

# THE EXAM PROCESS



## Develop & Submit Exam Papers

If you're new to the process, why not take a look at [previous exam papers available in the library](#)? You will need to submit your module descriptor, a marking scheme and exam papers for both first and repeat sitting of the exam. Sometimes you may be required to submit model answers too.

### Note:

You may also be required to submit Continuous Assessment details. Your Faculty Administrator will advise you on this.



## Feedback from External Examiners (EE)

Your Faculty Administrator will guide you on how to submit your exams to the External Examiners. These are appointed by the Institute to ensure our exams and CA meet the required standards. You can accept or reject the EE feedback but you must sign off and explain your decision.



## Grade Exams/ Final Assessments

Remember to leave yourself enough time to correct examinations in advance of the Gradebook deadline. Keep 2-3 samples of student work (usually top, middle and bottom marks, but especially borderline cases) to show to the EE.



## Enter Grades for students

The deadline for entering grades on the Enhanced Gradebook system will be emailed to you. Ensure you have all components (e.g. CA and final mark) included. You will just need to enter the mark/100, Gradebook will adjust these in terms of weighting.



## Liaise with your External Examiner

You will need to provide samples of student work for the EE to consider. Your Faculty Administrator will guide you on where you should submit these.



## Attend Exam Board Meeting

Lecturers are required to attend the board meeting for the group of students they teach. Here, the broadsheet displays all results for the stage (e.g. Semester 1). Results are ratified at this point.



## Submit your Claim Forms

Complete your claim forms for your exams. These are available from HR and will need to be signed by your Head of Department.