

Procedure for the Setting and Production of Examination Papers

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1. Introduction and purpose

This document is intended to detail the process for setting and production of examination papers.

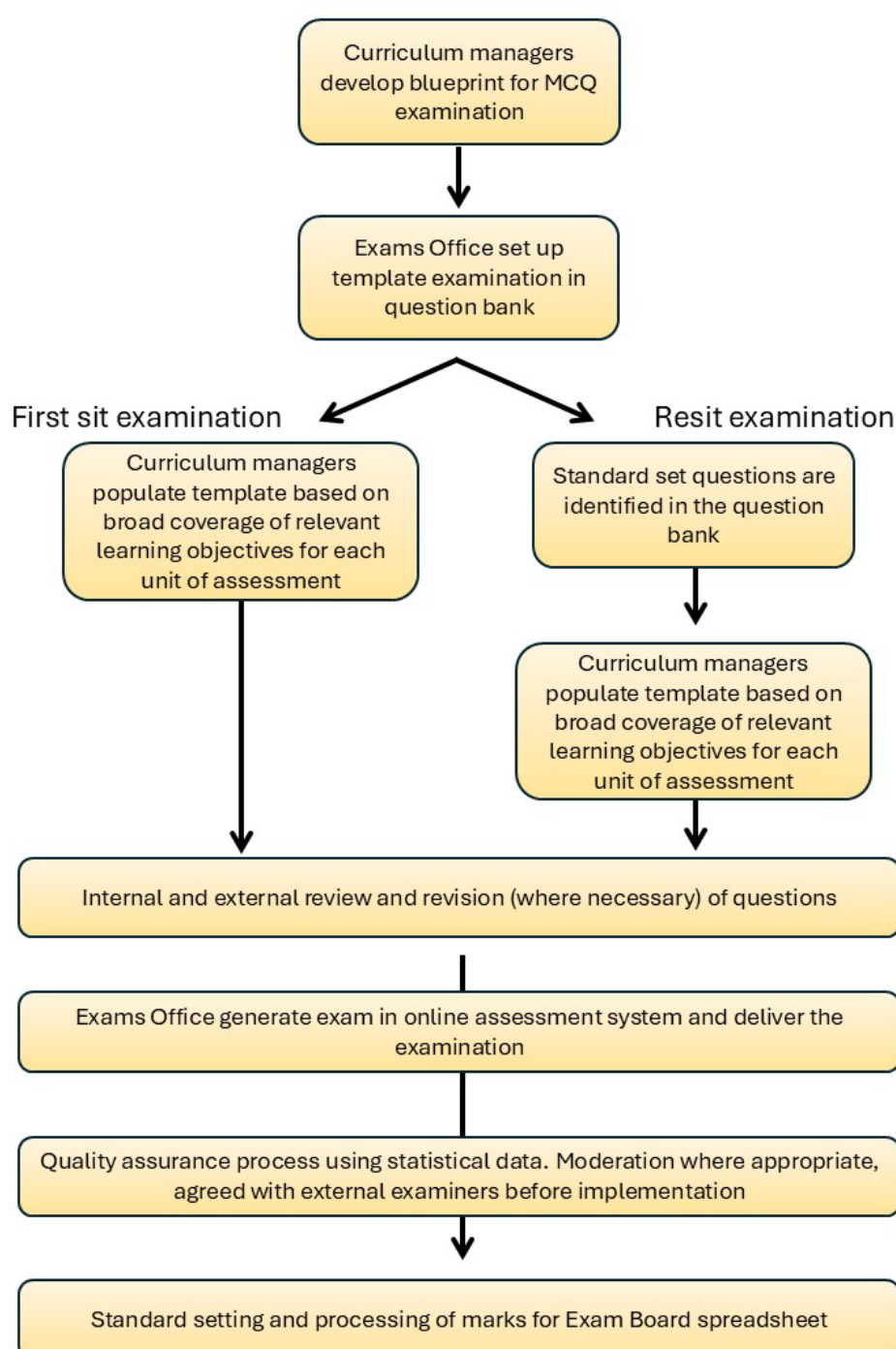
2. Scope

This procedure covers the process for setting examination papers for all taught programmes of study, both undergraduate and postgraduate. It does not cover research degrees nor non-award-bearing continuing professional development courses.

