Guidance notes for Faculties and Departments for the production of examination question papers 2019-20

These notes relate to examination papers for the early and main examination period in Easter Term 2020.

Examinations that occur at other times have different deadlines - please email RecordsandExams@admin.cam.ac.uk in the first instance to check earlier deadlines.

The Exams and Assessment Committee is responsible for the administration of university examinations, including the management of question papers. This document will identify:

- Deadlines for submission of question papers for printing
- Security issues related to the production of question papers
- Format of question papers

Checklist:

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<td>1.</td>
<td>Identify the deadline to submit your question paper to the Reprographics Centre</td>
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<td>Determine and implement security arrangements for preparation, editing and copying of question papers</td>
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Deadlines for submission of question papers for printing

In most cases, departments submit a camera-ready copy of each question paper to the Reprographics Centre so that it can print multiple copies and pass onto the Strong Room to prepare the examination packs. The **deadline for submission of your camera-ready copy to the Reprographics Centre is Thursday 16 April 2020 for the main period (18 May-12 June)** and **Tuesday 24 March 2020 for the early period (21 April- 8 May)**.

A small number of departments request to see a proof of the printed examination paper before multiple copies are made. This is normally in the case of examination papers with a high number of symbols or accents or which contain detailed illustrations. If you intend to request a proof, **the deadline for submission of your camera-ready copy to the Reprographics Centre is Friday 3 April 2020 for the main period and Friday 6 March 2020 for the early period**. This earlier deadline is in order to allow time for any amendments to be made and checked. You will need to make an appointment with the Reprographics Centre to view the proof copy – this should be arranged directly with them.

Very occasionally, a department prints its own multiple copies. These need to be submitted to the Student Registry for the attention of Jenny Green so that staff in the Strong Room can prepare the examination packs. **The deadline for submission of your multiple copies to the Student Registry is two weeks before the first of the examination papers.**

In a few cases, departments print their own multiple copies of each question paper and store them securely in their own department. This applies to a small number of examinations, which are held in departmental sites. In these cases, the department is responsible for all aspects of the quality and timing of the printing of the question papers, for their secure storage and for the correct preparation of the examination packs. In these cases, you must still submit copies of the question paper to the Student Registry (FAO Jenny Green) so that they can be passed onto the Strong Room to prepare any packs for students sitting in other locations. **The deadline for submitting this to the Student Registry is two weeks before the first of the examination papers.**

<table>
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<th>Deadline Info</th>
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<td>Camera ready copy – proof required (early period)</td>
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<td>Camera ready copy – no proof required (early period)</td>
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<td>Camera ready copy – proof required (main period)</td>
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<td>Camera ready copy – no proof required (main period)</td>
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<td>Department printing own copies and delivery to Student Registry</td>
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<td>Department printing own copies for examination in dept. Copies required to be sent to Student Registry</td>
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Produced by the Student Registry, December 2019
Security

The initial preparation, editing and copying of question papers needs to be undertaken under strict confidentiality. All versions of draft and final copy must be typed, copied and stored securely.

Following an audit of Examinations and Assessment, the University has revised its guidance on the securing storage and sharing of questions and question papers for departments and faculties, working with UIS to determine the most appropriate technical solution. Therefore, the Examination and Assessment Committee recommend that OneDrive is used to share questions and question papers within Faculties and Departments. You should also use OneDrive to share the final version with the Reprographics team for printing.

Information on how to setup OneDrive for the first time can be found online here - https://help.uis.cam.ac.uk/service/storage/onedrive/getting-started. Further help and support should be available from your local IT support.

The Committee acknowledge that other online tools are available, such as SharePoint, and are content for these to be used, if the setup and risks are known and understood.

Use of Email

Exam questions must not be entrusted to unencrypted email. Encryption can be used to reduce the risk to an acceptable level but it is important that the limitations of the method being used are clearly understood so that the residual risk can be properly assessed. This assessment should be made with the assumption that the message could fall into the wrong hands and that an attempt may be made to decrypt the contents especially if it is possible to guess from the unencrypted part of the message that this may be worth the effort e.g. the subject is Computer Science Tripos Exam Paper. It is clearly important to be able to be sure that the risk of the key(s) leaking or being guessed is negligible.

