Preparation of Examination Papers

The following is intended to give guidance to staff preparing examination papers for printing. Please follow the attached sample question paper cover sheets for the layout. All questions should begin on page two. Please contact the Central Student Administration (CSAO) if you need further advice.

Sample Papers: although previous guidance on the preparation of papers referred to just two acceptable versions of question papers, over the last few years, schools have developed several further types of question paper and the guidance has been updated to reflect these distinct types. Sample templates are appended to this document.

<table>
<thead>
<tr>
<th>List of Sample Exam Paper Cover Sheets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample 1</td>
</tr>
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<td>Sample 2</td>
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<td>Sample 3</td>
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<td>Sample 6</td>
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<td>Sample 8</td>
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<tr>
<td></td>
</tr>
<tr>
<td>Sample 9</td>
</tr>
</tbody>
</table>
Margins

If you do not use the templates provided by CSAO & set up your own word document from scratch the margins you should use are as follows.

<table>
<thead>
<tr>
<th>Ordinary exam paper &amp; Special version of paper</th>
<th>Exam paper where the students write the answers on the paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top</td>
<td>Top</td>
</tr>
<tr>
<td>Bottom</td>
<td>Bottom</td>
</tr>
<tr>
<td>Sides</td>
<td>Sides</td>
</tr>
</tbody>
</table>

2.7cm Top
2.9cm Bottom
2.3cm Sides
1cm Top
2.9cm Bottom
2.3cm Sides

Fonts

If possible use Arial.

14 point bold – university/module code/faculty/level x examination
12 point bold – name of department/module title/date
12 point - rubric/main text.

We appreciate that some papers e.g. Maths will need to use different fonts because of the use of mathematical formulae.

Rubric

The rubric (information on the front page of the examination paper) is the primary source of information for the examination. It is used by CSAO staff to determine what type of stationery to provide and to prepare all materials for the session, in all the locations where that exam will be held (it may be at multiple campuses, or there may be students sitting at other locations who require special arrangements). On the exam day, it is used by invigilators to prepare the desks, and in the event of a query, it is the first place consulted for an answer. In the absence of academic guidance, what is on the rubric will stand.

It is therefore critical that the information required by all parties (schools, candidates and CSAO) is included in the rubric without making it too complicated for the candidates to understand on the day.

The rubric should state:

- the number of questions on the paper and give clear instructions about the number of questions to be answered.
- whether formulae, data or extracts from books are attached/appended to or provided with the question paper.
- what additional materials students may bring with them into the examination room.
- where relevant, whether the use of calculators is permitted.
Please note the following definitions:

<table>
<thead>
<tr>
<th>Attached</th>
<th>Means the information is stapled to the back of the exam paper.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provided</td>
<td>Means that the information will not be attached to the paper but will be placed separately on the candidates’ desks.</td>
</tr>
<tr>
<td>Available</td>
<td>Means available on request.</td>
</tr>
</tbody>
</table>

If questions are to be answered on the question paper itself, there must be a place for the student to write their examination number on the front of the paper, together with an instruction to do so (see example 2)

Without this on the front cover, there is a risk that invigilators may collect and discard the examination papers.

**Removing the Question Paper**

**NO** exam papers or materials are permitted to be removed from the exam venues. Under the students Instructions, your paper must state:

“Candidate IS NOT permitted to remove question paper from examination venue”.

**Additional Materials**

There are a number of examinations in which students are permitted to bring in their own materials. Any such materials should be specified as far as possible (e.g. Blackstones/dictionaries); we would prefer that students are not permitted to bring in their own loose notes or pre-seen/annotated loose case studies, since this can compromise the invigilation of the examination, as it is difficult for our invigilators to know whether materials are authorised or unauthorised. Moreover, we have to print copies of these anyway, for those students who forget to bring their own materials to the exam room.

**Date and time**

The date and time should be typed in the form

Monday, 10 May 2010: 9.30am – 12.30pm (or 2.00pm – 5.00pm for afternoon)

**Page numbering**

Page two onward should be numbered top centre.

