

Guidance notes for Faculties and Departments for the production of examination question papers 2022-23

These guidance notes relate to examination papers for the early and main examination period in Easter Term 2023. The deadline for March exams can also be found on page 2.

The Examination 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 examinations
- Format of question papers
- Security issues related to the production of question papers

Key changes for 2023 and Checklist:

- All question papers, irrespective of the mode of delivery (in-person, online), **must** be uploaded into MS Teams by the deadlines shown. This includes those subjects where departments have traditionally printed their own copies.
- Departments should not take their question papers to Reprographics for printing – this will be done by the Central Exams Team from the version loaded into Teams.

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Submission of question papers to Microsoft Teams

For all assessments (both online and in person examinations), departments are to upload a copy of each question paper to Microsoft Teams. This version will be used as the final version and used to create copies for in-person exams and uploaded into Moodle for online assessments.

All in-person examinations will be set up on Moodle to accommodate those students who require use of a PC as a reasonable adjustment.

Any subjects which are not suitable to be taken online have been confirmed through the annual course data collection exercise and will not be set up on Moodle, although the question paper should still be loaded into Teams.

The Exam Office will organise for the printing of question papers for in person exams, including where students will sit an in person exam in-college or extra time venue. **It should be noted that departments must not take their exam papers to Reprographics – any printing requirements will be organised between the Exam Office and Reprographics.**

Question papers are required to be uploaded by the published deadlines due to the process that needs to be followed in managing online exams. For example, departments will receive a link 7 days before the exam begins, for circulating to students taking that paper. So that the link can be sent, the course needs to be set up, question paper loaded and then a quality assurance check is undertaken.

Departments are responsible for loading their question papers by the deadline and any that are loaded after the deadline without prior permission will be subject to delays, irrespective of whether the exam is taking place online or in person.

For exams taking place	Question paper upload window opens	Question paper upload window closes
1 March 2023 – 31 March 2023	30 January 2023	3 February 2023 (5pm)
17 April 2023 – 19 May 2023	6 March 2023	10 March 2023 (5pm)
22 May 2023 – 3 June 2023	13 March 2023	17 March 2023 (5pm)
5 June 2023 – 16 June 2023	17 April 2023	21 April 2023 (5pm)

Upload of Exam Papers to Microsoft Teams

Details of two departmental contacts (in most cases administrators) will be required for the following responsibilities:

- Upload of question papers to MS Teams, who will be given access to the relevant channel(s) to upload the papers.
- Granted access to the assessments in Moodle (where used) and will be responsible for sending the link to the assessment page on Moodle to students prior to the exam.
- Download from Moodle and distribute answer scripts to relevant examiners for marking.

The contact details for MSTeams upload can be different to the Moodle contacts.

Name / crsid / email is required for both contacts and should be sent to examops@admin.cam.ac.uk **by 22 February 2022**. Please indicate which subject(s) and paper(s) the contacts will be for (including where papers are borrowed), and also which access the contact will require; MS Teams / Moodle / both.

It is possible to add more than two contacts for access to Moodle. This may include additional administrative support or Examiners and Assessors, but be aware that they will have access to the course prior to the examination. The same contact details (name/ crsid and email) are required and these should be clearly highlighted as Moodle only contacts.

Updating contact details once examinations have begun is difficult and to be avoided as it becomes a manual process and the resource needed to make the changes are involved in other parts of the examination process. Therefore, it is vital that accurate contact details are provided by the deadline as it may take up to 5 working days to action late changes.

Borrowed papers: where papers are borrowed, the contact(s) for the parent paper(s) is responsible for uploading the question paper(s) to the relevant channels and will be given the necessary access to these.

Question papers should be uploaded to the files section in the relevant channel within MS Teams.

Security

Following discussion with the UIS Security team, we have now published guidance on how to securely create, store and collaborate on question papers. This can be found online here: [Information for Examiners | Student Registry \(cam.ac.uk\)](#)

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](#).

A degree of detail and common sense will be required, depending on whether the exam is running in person or online. Departments need to think carefully about the information provided on the rubric (front page), as this may well differ slightly for those exams happening in person and where the same exam is sat online. If you require different rubrics for those students taking the exams under different conditions (handwritten vs online), then you can provide two question papers with each one having a different rubric – please just ensure that they are labelled appropriately. For hand written exams, please take a look at Appendix A as an example rubrics to follow.

Question papers need to be uploaded to MS Teams in **PDF format** using the file name *SUBJECT CODE – PAPER CODE*. Questions papers are not required to be password protected as access to each Teams channel is restricted to the administrators the department has identified and staff within the Exam team and UIS. However, if you do wish to password protect your question paper, then please send the password to examops@admin.cam.ac.uk with the subject code and paper as the email subject. Do not include the word 'password' in this email.

The front page should contain the information as shown on the specimen question paper shown [here](#). **If the question paper is borrowed by any other Departments/Faculties, then both the relevant Subject Code and the Paper Code must be included on the top right-hand side of the front page.** Please see Appendix A as an example.

Where papers are borrowed, please rename the file to the borrowed subject code and paper code. Any additional documents that may be required for the online examination (coversheets, data books, etc.) should be uploaded alongside the question paper. Please remember to add the borrowed Subject Code and Paper Code in the top right-hand side corner of the front page.

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

All papers containing more than three 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 turnover 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 attached for reference.

Stationery and special material requirements

In person exams

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 Exam Office, 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.

Online exams

Any additional materials e.g. coversheets, data books etc. should be uploaded alongside the question paper onto Microsoft Teams – **the Exam Office will not be providing these.** Any coversheets students need to complete should be either an editable PDF or Word document.

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](#).

Question papers should be thoroughly proof read and formally approved prior to submission. Once papers have been uploaded to MS Teams, no changes can be made unless there are extenuating circumstances, such as: if the exam paper is compromised, for example, the wrong paper has been uploaded or the paper uploaded includes the answers by mistake.

Departmental contacts will be sent the links to relevant assessments in Moodle 7 days before the examination is due to take place. At this point, we strongly recommend that it is checked that the correct question paper has been uploaded, however no other changes will be able to be made.

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 Microsoft Teams.

Corrections to question papers during the exam

The Examination and Assessment Committee considered and approved a policy on management of corrections in the Michaelmas term 2021, taking into account the multiple modes of assessment. That policy can be found online [here](#).

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 inform the Exam Office. For enquiries about exemptions, please contact examops@admin.cam.ac.uk in the first instance

Any queries arising from these guidance notes should be directed in the first instance to Jo Overhill, via email examops@admin.cam.ac.uk

ACT1¹

Archaeology Tripos Part I

Monday 28 May 20189 to 12.00 pm

Paper A1²**World Archaeology**

*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.

¹This is the Subject Code

² This is the Paper Code

³ This is the Subject Code and Paper Code of the

Department/Faculty that borrows this paper