



UCL Examinations Office

Guidelines for Online Examination Paper Submission

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SUBMISSION INSTRUCTIONS/GENERAL LAYOUT/FORMAT OF PAPERS

1. The examination team will send out the front covers electronically to all ELO's for their department. Please check the information is correct.
- 1.2 Please attach the relevant exam paper to the front covers and submit as a PDF document. DO NOT attach multiple papers to one front cover; and do not discard any front covers without prior consultation with the Examinations Office. Every cover sheet generated indicates an examination is expected.

Please note that there are two separate front coversheets, for in person assessments and on the digital AssessmentUCL platform.

ONLINE SUBMISSION OF EXAMINATION PAPERS

2. Please complete the Central Exams Delivery form
 - 2.1 The form comprises of seven questions, including uploading the exam paper and additional handouts (if applicable), all of which must be completed accurately
 - 2.2 Please ensure all questions have been fully completed, identifying whether the paper is an in person assessment or on the digital AssessmentUCL platform.

Central Exams Delivery April - May 2022

The survey will take approximately 6 minutes to complete.

The purpose of this form is to collect your requirements for the delivery of centrally managed exams in the main exam period 2022. This information will enable the Examinations Team to set up the exam in the new AssessmentUCL platform.

...

Hi, Rupinder. When you submit this form, the owner will see your name and email address.

* Required

1. Enter the Assessment Pattern *

For example BARC0030A7PC

2. Select the cohort of students that this exam paper is suitable for *

You may select more than one option where appropriate


2016/17


2017/18

2018/19

2.3 The form has been designed for individual exam papers, please do not upload a zip file with multiple exam papers. You will need to complete a new Central Exams Delivery form for each Module code. However if the paper is suitable for more than one Year of assessment, or the paper is suitable for multiple assessment patterns, you need to ensure you have typed the assessment pattern (question 1) and ticked the appropriate years (question 2)

When you have submitted your form, you can click on 'submit another response' to upload your next exam paper

EP - Late Summer Assessment Exams Delivery August - September
2021 

 Thanks!

Your response was submitted.

 [Print or get PDF of answers](#)

[Submit another response](#)

2.4 Please use the following naming convention for all files;

Assessment Pattern_Year of Study

For example CEGE0015A7PA_2022

2.5 All examination papers must be submitted in CAMERA-READY format in PDF format. Please follow the naming convention that has been communicated out by the exams team. ALL exam papers should be made into PDF's prior to submission to aid with formatting. Once you have converted the word document to PDF ensure that the PDF version has correct formatting.

2.6 Leave adequate margins i.e. approximately 2cm at the sides, top and foot of each page.

2.7 Begin at the TOP of the first page after the cover sheet, with the rubric including any instructions about how you would like students to answer the questions, followed by the questions. Please include full and clear instructions in the rubric.

2.8 All pages should be clearly numbered and the full module code is inserted in the header or footer of each page.

2.9 Please indicate that the paper has finished by placing 'END OF PAPER' on the final page.

- 2.10 Please ensure that all copies of the papers are checked for errors prior to submission, especially if they have been produced from a different PC from the one on which they were written.
- 2.11 If your paper includes any of the following copied from published works, then a full reference must be included on the paper (for copyright purposes):
- Entire newspaper, magazine, journal or web-site articles;
 - Substantial parts of literary works (i.e. more than about 5%);
 - Entire poems;
 - Images (photographs, diagrams etc.).
- 2.12 Further instructions are in Appendix A at the end of this document.

COMPLETION OF FRONT COVER STATIONARY BOX

3 Examiners are asked to check or provide the following information on each module contained in the front cover stationary box – this has been pre-populated with the required exam stationary that the examinations office is aware of:-

- 3.1 Check the duration of the examination indicated on the front cover
- 3.2 Indicate any special stationery requirements (e.g. provision of graph paper, lined paper or multiple answer books for in person assessments – multiple answer books means where supplementary answer books are to be issued at the beginning of the examination, because questions/sections must be answered in separate books). The use of these must be specified in the rubric on the exam paper.
- 3.3 Any reference materials to be provided as appropriate
- 3.4 For in person assessments, please indicate if the use of electronic calculators is permitted / not permitted / not applicable in the examination. If permitted, please specify if calculators should be standard/non-standard.

Please note – where you have indicated “not applicable” our invigilating staff will not allow the use of calculators in the examination.

