

## MEMORANDUM

**To:** All staff teaching classes with Semester 1 exams

**From:** Kevin Ronald/Nigel Badnell

**Date:** 21st August 2017

**Subject:** SEMESTER 1 EXAMS: DEC 2017 – CALL FOR EXAM PAPERS

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Exam papers with solutions are needed from all teaching staff with courses being assessed in Semester 1

### **FINAL DEADLINE: MONDAY 2<sup>nd</sup> OCTOBER 2017**

Please ensure that Audrey has **FINALISED** copies of papers, with solutions for the December (and for level 1-3, preferably also the August resit) diet of examinations. Note, except for special circumstances, it should be acceptable to use the same resit exam paper as last year.

Please identify a checker for your paper. Your checker is expected to provide feedback on the initial draft of your paper and its solution, and will also be responsible for checking the final version for errors.

The attached checklist should be completed by the setter and checker, signed and dated by both and sent to Audrey with the final version of the paper. Copies of the checklists and a record of the date on which the paper was completed will be forwarded to the external examiners. **Note that there will be external audit of the L1-2 exams this year** and therefore the setter and checker will need to complete the exam check sheet attached, as already used for L3-5 papers.

Please submit the papers by the above date **at the very latest**. Please follow the attached notes on paper preparation. Note that this year we cannot stagger the processing due to the use of externals for L1-2, so observation of this deadline will be critical to ensure timely processing.

**The exam papers at Level 3 to 5 will consist of SECTION A, worth 40% where key, core topics will be assessed and one or two subsequent sections, B, C which amount to 60% of the total marks. Sections B, C are primarily to ensure fair coverage where a class consists of two parts/two lecturers. For multi-lecturer (>2 lecturers) or multi topic courses, there is more flexibility with the rubric.**

For **L1-2** papers, following the teaching committee minutes circulated at the DC on 7<sup>th</sup> March 2016, **there is no 'choice' offered in the exam this year. All questions (in sections A and B, C) must be attempted.** The duration of compulsory 20 credit Level 1 and Level 2 classes will be 2 hours, whilst for all compulsory 10 credit classes the duration of the examination will be 1.5 hours. For elective classes, if there is a significant amount of continuous assessment (class tests or online tests) the examination can be 1 hr in duration, otherwise the examination should be 1.5 hr in duration.

For **L3-5** papers, the exam duration should normally be **3 hrs for a 20 credit** assessment unit. At **L3** this year, following the teaching committee minutes circulated at the DC on 7<sup>th</sup> March 2016, **there is no 'choice' offered in the exam this year. All questions (in sections A and B, C) must be attempted.** If this is a change from last year please make sure the students receive a mock exam paper in the new format.

**A 2 from 3 OR 3 from 4** rubric should normally be used for sections B, C at **L4 and 5**

Please take account of the notes attached on paper preparation.

Thank you

Kevin, Nigel

## NOTES ON EXAMINATION PREPARATION

### Requirements of the Examination Secretary

1. Please let Audrey have your draft questions for formatting in good time for your selected question checker. If possible please save further time by already using the standard Registry exam style (**Physics template attached**). We have received comment from the external examiner and from the University regarding font usage to ensure clarity of symbols in equations. Please use Times New Roman font (or similar serif font) at 12 point for your paper, including symbols in equations, **and use inline equations** when referring to characters/variables used in the equations to ensure uniformity of presentation. Also use inline equations and times or similar font for values and units. Note we may be required to produce variants in the official Arial font if required by individual students.
2. Please supply Audrey with an electronic version of the exam in MS Word format so that she can easily update details (time, etc). Since so many exams are being handled, it aids their identification if files are labelled systematically. Please use this convention: 2017\_PHxyz\_1\_dd\_mm\_v?, the 1 represents that this is the 1<sup>st</sup> exam diet of the year, the xyz refers to the class number PHxyz. dd\_mm refers to the date the version of the paper was saved and v? is a placeholder for a version number for the paper on that date. Rigorous use of this naming convention is intended to guard against the risk of reverting to an earlier issue. This should NOT be submitted by e-mail except in exceptional circumstances. Instead please save to the correct location for the exam on the I drive. If this is not possible please consult Audrey, Kevin or Nigel for alternative submission methods.
3. If you use the LaTeX template for production of your examination paper please note that Audrey will not be able to edit this and you will need to be available at short notice to act on comments during internal review, for addressing feedback from the external examiner, updating dates and times on the examination paper. It is also important that the checker for your paper is proficient in LaTeX. The source files should however still be submitted along with a pdf 'camera format' paper.
4. In all cases it is preferred that it is the examiners, rather than the examination team, who directly edit the technical aspects of the source file (whatever format it has) to respond to internal comments & comments from the external examiners. Internal feedback will therefore usually be given in the form of marked up pdf's. Unix users, if the Adobe reader is not available, may find the software described at <http://en.wikipedia.org/wiki/Okular> to be helpful (thanks to Ben Hourahine).
5. Please provide solutions, ***preferably clearly handwritten and scanned (electronically only if legibility is an issue)***.

## Requirements of the External Examiners (and recent Honours Exam Boards)

1. If your paper has had a **low pass rate or low (<55%)/high (>75%) average mark** in previous years, please modify your exam accordingly **this** year.
2. A greater emphasis is to be placed on unseen problems rather than on bookwork.
3. External Examiners have asked that bookwork should be written in full in the draft solutions supplied to them. (They argue that otherwise we examiners fail to appreciate how much time it takes to write out such work.)
4. Unseen material should be clearly identified on your solution.
5. The paper should include the marks allocation for its different parts. In addition, the solution should include as fine a marking scheme as practicable, **with the restriction that no sub-marks should be worth <1%.**