**CHECKLIST FOR ALL EXAMINATIONS**

**PLEASE COMPLETE, SIGN AND RETURN TO EXAMINATION PAPER PRODUCTION SECRETARY**

The checking process falls into two parts. The first performed by the setter’s nominated and approved checker who reviews the academic standard of the examination paper. The other is the mechanistic checking undertaken by both the setter and the examination paper production secretary.

Setter and internal checker for Examination paper **PH**…

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| **Prompt** | **Setters Confirmation** |
| The exam paper, as a whole, meaningfully differs from papers currently available to the class via Myplace and the library |  |
|  | **Checker’s Comment. Detail any requested changes to the paper** |
| The level of difficulty of the questions is appropriate for the paper. |  |
| The wording of each question has been carefully reviewed for clarity, correct grammar, spelling and paragraphing. The questions represent realistic situations |  |
| A clear indication of seen / seen-similar / unseen material has been included marked with side-bars in the draft solutions. |  |
| The draft solution contains full details of the marking scheme, i.e. as fine a sub-division as is practicable. All values to numerical calculations are correct. The draft solutions are not “cut and paste” from lecture notes. |  |
| **Setter’s Response to checker’s comments** |  |

**Setter: Checker: Date:**

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| **Prompt** | **Setter’s Initials** | **EPPS** |
| The examination paper follows **the required format** (40% compulsory section A, plus additional compulsory sections totalling 60 %).  |  |  |
| The draft solutions are complete, legible and give a clear indication of seen / seen similar / unseen material. The draft solutions show a clear indication of the level of difficulty. |  |  |
| The duration of the exam is shown.  |  |  |
| The number of questions to be answered is specified. |  |  |
| Formula Sheet Attached |  |  |
| The point of division of any sections is indicated, and any restriction on the number of questions per section that can be answered is indicated clearly. |  |  |
| The subdivision of marks between parts of each question is shown and the marks sum-up correctly for each question. |  |  |
| All necessary data is shown. (If it is assumed that candidates *should know* certain values of data or standard integrals, and these are therefore not given, this should be made clear separately to the external examiners). |  |  |
| All variables are shown in italics through examination paper |  |  |
| The examiner’s name appears at the end of the paper. |  |  |