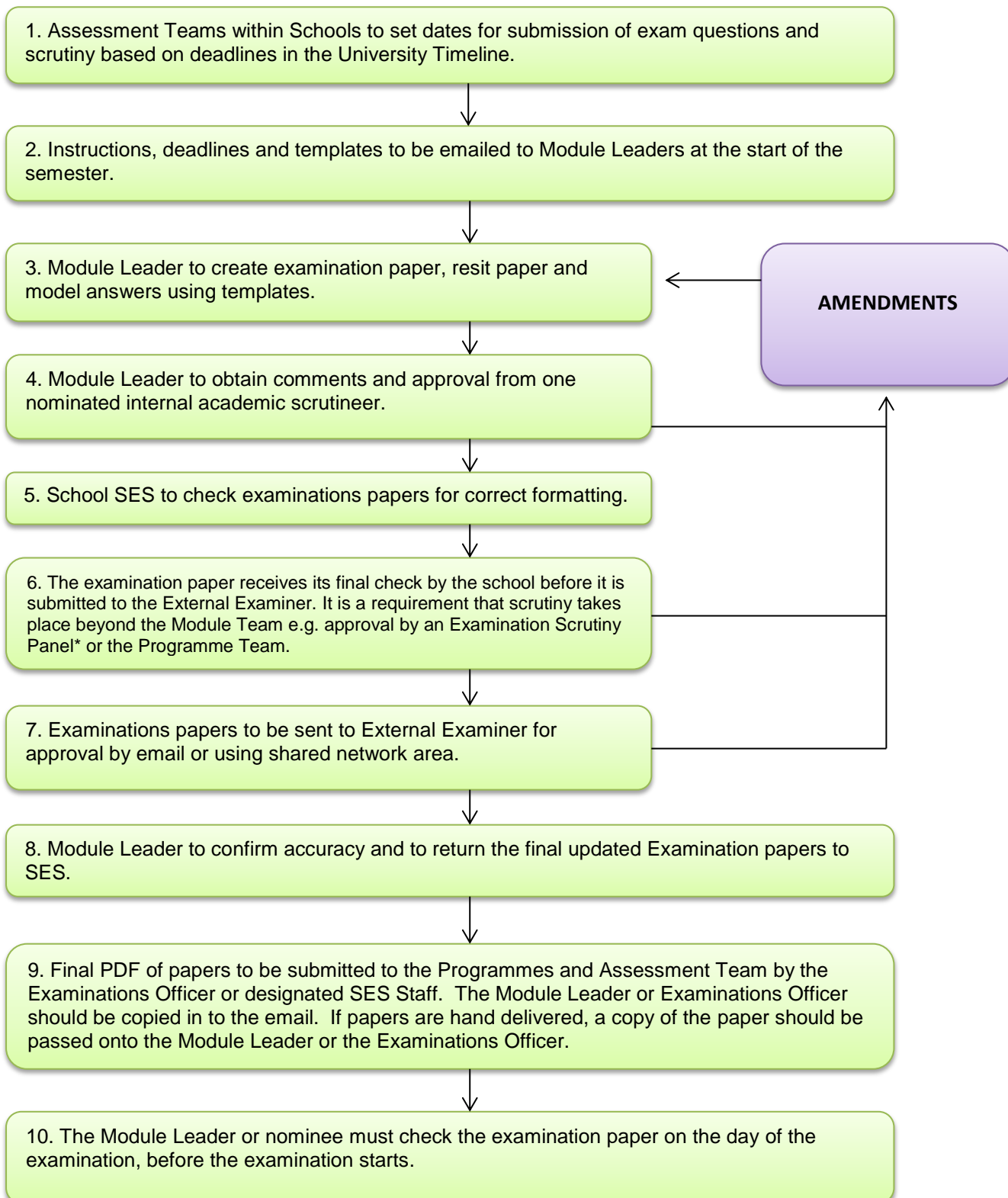**UNIVERSITY OF LEEDS**

Examination Paper Checking Process

This is a 10 stage process to ensure fairness and consistency in examination paper checking. It also provides guidelines to ensure that the examination papers follow the required format before submission to Programmes and Assessment (Exams and Progress).

1. Assessment Teams within Schools to set dates for submission of exam questions and scrutiny based on deadlines in the University Timeline.

2. Instructions, deadlines and templates to be emailed to Module Leaders at the start of the semester.

3. Module Leader to create examination paper, resit paper and model answers using templates.

AMENDMENTS

4. Module Leader to obtain comments and approval from one nominated internal academic scrutineer.

5. School SES to check examinations papers for correct formatting.

6. The examination paper receives its final check by the school before it is submitted to the External Examiner. It is a requirement that scrutiny takes place beyond the Module Team e.g. approval by an Examination Scrutiny Panel* or the Programme Team.

7. Examinations papers to be sent to External Examiner for approval by email or using shared network area.

8. Module Leader to confirm accuracy and to return the final updated Examination papers to SES.

9. Final PDF of papers to be submitted to the Programmes and Assessment Team by the Examinations Officer or designated SES Staff. The Module Leader or Examinations Officer should be copied in to the email. If papers are hand delivered, a copy of the paper should be passed onto the Module Leader or the Examinations Officer.

10. The Module Leader or nominee must check the examination paper on the day of the examination, before the examination starts.

*Might consist of DSE, Examinations Officer, Programme Leaders