3. Procedures

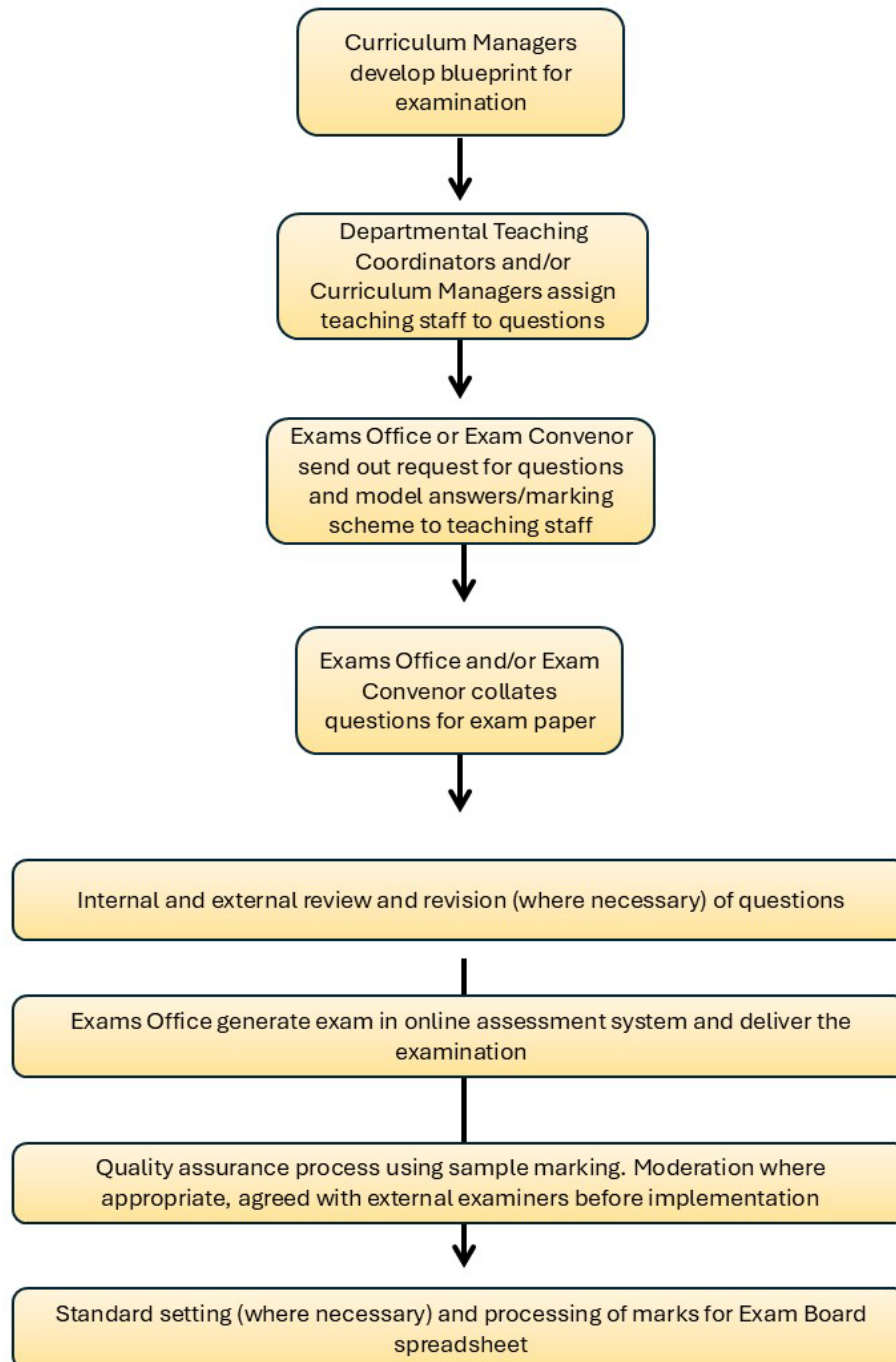
3.1 The process for setting MCQ examination papers

The process for setting MCQ examination papers is shown below:



3.2 The process for setting written answer examination papers

The process for setting written answer examination papers is shown below:



Each examination paper shall be set according to a 'blueprint' that is aligned with the course content for which it is being used, reflecting proportional representation of each contributing element (e.g. module, unit or strand) of the curriculum.

Academic staff who are submitting questions must also provide a model answer and marking scheme, as well as indicating the learning objective(s) that are being assessed by each element of the question.

External Examiners will be expected to provide judgment on the suitability and fairness of the questions. They may request amendments to the structure or wording of questions and a response is required from the question author or curriculum manager responsible for the learning objective(s) being assessed for that particular question. No examination papers shall be adopted until approved by the External Examiners appointed to that course of study.

3.3 Confidentiality of Examination Papers

All members of staff are required to preserve the confidentiality of draft examination papers at all stages of the writing and review process. The contents must not be disclosed to anyone other than members of the Board of Examiners or administrative staff with specific responsibility for examinations, except where the Assessment and Award Regulations indicate that the topics or questions should be disclosed to candidates in advance of the examination. In the case of the latter, all candidates must receive this information at the same time. Questions that may be reused in future examinations must also remain confidential and not released into the public domain. Students may request to see specific examination papers when reviewing their performance with their tutor (or another appropriate member of staff), but this must be undertaken in a controlled environment and no question details must be recorded or disseminated by the student. Any breach of this condition will result in the student being investigated for academic misconduct.

Past examination papers must remain confidential, so they are not made available to students. Examination papers and questions are reused in assessments and therefore contain 'live' questions that cannot be released into the public domain. Sample exam papers are available to students on the course page of the VLE, for formative assessment and revision purposes.

3.4 Copyright of Examination Papers

Examination papers and the questions contained therein remain the property of the Royal Veterinary College and shall remain confidential unless used in examinations. It is a condition of appointment of academic staff that the RVC shall, without payment, be licensed to reproduce copies of examination questions prepared by that examiner, either alone or in collaboration with others. The RVC shall also have exclusive license thereafter to publish the paper(s) as a whole, provided that the RVC shall not assign or transfer this exclusive license in any way to any other person.