



Exam proof reading checklist - exam writer

Exam proof reading checklist exam writer

One checklist should be completed per exam.

Unit Code/s of Exam:

Department/Faculty:

Front page check

Are you using the most up-to-date front page template? This eliminates the risk of the errors listed below. The most up to date template can be found on the [Exams Department website](#)

Yes

No

Is the year and semester correct?

Yes

No

Are the mandatory instructions/warnings displayed on the front cover?

Yes

No

If the exam is for multiple unit codes, are all the relevant unit codes listed?

Yes

No

Is the exam duration and reading time correct? (i.e. the same as on the exam timetable available at: <https://my.monash.edu.au/teaching/dates/exams/>)

Yes

No

Are the student cohorts correctly listed on the front cover?

Yes

No

Have you ticked the appropriate boxes in regards to Authorised Materials?

Yes

No

Exam paper contents check

Are all pages and page numbers correct?

Yes

No

Are the instructions to students correct? (on the front page and within the exam paper)

Yes

No

Are all formulas correct?

Yes

No

Are all references correct?

Yes

No



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Is all the formatting correct?

Yes

No

Are question numbers correct?

Yes

No

Are allocated marks correct?

Yes

No

Is there duplication of any question?

This is to be thoroughly checked by the academics as the admin staff may not be able to identify a duplication (i.e. if the question is in a language other than English this will need to be checked by the exam writer and exam reviewer).

Yes

No

Are all questions correct? (you have worked every question)

Yes

No

Are images/diagrams clear and easy to read? (exam papers are printed in black & white)

Yes

No

Multiple choice questions

Are all multiple choice questions numbered correctly?

Yes

No

Is there any duplication in answers? (eg. C & E are the same answer on a particular multiple choice question)

Yes

No

I declare that I have responded to each question listed above and have checked all sections of the exam that were requested of me.

Name: _____

Signature: _____