- 3.5 For in person assessments, please indicate any additional information which will be required either for paper production or supervision of the examination, such as “Open Book Examination”, “candidates to write their answers on the question paper” etc.
- 3.6 Please indicate whether the main paper attached to the form is suitable for candidates who attended the module in previous academic sessions. Amend the exam paper cover sheet accordingly We will work on the assumption that the examination paper that is submitted will be suitable for ALL years of study unless indicated otherwise.
- 3.7 If resit/deferred candidates have been listed for whom the main paper will not be suitable then a resit version of the paper should also be submitted. Please ensure that any resit paper(s) are

clearly labelled to avoid any confusion. Ensuring that the year/s in which the re-sit paper is suitable for is clearly marked on the cover sheet.

- 3.8 All papers submitted are assumed to have been approved by the External Examiner before submission.
- 3.9 You may find that more than one of the same module is included in the front covers. This may be because the assessment pattern or the module title has changed, and there are resit/deferred candidates registered under the previous assessment pattern/title.
- 3.10 There will be a front cover sheet for all deliveries of the module – please ensure that the information on the front cover is correct against each delivery.
- 3.11 There is no need to submit a separate resit paper if you only have one front cover for the module AND the course content has not changed.
- 3.12 In the rubric indicate clearly state the expectation from the student with clear instructions, for example how long a student should take to complete a question etc.

STATIONERY REQUIREMENTS – In person assessments

- 4 The Examinations Office can provide the following stationery items: -

- Main Answer books/Examination Envelopes
- Supplementary Answer books
- Individual sheets of lined paper
- Standard 1mm Graph Paper
- Boxed Answer books (used by the Language Centre for Mandarin and Japanese examinations)
- Tracing Paper

- 4.1 If you require any other types of stationery, you will have to supply this yourselves. However, please ensure that a note of this is made on the front cover sheet of the exam paper (stationery box) so that we can ensure that the items are not forgotten.
- 4.2 Materials should be delivered to the Central Assessment Team at least ten working days prior to the examination and steps should be taken to ensure that sufficient copies are provided for the number of candidates plus a good supply of spare copies.

USE OF MULTIPLE BOOKS – in person assessments

5. Where multiple answer books have been requested (i.e. where students are required to answer each question/section in a separate book) an appropriate instruction must be included in the exam paper cover sheet as well as the rubric on the question paper. Where this has not been included in the rubric, multiple books will not be laid out on the desks at the start of the examination.

- 5.1 If you are only requiring students to write short answers, and these need to be separated out for marking, then please consider whether it may be more appropriate for the students to be given sheets of lined paper rather than supplementary answer books. Excessive use of supplementary answer books which are then only partially used is unnecessarily wasteful and expensive. Obviously, if you wish to use lined paper, then please indicate this on the Exam Hall Requirement spreadsheet and make sure that appropriate instructions have been provided to the candidates on the question paper.

USE OF IMAGES, DIAGRAMS AND COLOUR

6. Please ensure that any images contained in your papers are clear. You should note that shaded images/diagrams often do not photocopy well and you should take account of this when selecting diagrams for inclusion on your papers for in person assessments.

ADDITIONAL MATERIALS/WORKSHEETS / DIAGRAMS FOR COMPLETION BY CANDIDATES

7. Any additional materials to be completed, should be incorporated in the question paper where possible or clearly named as an additional document.

STATIONERY REQUIREMENTS

- 8 If you require any other types of stationery, you will have to supply this yourself. However, please ensure that a note of this is made on the front cover stationary box so that we can ensure that the items are not forgotten.
- 8.1 Any additional information sheets or handouts must be provided by the submission deadline date.

ADDITIONAL HAND-OUTS/MATERIALS

- 9 The Central Assessments team can supply the following materials: -

New Cambridge Statistical Tables
SI Units

- 9.1 For in person assessments the Central Assessments team can supply the following materials:

Character Tables (For Chemistry examinations)
Chemistry Data Books
Chaucer Texts
New Cambridge Statistical Tables
SI Units
Shakespeare Texts

ERRORS ON EXAMINATION PAPERS

10. Errors on examination papers can cause a great deal of distress to candidates during their examinations. Examination Paper Corrections will NOT be given to students on the day of the exam.

If the examination paper has been submitted to the exams office and a subsequent error is noticed departments will need to contact the Central Assessment team immediately.

You should note that all errors on examination papers are reported to Education Committee on an annual basis.

It is therefore important that exam papers are checked for errors **prior to submission**.

A list of the most common mistakes is given below: -

1. Formulae and number errors. Mathematical questions which have merely been checked by eye and have not been worked through by examiners;
2. Typos and spelling mistakes – which in some cases may change the meaning of the question;
3. Lack of clarity or ambiguity in the questions which then lead to unnecessary queries being made by candidates;
4. Marks assigned to parts of questions, which do not add up correctly;
5. Incorrect rubric/instructions (e.g. making reference to sections on the paper which do not exist);
6. Attaching papers to the wrong front cover sheet.
7. Answers included in the question paper.
8. The question is unworkable and a solution is not possible.
9. Supplying the wrong version of a paper. Previously we have received the following:-
 - A draft version of the paper.
 - A paper from the previous year.
 - A version containing the answers.
10. Printing the final copy of the paper from a different PC and/or printer and not double **checking the hard copy**. In previous years, this has resulted in the following errors
 - Formulae and other symbols printing incorrectly.
 - Diagrams vanishing from the page.
 - Spell-checkers doing autocorrect on technical terms.
 - Page breaks appearing in the wrong place.

