

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.

Module Code:

Academic Year: **20**

Full title (as in Calendar):

Set by: <b>Module Lead:</b>	Checker:
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**SETTING PROCESS:**

	Deadline	Actual Date	Signature/s
<p><b>CHECKER:</b> I have checked this paper. Any changes required have been brought to the attention of the module lead <input type="checkbox"/></p>			
<p><b>MODULE LEAD</b></p> <p><input type="checkbox"/> I have checked the final typed examination questions and I can find no further errors or omissions</p> <p><input type="checkbox"/> The typed cover sheet contains the correct information (number, title, rubric, length, open book/note, data, tables supplied etc.)</p> <p><input type="checkbox"/> All figures are complete and correctly labelled. They are positioned appropriately in the exam paper</p> <p><input type="checkbox"/> All data tables and other material that are to be printed with the paper are present</p> <p><input type="checkbox"/> The checked exam paper, check sheet and marking scheme have been passed to the Exams Administrator</p>	<i>Module Lead:</i>		
<p><b>CO-ORDINATION MEETING MEMBERS:</b> The paper and marking scheme have been agreed ; Any changes required have been brought to the attention of the module lead.</p> <p><b>Chair:</b></p> <p><b>Other members:</b></p>	<i>Chair of Co-ordination Meeting + members sig.:</i>		
<p><b>MODULE LEAD</b></p> <p><input type="checkbox"/> 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.</p>	<i>Module Lead:</i>		
	<b>Asap after co-ord mtg</b>		

## EXTERNAL EXAMINERS' COMMENTS:

EXTERNAL EXAMINERS' COMMENTS:	Deadline	Actual Date	Signature/s			
<b>MODULE LEAD</b> <input type="checkbox"/> 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.	<div style="text-align: right;"><i>Module Lead:</i></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><b>Asap after co-ord mtg</b></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>			<b>Asap after co-ord mtg</b>		
<b>Asap after co-ord mtg</b>						
<b>EXAMS ADMINISTRATOR:</b> The exam and marking scheme have been sent to the External Examiner	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><b>by</b></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>			<b>by</b>		
<b>by</b>						
<b>EXTERNAL EXAMINER:</b> I have refereed this paper. I note/suggest/require the following: (please use a separate sheet if necessary)	<div style="text-align: right;"><i>Signature:</i></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>					
	<b>Deadline</b>	Actual Date	Signature			
<b>EXAMS ADMINISTRATOR:</b> comments have been received from the External Examiner and passed on to the Module Leader						
<b>MODULE LEAD</b> <input type="checkbox"/> 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)						
<input type="checkbox"/> 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)	<div style="text-align: right;"><i>Module Leader:</i></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>					
<b>EXAMS ADMINISTRATOR</b> <ul style="list-style-type: none"> <li>• All exam questions and accompanying data are present</li> <li>• The Module Leader's responses to the External Examiner's comments have been sent to the External Examiner</li> <li>• The exam has been taken to the Examinations Office</li> </ul>	<div style="text-align: right;"><i>Exams Administrator:</i></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>					

## MARKING PROCESS:

	Deadline	Actual Date	Signature/s
<b>MODULE LEAD</b> <input type="checkbox"/> The exam has been blind marked, with annotation in accordance with procedure <input type="checkbox"/> Any exam absentees have been noted on the mark sheet supplied with the exam scripts	<i>Module Lead:</i> <b>Date:</b>		
<b>POST GRAD CHECKER</b> I have: <ul style="list-style-type: none"> <li><input type="checkbox"/> checked that all pages, including rough work, have been marked/acknowledged by the examiner, and using annotation in accordance with procedure</li> <li><input type="checkbox"/> marked each page of the scripts in green marker</li> <li><input type="checkbox"/> checked the summation and transcription of exam marks to the front cover of each script</li> <li><input type="checkbox"/> initialled the front cover of each script</li> <li><input type="checkbox"/> checked the marks on the checksheet (printed from SITS) match those on the front cover of each script</li> <li><input type="checkbox"/> 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)</li> </ul>	<b>Date:</b>		
<b>MODULE LEAD (if applicable)</b> <ul style="list-style-type: none"> <li>• The scripts, mark sheet, check sheet and marking scheme have been passed to the Exams Administrator</li> </ul>	<i>Module Lead:</i> <b>Date:</b>		
<b>EXAMS ADMINISTRATOR</b> <ul style="list-style-type: none"> <li>• The exam marks have been entered onto SITS and checked by another administrator and checker</li> <li>• The scripts, check sheet and report of marks have been filed with the exam paper and solutions</li> </ul>	<i>Exams Administrator:</i> <b>Date:</b>		

## ADDITIONAL NOTES: