Guidelines on the preparation of degree and diploma Examination question papers 2024-25

Heads of School are responsible for ensuring all question papers for degree and diploma examinations are prepared according to the following guidance:

1. Question papers should be prepared in accordance with the Accessible and Inclusive Learning Policy.
   [University of Glasgow - MyGlasgow - Academic Policy & Governance - Policy, Strategy and Regulations - Student Support - Accessible & Inclusive Learning Policy](#)

2. The preparation of question papers must take place in secure conditions. All draft paper notes or other materials that are generated during the preparation of question papers should be destroyed or filed securely.

3. Please use the font Arial point 12.

4. All pages should have a margin of 25 mm (1 inch) on each side.

5. All pages should be numbered from the first page through to the last page.

6. For each question paper the first page should be laid out as follows:
   - 'University of Glasgow' at the top of the page.
   - The subject, qualification/s of the course to which the examination belongs.
   - The examination course code and the examination name as recorded in MyCampus.
   - The day, date, and time of the examination.
   - Any instructions about answering the questions.
   - Any instructions for invigilator (where relevant) for example: 'Exam Papers Must Not Be Removed by candidates at the End of the Exam' or 'Calculators Allowed'. It may be useful to underline, bold or otherwise emphasise the instructions.

7. Questions should start on page 2.

8. The words 'Continued Overleaf' should be typed at the bottom of each page until the last one, when the words 'END OF QUESTION PAPER' should be typed.

9. Please ensure all question papers are checked thoroughly before they are printed.

10. **Deadlines for Exam Paper System Upload**
    Examination question papers should be uploaded to Exam Papers System, where applicable, so that they can be made available in the Past Exam Papers system. Heads of School must ensure that all final question papers are uploaded by following deadlines:

    - December diet – 15 November 2024 (ON CAMPUS EXAMS)
    - December diet – 20 December 2024 (ONLINE EXAMS)
    - February diet – TBC (ON CAMPUS EXAMS)
    - February diet – TBC (ONLINE EXAMS)
    - April/May diet – 4 April 2025 (ON CAMPUS EXAMS)
    - April/May diet – 23 May 2025 (ONLINE EXAMS)
    - August resit diet – 11 July 2025 (ON CAMPUS EXAMS)
    - August resit diet – 22 August 2025 (ONLINE EXAMS)

11. **Guide for creating Acrobat PDFs**
    a) PDF copies of exams should be created using Adobe Acrobat (full version) for maximum compatibility with your original file.
    b) The 'default settings' when creating a PDF should be set to 'Press Ready' so that all fonts are embedded, and images are not converted or reduced in quality.
    c) Page numbering should start from the first page and should be continuous to the end of the paper to eliminate ambiguous references to pages which may have to be printed in colour.
    d) 'PDF creator' can be used from the 'Standard Staff Desktop (SSD)' but it is to be a basic version with limited settings to control the quality of output. It may substitute fonts with no warning and may convert images to a different colour standard. With careful checking of its results prior to submission it may still be suitable.
    e) It is not recommended to use any third party or web-based software to create PDFs for exams. There may be a security issue as well as a lack of control over quality and compatibility with printers.

12. The resultant PDF should be thoroughly checked before being submitted. Common formatting issues to check for are:

    - That the correct font has been embedded.
    - Mathematical formulae are displaying correctly.
    - That line endings and page breaks are consistent with the original document.
    - Arrows used to point to areas of images and diagrams are still in the correct position.
    - Text within boxes which are used for labels are not clipped or have lost a line.
    - Page size should be A4 and not Letter size.

13. Checklist for content:

- Check question numbering.
- Check for ambiguities in the question wording.
- Check that any word count instructions have been included, and that these correspond to any information given to students in advance of the exam.
- Check that any data samples included in the paper are correct and that all necessary information has been included.
- Check that the paper does not include any material that students have been told is not examinable.
- Check that questions are written clearly and concisely, and that understanding does not rely on specialised language with which students will not be familiar from the course content.
- Check that the paper can reasonably be completed in the time allowed.
- Check that any instructions about handwriting/scanning answers are clear.