EXAM PAPER UPLOADING

The camera ready version of the exam paper that is submitted to the examinations office will be uploaded to the relevant flow on UCLAssessment platform.

ERROR IDENTIFIED BEFORE THE EXAM DATE

If the examination paper has been submitted to the exams team and a subsequent error is noticed departments will need to contact the Central Assessment team immediately.

QUERY ON THE EXAM DAY

One of the biggest causes of student queries in an examination is the examination paper. It is therefore essential that examination papers are accurate and clear instructions are provided for students.

Where students have a query, they are asked to complete an Assessment Query Form (AQF) noting what assumptions had to be made to enable them to continue. The information will be submitted centrally to the examinations office who will then forward this information onto teaching departments so that this can be taken into consideration when marking or to be shared at Examination Boards.

APPENDIX A -

To set up Microsoft word to print to PDF with Fonts embedded;

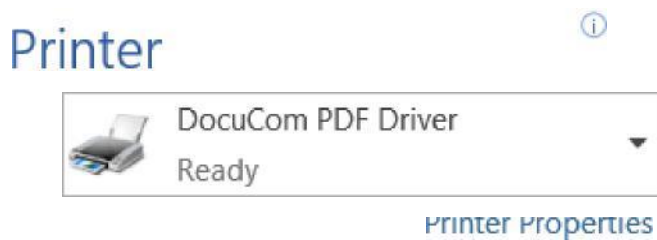
Go to “File” menu and drop down to “Print”

You will need to be in Nuance PDF or DocuCom PDF Driver.

Set the Printer to Adobe PDF,



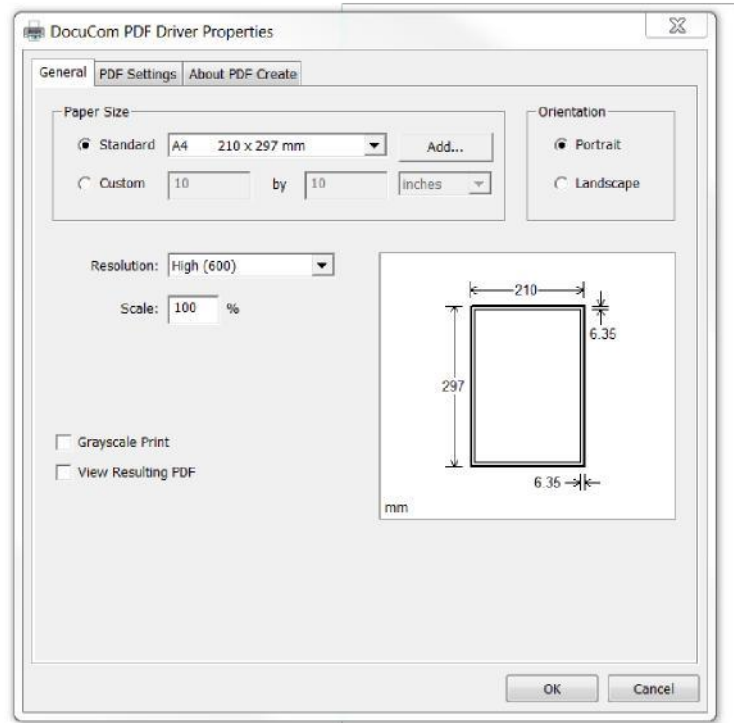
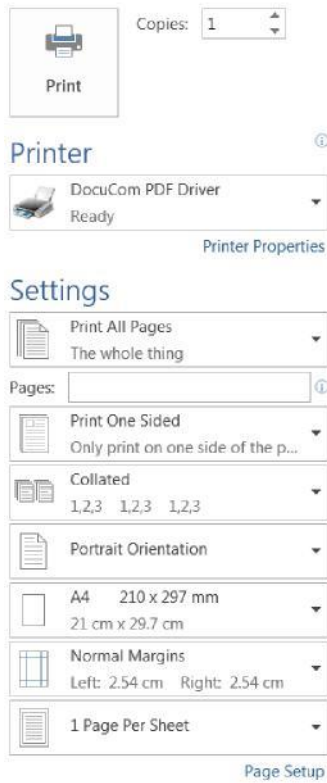
Print



