



Exam proof reading checklist - exam reviewer

Exam proof reading checklist exam reviewer

One checklist should be completed per exam.

Unit Code/s of Exam:

Department/Faculty:

Exam paper contents check

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:

Date:

Initial:

Are all formulas correct?

Yes

No

N/A

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

Error rectified:

Date:

Initial:

Are all references correct?

Yes

No

N/A

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

Error rectified:

Date:

Initial:

Are allocated marks correct?

Yes

No

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

Error rectified:

Date:

Initial:



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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

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

Error rectified:

Date:

Initial:

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

Yes

No

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

Error rectified:

Date:

Initial:

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

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

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

Yes

No

N/A

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: _____