Printing and Paper Copies

Great care should be taken when printing out exam papers and a locally attached, i.e. non-networked printer should normally be used. There are a number of risks with networked printers associated with transferring data over the network and the data then being stored in the printer. Many printers hold a copy of the print job until it has completed printing and, if a problem arises during printing e.g. a paper jam, it is very hard to delete the job and thus avoid the exam paper being printed later when the problem is cleared but the person trying to print it may no longer be around.

Any print outs or notes associated with the content of question papers should be locked away securely and shredded once they are no longer required. Any copies of the final paper, electronic or on paper, kept in the department or a faculty office must be stored securely e.g. in a locked filing cabinet in a secure room with restricted access.
Delivery to Reprographics

Care should be taken when delivering final versions to Reprographics for printing and you should consider the most appropriate way to share. If you use OneDrive, you can share the final version directly with Reprographics by sharing the file with Reprographics.exams@admin.cam.ac.uk. They can then securely retrieve the file from that link which removes the need to deliver a hard copy or email a copy.
Format of examination question papers

All University examination papers are produced in A4 size, and to a standard style. Faculties and Departments are requested to conform as closely as possible to the following guidance. A specimen question paper is attached for reference at Appendix A (p 9).

The front page should contain the following:

- **The subject code**
  - e.g. ACT1 or NST2CH
- **The long description**
  - e.g. Archaeology Part I or Natural Sciences Part II Chemistry
- **The paper code**
  - e.g. Paper A1
- **The paper title**
  - e.g. World Archaeology
- **Date and time of examination**
  - please refer to the examination timetable for this information
- **Rubric**
  - as necessary
- **Stationery**
  - e.g. 8 page answer book x3; rough pad; graph paper
- **Special requirements**
  - e.g. calculator, graph paper, data books
- **Instruction:**
  - you may not start to read the questions printed on the subsequent pages of this question paper until instructed to do so

It is recommended that the question paper uses a *sans serif* font for the purpose of improving accessibility.

All papers containing more than 3 pages should carry the instruction (TURN OVER). This should be set in capitals on a new line after the last question on the third page and then on subsequent right hand pages only. The front page containing the title and rubrics only (page 1) and the last page of the paper should **not** carry a turn over instruction.

After the last question, the instruction END OF PAPER should appear in capitals centered on a new line. If a page deliberately does not have anything on it, please insert the information THIS PAGE IS BLANK.

Signs and symbols, hand-written equations or simple diagrams must be of fine black ink lines. Ball-point pens are not suitable for reproduction.

The total area covered by text must not exceed 6” x 9” / 150 mm x 230 mm. This includes diagrams, illustrations and extracts. Otherwise, text could be lost during production of the bound volumes of examination papers. A template showing the position of the margins is available from RecordsandExams@admin.cam.ac.uk

Please ensure that all camera-ready copies when submitted are marked lightly in pencil on the reverse showing:

- the Tripos title;
- the paper number and title; and
- the page number of each sheet.

This will readily identify the correct paper and sequence of pagination within sets of papers.
**Stationery and special material requirements**

The front page of the question paper is the definitive source of information about what stationery and other material is required in the examination and this is used to set up for each examination. Supplying this information is not optional as it is used to prepare the examination room for students and to prepare the papers for candidates sitting in other locations. The Reprographics Centre, in preparing these examination packs, adheres strictly to whatever you have written on the question paper. Whatever is identified on the question paper will be supplied in the examination site. **Anything not included on the question paper will not be provided on the day.**

The Student Registry will contact you about your stationery requirements in the Lent term. You must ensure that the detail on the question paper supplied to the Reprographics Centre or Student Registry matches what is supplied to the Registry at this point and any special material requirements are clearly identified.

If you have any queries please contact Mrs Jenny Green (RecordsandExams@admin.cam.ac.uk).

**Proof reading and the formal approval of question papers**

All question papers must comply with the Form and Conduct Notice issued by the Faculty. Any variation from this, for example in the content, scope and/or rubric of the question paper must have been formally authorised by [Education Quality and Policy Office](mailto:EducationQualityAndPolicyOffice@admin.cam.ac.uk).

Question papers should be thoroughly proof read and formally approved prior to submission. Each year some errors in question papers are identified during the examination and these are reported to the Examination and Assessment Committee. The Board of Examiners may wish to delegate some aspects of the detailed scrutiny of question papers but at least two designated examiners should be responsible for undertaking detailed proof-reading of the whole paper prior to finalising a copy. The Chairman is responsible for determining an appropriate timetable for the submission of draft question papers so that examiners may consider and approve proposed question papers in time to comply with the deadline for submission to the Reprographics Centre.