Settings

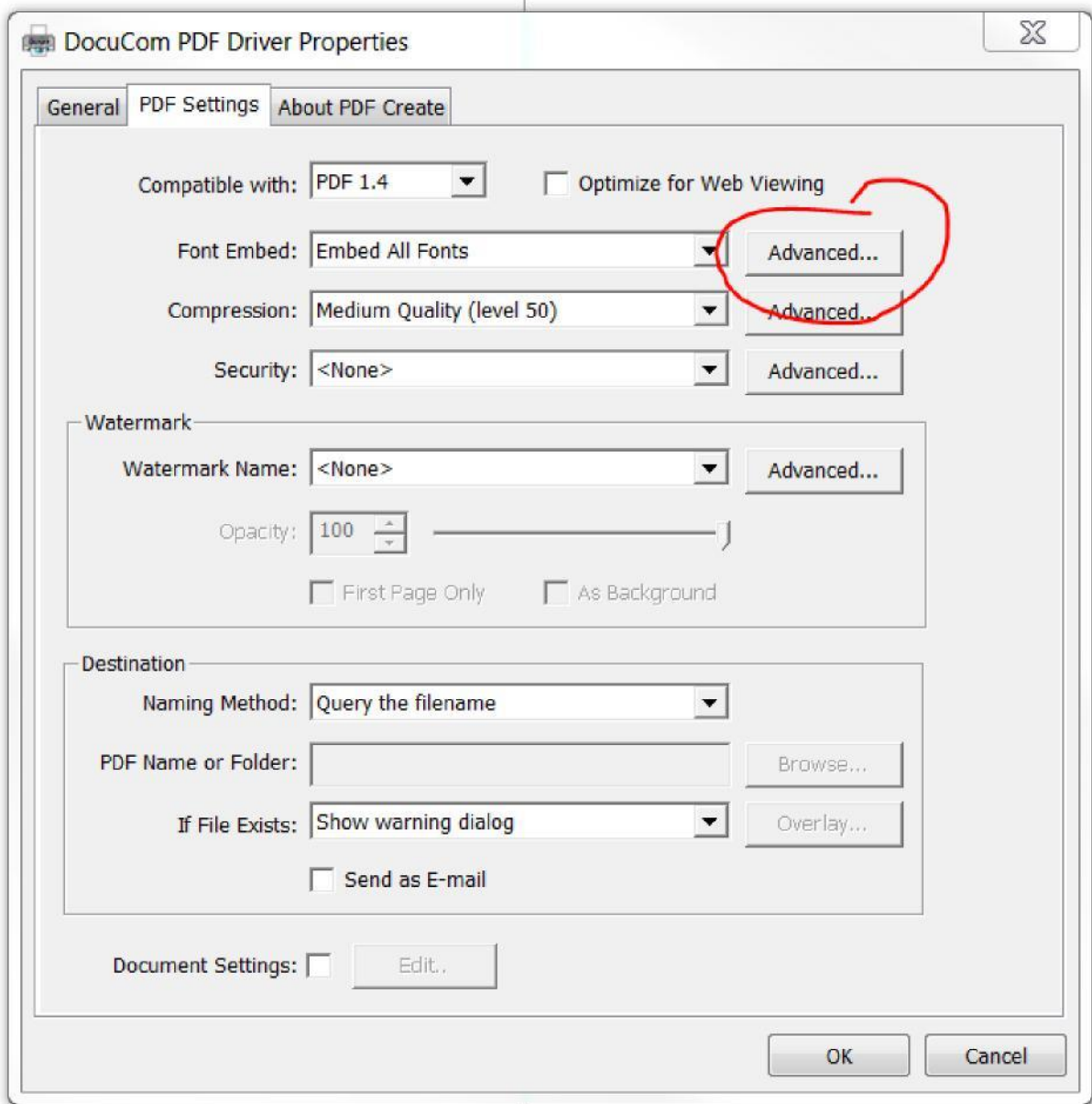
Click on “Printer Properties” which is situated under the Printer device selected

Print



When the Adobe PDF Document Properties window pops up go to the “Adobe PDF Settings” tab.

The “Default Settings” may be set up as “Standard”, make this window see the “Press Quality” setting and click “OK”.



Now click on the “Print” icon to make your PDF, this setting will embed ALL fonts used in the document.

To make the “Press Quality” the Default Setting on a PC:

You need to navigate your way to the “Control Panel” and click on “Devices and Printers” Select the Adobe PDF Printer device icon and right click it, then select “Printing preferences” When the Adobe PDF Document Properties window pops up go to the “Adobe PDF Settings” tab Now select the “Press Quality” setting and click “OK”.

This should now set the “Press Quality” as the default setting every time you print to PDF.