

Proof-reading of Examination Papers

1. Procedure

- 1.1 All Schools must have in place procedures to ensure that all examination papers are proof-read, that all diagrams and figures are checked for accuracy, that questions are unambiguous and clearly expressed, and that the rubric is complete and accurate.
- 1.2 Proof-reading should be regarded as primarily an academic task. All examination papers should be checked by an academic member of staff who has not been involved with the setting of the paper. The proof reader should check the structure of the paper and ensure that the examination paper reflects the syllabus and is linked to the learning outcomes. Particular attention should be paid to diagrams and figures. In addition to proof-reading there must be a final check of the paper once it has been printed.
- 1.3 To support the process for seeking external approval of examination papers, Schools are expected where appropriate, to provide external examiners with previous years' papers (at least the previous year's paper, and papers from earlier years if considered appropriate for the subject area) for comparison.
- 1.4 There should be a thorough internal scrutiny process before examination papers are sent to the external examiner(s) for approval. External examiners should not be used as proof-readers.
- 1.5 Responsibility for final proof-reading and sign-off of the paper following input from the external examiners and for checking the paper once it has been printed must rest with a member of academic staff familiar with the subject matter.

- 1.6 The Examinations Officer should ensure that it is clear where the responsibilities lie for proof-reading, for amending examination papers in the light of comments from external examiners, and for sending a response to any external examiner if it is decided not to make changes in the light of their comments.
- 1.7 The Examinations Officer should have mechanisms in place to ensure that the School's agreed internal arrangements are followed (for example, by developing a checklist) and these arrangements should be recorded in the minutes of the first meeting of the School Programmes Committee of the academic year.
- 1.8 If errors are identified in an examination paper following the proof reading process, the School must complete a full investigation into how the errors occurred and produce an action plan identifying how the School will address these issues.

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