**Submission of examination question papers to the Reprographics Centre or Student Registry**

*If you are submitting camera ready copy so that the Reprographics Centre can print multiple copies and pass on to the Strong Room to prepare the examination packs*

The Chairman of Examiners (Senior Examiner for NST / MVST subjects) is responsible for taking the final camera ready copy of the examination paper(s), by hand, to the Reprographics Centre together with the signed declaration confirming the accuracy of the paper. A receipt will be issued.

The final camera ready copy can be emailed to the Reprographics Centre, but this will be at your own risk and as stated above, delivery by hand is the preferred delivery method. Email the copy to [Reprographics.Enquiries@admin.cam.ac.uk](mailto:Reprographics.Enquiries@admin.cam.ac.uk) ensuring it is password protected. Please send the password in a separate email. Reprographics will hold the email on an external hard drive.
The deadline for submission of your camera ready copy to the Reprographics Centre is 16 April 2020 (3 April 2020 if you require a proof).

If you are printing your own multiple copies and storing them securely in your department

The Chairman of Examiners (Senior Examiner for NST / MVST subjects) is responsible for taking fifteen copies (minimum) of each question paper to the Student Registry together with the signed declaration confirming the accuracy of the paper. A receipt will be issued. These copies are required for any students who are examined in alternative sites e.g. Titan, University Centre or College; it is the Strong Room which prepares these individual student’s examination pack(s). These copies are also required for the bound volumes.

The deadline for submission of your fifteen copies to the Student Registry is two weeks before the first of the examination papers. This is to allow the Strong Room time to prepare the individual student packs for students sitting examinations in alternative sites.

If you are printing your own multiple copies and submitting them all to the Student Registry.

The Chairman of Examiners (Senior Examiner for NST / MVST subjects) is responsible for taking all the examination question papers including at least fifteen spares to the Student Registry together with the signed declaration confirming the accuracy of the paper. A receipt will be issued. They must be packaged in robust, sealed envelopes and should be labeled as follows:

(i) a copy of the first page of the question paper should be displayed on the outside of each envelope; this identifies the examination detail, the date and time of the examination and any stationery requirements; please refer to pg 4 for the information required on the front page;

(ii) write on each envelope the number of copies enclosed;

(iii) write on each envelope the location of the examination e.g. Guildhall, Corn Exchange.

The deadline for submission of your multiple copies to the Student Registry is two weeks before the first of the examination papers. This is to allow the Strong Room time to prepare the individual student packs for students sitting examinations in alternative sites.

Publication of examination question papers

Following the examination period, the Reprographics Centre will prepare the bound volumes of examination papers.

If you have exemption from publishing your papers in the bound volumes then please mention this to the Reprographics Centre or Student Registry when you hand in the copies of your question papers or email Nigel Reynolds (Nigel.Reynolds@admin.cam.ac.uk). For enquiries about exemptions, please contact RecordsandExams@admin.cam.ac.uk in the first instance
Any queries arising from these guidance notes should be directed in the first instance to:

Mrs Jenny Green, Student Registry, Student Services Centre, Bene’t Street
Tel: 01223 (7) 64694
E-mail: RecordsandExams@admin.cam.ac.uk

Reprographics Centre
The Old Schools Courtyard
Monday to Friday, 8.30 a.m. to 1.00 p.m. and 2.00 p.m. to 4.45 p.m.
AAT1
Archaeology and Anthropology Part I

Sunday 31 February 2003 9 to 12.00 pm

Paper A16

Introduction to Anthropology

You should answer five questions in total. Answer three questions from Section A and two more from Sections B and / or C.

Answers from each Section must be written in a separate booklet.

Booklets from each Section must be tied up in separate bundles, with the letter of the Section written on each cover-sheet.

Write your number not your name on the cover sheet of each Section booklet.

STATIONERY REQUIREMENTS
8 page answer booklet x 3
Rough Work Pad
Graph Paper x 2 sheets

SPECIAL REQUIREMENTS TO BE SUPPLIED FOR THIS EXAMINATION
Calculator – students are permitted to bring an approved calculator
Data Book (specify reference number or title or colour etc as necessary)
Dictionary (specify reference number or title or colour etc as necessary)

You may not start to read the questions printed on the subsequent pages of this question paper until instructed to do so.