Please note that the convention used by the Print Unit is that odd numbered pages will always be on the right.

The words ‘turn over’ should therefore be typed in lower case bold in the bottom right hand corner of every odd numbered page only. (Except for the front page – where no “turn over” is needed).
Coloured illustrations

The CSAO can only arrange for papers to be copied in black print on white or coloured paper.

Anything that needs to be in full colour should be provided by schools in sufficient numbers ready printed and will be placed on the desks separately.

- At least 15 spare copies should be provided if possible.
- The rubric should state that visual material accompanies the paper.
- The module code should appear in the top right corner of any additional papers.

Special papers

Where a special paper is required for a student or students who were taught the module in a previous academic year, the words ‘special paper for students who took the module in 2015/16’ or similar should be inserted above the rubric. –see sample paper

No name or examination number should appear on the question paper – however when sending the exam paper to the CSAO, departments must indicate the name and exam number of the students who require the special paper

Quotations, sources and lists

<table>
<thead>
<tr>
<th>Quotations</th>
<th>Use single quote marks with double quotes within the sentence where necessary.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sources:</td>
<td>Sources should be at the end of long quotes and flush with the right hand margin.</td>
</tr>
<tr>
<td>Lists:</td>
<td>Lists should be indented and separated from the question.</td>
</tr>
</tbody>
</table>

Splitting questions

The splitting of questions between pages should be avoided if at all possible particularly at the end of odd numbered pages where the page will need to be turned over.

If a small reduction in the margins would allow the question to sit on the page and avoid an extra page being printed for just one question, please change margins or spacing for that page only.
With the permission of the examiner concerned, it may be possible to change the order of the questions on the paper.

**Amendment sheets**

If an error is spotted on a paper after it has been printed, an amendment sheet will need to be prepared by the relevant school. Any such papers should be submitted to the CSAO as early as possible in sufficient numbers (at least 20 spare copies) for a copy to be put on each candidate’s desk.

Amendment sheets should be printed on coloured paper, any colour except yellow, and no smaller than A5 size. The module code of the paper must be included on the amendment sheet.

Please do not leave it until the day of the exam to bring amendment sheets as some students require large print or coloured papers and we have to prepare these in advance. There may also be students sitting exams in different venues and at more than one campus.

**Security**

All staff involved in the preparation of examination papers must ensure that students are not able to see or gain access, either accidentally or deliberately, to examination questions or related material. The arrangements to ensure security will depend on circumstances in individual offices but should be in accordance with the following.

Staff who are preparing papers should keep a record of the progress of each paper, including date submitted for typing, date typed, date final version checked, signed and approved for print by the examiner concerned, and date delivered to the CSAO.

CSAO staff will arrange for the papers to be printed.

Ideally, there should be no student access to a room in which examination papers are being prepared. If this is not possible, care must be taken to ensure that whenever students are in the room, examination material is not visible either on paper or on a computer screen.

Offices should be locked when unattended and PCs should be 'locked' or staff logged out. Where possible, papers should be typed outside of student hours. Examination questions and papers should not be sent by internal mail or as email attachments but should be delivered by hand. Examination papers should not be sent by fax to the External Examiners.

It is recommended that all examination papers sent to External Examiners are hand delivered by departmental staff to the Post Room in Estates and Buildings, and then sent through the external post by recorded delivery. The External Examiner should return the examination papers by a similar postal method.

Care must be taken when disposing of earlier versions or unwanted copies of examination papers. Hard copies should be destroyed by shredding.
UNIVERSITY OF KENT

FACULTY OF HUMANITIES

LEVEL C EXAMINATION

HISTORY

MODULE TITLE

Monday, 10 May 2010: 9.30am – 12.30pm

Instructions

There are FOURTEEN questions.

Candidates must answer the question in Section A and TWO Questions from Section B.

Candidates are advised that the question in Section A will count for 40% of the marks available. Each question answered from Section B will count for 30% of the marks available. Candidates should manage their time accordingly.

Candidate IS NOT permitted to remove question paper from examination venue.

