level 3 and above, taken when the student is on Level 3 and/or Level 4 must be retained for one year from the date of the relevant Progression and Award Board (i.e. the Board at which the honours classification is determined). This will include all honours degrees unless specific exemption has been given.
- 7.4 In cases where professional or statutory bodies have a requirement for elements of student's work to be retained for a longer period, these requirements will take precedence.
- 7.5 In relation to Section 5 of the *Regulations for the Conduct of Examinations*, in cases where Progression and Award Board have agreed that material may be returned to candidates, arrangements must be made by the academic unit for the retention of that material, for example, by keeping a copy or, in cases where the piece of work is not in a written format, retaining similar evidence of the production of that piece of work
- 7.6 At the end of this period, it is important that any the material to be disposed of is disposed of in accordance with the University's procedures for the disposal of confidential waste.

² Student work should be retained in line with the [GCU Generic Records Retention Schedule](#) (University-wide for Schools and Departments) codes G12 – G14.