



## Exam proof reading checklist - professional staff member

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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

*If 'No' please comment (what needs to be updated and whose responsibility is it?).*

Error rectified:

Date:

Initial:

Is the year and semester correct?

Yes

No

*If 'No' please comment (what needs to be updated and whose responsibility is it?).*

Error rectified:

Date:

Initial:

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

Yes

No

*If 'No' please comment (what needs to be updated and whose responsibility is it?).*

Error rectified:

Date:

Initial:

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

Yes

No

*If 'No' please comment (what needs to be updated and whose responsibility is it?).*

Error rectified:

Date:

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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

*If 'No' please comment (what needs to be updated and whose responsibility is it?).*

Error rectified:

Date:

Initial:

Are the student cohorts correctly listed on the front cover?

Yes

No

*If 'No' please comment (what needs to be updated and whose responsibility is it?).*

Error rectified:

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Initial:

### Exam paper contents check

Are all pages and page numbers correct?

Yes

No

*If 'No' please comment (what needs to be updated and whose responsibility is it?).*

Error rectified:

Date:

Initial:

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

Yes

No

*If 'No' please comment (what needs to be updated and whose responsibility is it?).*

Error rectified:

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Is all the formatting correct?

Yes

No

*If 'No' please comment (what needs to be updated and whose responsibility is it?).*

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Are question numbers correct?

Yes

No

*If 'No' please comment (what needs to be updated and whose responsibility is it?).*

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Do the allocated marks for each questions add up to the total number of marks for the exam?

Yes

No

*If 'No' please comment (what needs to be updated and whose responsibility is it?).*

Error rectified:

Date:

Initial:

Is there duplication of any question?

*This is to be thoroughly checked by the academic as admin staff may not be able to pick up 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

*If 'Yes' please comment (what needs to be updated and whose responsibility is it?).*

Error rectified:

Date:

Initial:

Have you done a test print in black and white on any images/diagrams?

Yes

No

N/A

*If 'No' please comment (what needs to be updated and whose responsibility is it?).*

Error rectified:

Date:

Initial:

### Multiple choice questions

Are all multiple choice questions numbered correctly?

Yes

No

*If 'No' please comment (what needs to be updated and whose responsibility is it?).*

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Date:

Initial:



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

Yes

No

*If 'Yes' please comment (what needs to be updated and whose responsibility is it?).*

*Error rectified:*

*Date:*

*Initial:*

*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: \_\_\_\_\_