Stationery | Yellow Answer Booklet
UNIVERSITY OF KENT

FACULTY OF HUMANITIES

LEVEL C EXAMINATION

HISTORY

MODULE TITLE

Monday, 10 May 2010: 9.30am – 12.30pm

Instructions

There are **THIRTEEN** questions. Candidates should answer **THREE** questions.

This is a special paper for students who originally took the module in 2008/09

**Candidate IS NOT** permitted to remove question paper from examination venue

Stationery | Yellow Answer Booklet
Candidate Exam No: _____________

UNIVERSITY OF KENT

PH602/2010

FACULTY OF SCIENCES

LEVEL H EXAMINATION

SCHOOL OF PHYSICAL SCIENCES

MODULE TITLE

Monday, 10 May 2010: 2.00pm – 5.00pm

Instructions

There are **FIFTEEN** questions in **TWO** sections

Candidates should attempt **ALL** questions in **SECTION A** and **TWO** questions from **SECTION B**

Write answers to **SECTION A** in the spaces provided on the question paper.

Answer each question from **SECTION B** in a separate book.

Write your examination number in the space provided at the top of this paper and place in the envelope with your other answers.

**Candidate IS NOT** permitted to remove question paper from examination venue

<table>
<thead>
<tr>
<th>Calculators</th>
<th>Use of approved calculators is permitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graph Paper</td>
<td>Available on request.</td>
</tr>
<tr>
<td>Stationery</td>
<td>Yellow Answer Booklet</td>
</tr>
</tbody>
</table>
UNIVERSITY OF KENT

FACULTY OF SOCIAL SCIENCE

LEVEL C EXAMINATION

SCHOOL OF PSYCHOLOGY

MODULE TITLE

WEDNESDAY 9 JUNE 2010: 9.30am – 12.30pm

Instructions

1. This is a multiple choice examination paper

2. There are 100 questions. Candidates should attempt every question

3. Please remember to write your examination number on all answer sheets

4. Please mark one answer for each question/ Please fill in the box in bold preferably with an HB pencil. You should mark your answer like this [ - ]

5. Please make certain that you mark only one answer for each question

Candidate IS NOT permitted to remove question paper from examination venue

Stationery
Multiple Choice Answer Sheet Q. 01 - 50
Multiple Choice Answer Sheet Q. 51 – 100
Sample 5: Two Types of Exam Stationery

UNIVERSITY OF KENT
EL025/2010

FACULTY OF SCIENCE
LEVEL F EXAMINATION
SCHOOL OF DIGITAL ARTS
MODULE TITLE

WEDNESDAY 9 JUNE 2010: 9.30am – 11.30am

Instructions

1. Each question in Section A should be answered on a separate GREEN sheet
2. Each question in Section B should be answered on a separate WHITE answer book sheet
3. There are ELEVEN questions divided into two sections
4. Candidates are required to attempt FIVE questions from Section A and THREE questions from Section B
5. Candidates are advised to spend no more than 50 minutes on Section A
6. Unless otherwise stated all numerical answers should be given to 3 significant figures
7. Take $\pi = 3.142$

Candidate IS NOT permitted to remove question paper from examination venue

<table>
<thead>
<tr>
<th>Calculators</th>
<th>Use of approved calculators is permitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graph Paper</td>
<td>Available on request.</td>
</tr>
<tr>
<td>Stationery</td>
<td>White Answer booklet x 3</td>
</tr>
</tbody>
</table>
UNIVERSITY OF KENT

PH026/2010

FACULTY OF SCIENCE

LEVEL F EXAMINATION

SCHOOL OF PHYSICAL SCIENCES

MODULE TITLE

WEDNESDAY 9 JUNE 2010: 2.00pm – 4.00pm

Instructions

This paper is divided into TWO sections as follows

Section S
6 Short questions
Candidates should attempt FIVE of the six questions - (10 marks per question)
Candidates are advised to spend 48 minutes answering this section

Section L
4 Standard length questions
Candidates should attempt TWO of these (40 marks per question)
Candidates are advised to spend 36 minutes per question
USE A SEPARATE ANSWER BOOK/ANSWER SHEET FOR EACH QUESTION

Candidate IS NOT permitted to remove question paper from examination venue

<table>
<thead>
<tr>
<th>Tables / Handouts</th>
<th>Examples:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A sheet of physical constants is attached</td>
</tr>
<tr>
<td></td>
<td>A copy of a data sheet containing the periodic table of the elements is attached</td>
</tr>
</tbody>
</table>

Calculators
Use of battery powered calculators without a permanent memory facility or graphics plotting capability is allowed

Graph Paper
Available on request.

