Proof-reading of Examination Papers

Proof-reading of Examination Papers is a defined procedure which all Faculties are required to follow.

All Faculties must have in place procedures to ensure that all examination papers are proofread, that all diagrams and figures are checked for accuracy, that questions are unambiguous and clearly expressed, and that the rubric is complete and accurate.

1.   Proofreading should be regarded as primarily an academic task. It should normally involve staff who have not been involved with the setting of the paper. Particular attention should be paid to diagrams and figures. In addition to proofreading there must be a final check of the paper once it has been printed.

2.   To support the process for seeking external approval of examination papers Faculties are expected where appropriate, to provide external examiners with previous years' papers (at least the previous year's paper, and papers from earlier years if considered appropriate for the subject area) for comparison.

3.   There should be a thorough internal scrutiny process before examination papers are sent to the external examiner(s) for approval. External examiners should not be used as proofreaders.

4.   Responsibility for final proof-reading and sign-off of the paper following input from the external examiners and for checking the paper once it has been printed must rest with a member of academic staff familiar with the subject matter.

5.   The Dean or his/her Nominee should ensure that it is clear where the responsibilities lie for proof-reading, for amending examination papers in the light of comments from external examiners, and for sending a response to any external examiner if it is decided not to make changes in the light of their comments.

6.   The Dean or his/her Nominee should have mechanisms in place to ensure that the Faculty's agreed internal arrangements are followed (for example, by developing a checklist) and these arrangements should be recorded in the minutes of the first meeting of the Faculty Programme Committee of the academic year.

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