#### SETTING AND SUBMISSION OF ASSESSMENTS: EXAMINATIONS FLOW CHART

This diagram must be read in conjunction with Chapter 2 of the Assessment, Progression and Awarding Handbook for Taught Programmes; Setting and Submission of Assessments.

# NO LATER THAN 12 WEEKS PRIOR TO THE RELEVANT EXAM PERIOD;

All draft examination papers (including full rubric) should be completed and submitted to the Module Moderator.



### BETWEEN 12 AND 8 WEEKS PRIOR TO THE RELEVANT EXAM PERIOD:

All draft examination papers must be reviewed by the Module Moderator and improvements/revisions agreed with the Module Convenor/ Leader.



### NO LATER THAN 8 WEEKS PRIOR TO THE RELEVANT EXAM PERIOD:

Once agreed internally, draft examination papers must be sent to the relevant External Examiner for review and approval.

Following any required revisions determined by the External Examiner, examination papers must be returned to the Module Convenor/ Leader for further amendment if required.



Where any revised papers (with rubric) include any complex calculations or data analysis, these papers must be subject to appropriate checking by an impartial academic colleague as a trial exercise, with a worked answer provided for assistance.





#### NO LATER THAN 6 WEEKS PRIOR TO THE RELEVANT EXAM PERIOD;

Once the Module Convenor/ Leader is satisfied that the above checks have been appropriately completed, a PDF version of the examination paper should be provided to the Exams Office.



A printed PDF copy of the final examination paper must be provided by the Exams Office to the Module Convenor/ Leader upon request for final review and approval ahead of final submission. This is to address any errors which may have been generated in the PDF conversion or printing process.



## NO LATER THAN 3 WEEKS PRIOR TO THE RELEVANT EXAM PERIOD;

A report confirming completion of the process is to be submitted to the College ADE. Any issues outstanding should then be reported by the College PVC to the DVC (Education).