Stationery
Green Answer booklet
White Answer booklet x 2
UNIVERSITY OF KENT

FACULTY OF SOCIAL SCIENCES

LEVEL H EXAMINATION

LAW

MODULE TITLE

Two Hours

WEDNESDAY 9 JUNE 2010: 09:30am – 11:30am

Instructions

There are **FOUR** questions
Candidates should answer **TWO** questions at least **ONE** of which must be a problem question

Unless otherwise stated all answers will be weighted equally in marking

Material used in one answer should not be substantially duplicated in another

**USE A SEPARATE ANSWER BOOK/ANSWER SHEET FOR EACH QUESTION**

Candidate IS NOT permitted to remove question paper from examination venue

<table>
<thead>
<tr>
<th>Case List</th>
<th>Candidates are supplied with a case list</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statute Books</td>
<td>Candidates may refer to a copy of <em>Blackstones or Sweet and Maxwell's statutes on Property Law</em> or to copies of the text of any legislation contained therein. Such material may be underlined or shaded with a translucent marker but not otherwise annotated. Copies of annotated editions of the legislation are not permitted. The explanatory notes attached to the official version of legislation are not permitted</td>
</tr>
<tr>
<td>Stationery</td>
<td>Yellow Answer Booklet</td>
</tr>
</tbody>
</table>
# Instructions

This paper is divided into **THREE** sections as follows

| Section A | SIX short questions each marked out of 10. Candidates may attempt all SIX questions **BUT** are advised that they cannot obtain more than **FORTY** marks in total on this section |
| Section B | TWO longer questions each marked out of 30 |
| Section C | TWO longer questions each marked out of 30 |

Candidates may not attempt more than **ONE** question from **Section B** and may not attempt more than **ONE** question from **Section C**

Candidates are advised to show their working on their scripts.

Marks might then be allocated for the use of a correct method even if the numerical or algebraic result is incorrect.

**Candidate IS NOT permitted to remove question paper from examination venue.**

| Tables | Copies of New Cambridge Statistical Tables are provided |
| Calculator | Approved calculators are permitted. |
| Stationery | Yellow Answer Booklet |
**UNIVERSITY OF KENT**

**FACULTY OF SOCIAL SCIENCE**

**LEVEL H EXAMINATION**

Kent Business School

**MODULE TITLE**

Three Hours

**WEDNESDAY 9 JUNE 2010: 09:30am – 12:30pm**

<table>
<thead>
<tr>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>The case study “xxxxx” was distributed prior to the examination and <strong>MUST NOT</strong> be taken into the examination hall.</td>
</tr>
<tr>
<td>Candidates will be issued with a new copy of the case study attached to the examination paper.</td>
</tr>
<tr>
<td>Candidates are reminded of the University Regulations on plagiarism and the use of unauthorised materials. <strong>No material is permitted to be taken into the examination hall.</strong></td>
</tr>
</tbody>
</table>

| There are **SIX** questions. **Section A** has **TWO** questions and **Section B** has **FOUR** questions. The marks for **Section A** add up **40** and the marks for **Section B** add up **60**. |
| Candidates must answer **FOUR** questions **BOTH** questions from **SECTION A** and any **TWO** questions from **Section B**. |

| Questions in **Section A** refer to the case study provided. Credit will be given throughout the paper for the use of examples from real life business practice even where these are not specifically asked for. |

| **Candidate IS NOT permitted to remove question paper from examination venue.** |

| Case Study | Copies of case study Provided |
| Stationery | Yellow Answer Booklet |