# Phys/MI Examination Checksheet

#  (Term 1 – MTG 2A )

Please certify that the assessment for the module for which you have responsibility has gone through the steps below. Please sign only when you are satisfied that the relevant step is complete. The form should circulate with the completed paper and will be retained by the Exams Administrator as a Quality Assurance record.

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| Module Code: | PHYM423 | Academic Year: **2012/13** |
| Full title (as in Calendar): **Classical and Quantum Fluids**  |
| Set by: |  | **Module Lead: C D H Williams** | Checker: | **I R Summers** |
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| **SETTING PROCESS:** | Deadline | Actual Date | Signature/s |
| **CHECKER:** I have checked this paper. Any changes required have been brought to the attention of the module lead [ ]  |  |  |  |
| **MODULE LEAD** | *Module Lead:* |
| [ ]  I have checked the final typed examination questions and I can find no further errors or omissions[ ]  The typed cover sheet contains the correct information (number, title, rubric, length, open book/note, data, tables supplied etc.) [ ]  All figures are complete and correctly labelled. They are positioned appropriately in the exam paper[ ]  All data tables and other material that are to be printed with the paper are present[ ]  The checked exam paper, check sheet and marking scheme have been passed to the Exams Administrator | **26/11/12** |  |  |
| **CO-ORDINATION MEETING MEMBERS:**  The paper and marking scheme have been agreed ; Any changes required have been brought to the attention of the module lead.**Chair:** P G Petrov**Other members:** CDHW SR DS |  |  |  |
| *Chair of Co-ordination Meeting + members sig.:* |
| **24/10/12** |  |  |
| **MODULE LEAD** |

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| *Module Lead:* |
| **Asap after co-ord mtg** |  |  |

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| [ ]  The Exam paper has been given to the Exams Administrator, along with the marking scheme (as distinctly separate items), for sending to the External Examiner. |

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| **EXTERNAL EXAMINERS’ COMMENTS:** | Deadline | Actual Date | Signature/s |
| **MODULE LEAD** |

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| *Module Lead:* |
| **Asap after co-ord mtg** |  |  |

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| [ ]  The Exam paper has been given to the Exams Administrator, along with the marking scheme (as distinctly separate items), for sending to the External Examiner. |
| **EXAMS ADMINISTRATOR:** The exam and marking scheme have been sent to the External Examiner | **by 30/11/12** |  |  |
| **EXTERNAL EXAMINER:** I have refereed this paper. I note/suggest/require the following: (please use a separate sheet if necessary) |  *Signature:* |
| **12/12/12** |  |  |
|  | **Deadline** | Actual Date | Signature |
| **EXAMS ADMINISTRATOR:** comments have been received from the External Examiner and passed on to the Module Leader | **13/12/12** |  |  |
| MODULE LEAD[ ]  I have considered the External Examiner’s comments and, in response to them, have made appropriate changes to the paper as detailed below: (a response is required to each comment for forwarding to the External Examiner, please attach a separate sheet as necessary)  |
| [ ]  The FINAL HARD COPY and PDF FILE of the Exam Paper ONLY has been given to the Exams Administrator, along with the marking scheme and Hints and Tips (as distinctly separate items) *Module Leader:* |
|  | **15/12/12** |  |  |
| EXAMS ADMINISTRATOR  |  |  |  |
| * All exam questions and accompanying data are present
* The Module Leader’s responses to the External Examiner’s comments have been sent to the External Examiner
* The exam has been taken to the Examinations Office
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|  |  |  |
| *Exams Administrator:* |
| **16/12/12** |  |  |

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| **MARKING PROCESS:** | Deadline | Actual Date | Signature/s |
| **MODULE LEAD** | *Module Lead:* |
| [ ]  The exam has been blind marked, with annotation in accordance with procedure[ ]  Any exam absentees have been noted on the mark sheet supplied with the exam scripts | **Date:** |  |
| POST GRAD CHECKER |
|  I have:[ ]  checked that all pages, including rough work, have been marked/acknowledged by the examiner, and using annotation in accordance with procedure[ ]  marked each page of the scripts in green marker[ ]  checked the summation and transcription of exam marks to the front cover of each script[ ]  initialled the front cover of each script[ ]  checked the marks on the checksheet (printed from SITS) match those on the front cover of each script[ ]  The scripts, mark sheet, check sheet and marking scheme have been passed to the Exams Administrator (for passing to the Module Lead for amendments if necessary) |  |
| **Date:** |  |

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| **MODULE LEAD (if applicable)** | *Module Lead:* |
| 1. The scripts, mark sheet, check sheet and marking scheme have been passed to the Exams Administrator
 | **Date:** |  |

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| **EXAMS ADMINISTRATOR** | *Exams Administrator:* |
| 1. The exam marks have been entered onto SITS and checked by another administrator and checker
2. The scripts, check sheet and report of marks have been filed with the exam paper and solutions
 | **Date:** |  |

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| **ADDITIONAL NOTES:** |
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