

Examination Paper Preparation Guide

Effective February 2007

THE EXAMINATIONS OFFICE



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1. GUIDELINES FOR DRAFTING THE RUBRIC

Rubric is the term used to describe the front page of an examination paper, which contains instructions for candidates. The rubric also informs supervisors of the conditions under which the examination is conducted. The rubric **must** provide clear instructions about permitted materials, time allocations and how questions should be answered. Examiners are asked to follow the recommended guidelines in drafting the rubric as follows:

	EXPLANATION	EXAMPLE
1	Heading: The standard heading or University logo	THE UNIVERSITY OF ADELAIDE
2	Date: The semester and year of the examination (and whether it is a Supplementary examination).	Semester 1, 2007
3	<p>Course: Course ID Course name/Paper title Subject area Catalogue no.(s) Offering(s)</p> <p>Where one paper is used for more than one course, all courses should appear on the rubric.</p> <p>IMPORTANT: Students MUST sit in the correct seat for their Course AND Catalogue number or they may not sit the correct exam.</p> <p><i>Example 1</i> Course ID: 100213 Course name/Paper title: Astrophysics III Subject area: PHYSICS Catalogue no.(s): 3013, 7040 Offering(s): Undergraduate, Postgraduate <i>In this example, Undergraduate students sit the PHYSICS 3013 course, and Postgraduate students sit PHYSICS 7040.</i></p> <p>Letters may appear at the end of the Catalogue number to further distinguish between offerings.</p> <p><i>Example 2:</i> Course ID: 100162 Course name/Paper title: Electrical Engineering I Subject area: ELEC ENG Catalogue no.(s) 1006, 1006BR Offering(s): Undergraduate, Bradford <i>In this example, Undergraduate students from the University of Adelaide sit the ELEC ENG 1006 course, and Bradford students sit ELEC ENG 1006BR.</i></p>	<p>4321 TROPICAL FRUIT ANALYSIS NUTRIT 1000, 1000BR, 3001WT</p> <p><i>Other examples:</i> [BR for Bradford] [WT for Waite] [EX for External] [RW for Roseworthy] [FL for Flinders]</p>
4	Duration:	

	<p><u>Official Reading Time</u> The Official Reading Time is 10 min. The Chief Supervisor will advise all candidates when official reading time has finished and writing may commence. Examiners may recommend additional reading time in the instructions however, no announcement will be made. Additional reading time is to be added to the writing time and students advised accordingly.</p> <p><u>Writing Time</u> The amount of writing time, including any additional recommended reading time, allocated for students to answer all of the questions.</p> <p><u>Total Duration</u> Official Reading Time plus Writing Time.</p>	<p>Official Reading Time: 10 mins</p> <p>It is recommended that you spend 30 minutes reading this paper.</p> <p>Writing Time: 120 mins</p> <p>Total Duration: 130 mins</p>
5	<p>Parts and Questions: The Parts and number of questions to be answered for each Part should be indicated.</p> <p>The maximum time students are permitted on a particular part which will then be collected</p> <p>OR the recommended time students should allocate to a section or question.</p> <p>The number of marks allocated may also appear.</p>	<p>Part A Answer 4 of 8 questions.</p> <p>Maximum Time: 60 mins</p> <p>Recommend Time: 5 mins per question.</p> <p>20 marks.</p>
6	<p>Instructions: All relevant instructions for candidates to complete the exam should be listed. For example, whether the exam is Open Book or Closed Book; if Part A and B must be answered in separate books; if Part A must be handed in after 60 mins; if a formulae sheet is provided etc.</p>	<p>Answer each part in separate books.</p> <p>Part A must be handed up after 60 mins</p> <p>Begin each answer on a new page.</p>
7	<p>Multiple Choice Questions:</p> <p>Clearly state instructions for use of answer sheets</p>	<p>Use pencils on the OPSCAN answer sheet to enable changes of selection.</p> <p>Answer Part A on the Multiple Choice Answer Sheet.</p>

8	<p>Materials: Clearly state what materials are permitted in the exam. Unless specifically identified, materials will not be permitted.</p> <p>Where only specific texts are permitted (Modified Open Book) they must be identified.</p>	<p>Graph paper is provided.</p> <p>Calculator without alphanumeric memory or remote communications capability is permitted.</p> <p>Only the prescribed text 'Working with Citrus' by I.N. McCleod (2000) is permitted.</p>
9	<p>Commencement Warning: Students must not begin writing until instructed.</p>	<p>DO NOT COMMENCE WRITING UNTIL INSTRUCTED TO DO SO</p>
10	<p>Question Paper Answer Books: Students may be instructed to fill out their details on the front page of the exam paper (rubric) in addition to completing an attendance slip. Examiners may require students to write their name and ID number on all pages of the question paper, or answer sheet.</p>	<p>On rubric:</p> <div style="border: 2px solid black; padding: 5px; width: fit-content;"> <p>Student ID: _____</p> <p>Family Name: _____</p> <p>Other Name: _____</p> <p>Desk No: _____</p> <p>Date: _____</p> </div>

2. SUGGESTED WORDING FOR THE RUBRIC

Please refer to this list as a guide for framing the wording of the rubric.

Instructions to Candidates:

- It is recommended that you spend 30 minutes reading this paper.
- This is an Open Book examination.
- This is a Modified Open Book examination (refer to Materials for details).
- Part A is Closed Book and Part B is Open Book. Part A must be handed in before commencing Part B.
- Part A will be collected after 60 mins.
- Answer Parts A and B in separate books.
- Examination materials must not be removed from the examination room.
- Begin each answer on a new page in the answer book.
- Show all calculations and assumptions in the answer book.
- Write your name and Student ID number on all loose diagrams/papers.

Permitted materials:

- A formulae sheet is attached.
- No materials are permitted.
- Notes and textbooks (other than from a University library) are permitted.
- One A4 page with anything written or typed on both sides is permitted.
- Calculator without alphanumeric memory or remote communications capability permitted.
- English language dictionaries are permitted.
- Only the prescribed text _____ by _____ is permitted (*for Modified Open Book*)

REFER TO ATTACHED EXAMPLES

3. CONVENTIONS AND ASSUMPTIONS FOR EXAM ARRANGEMENTS

- a. Blue books are generally used for exams of 120 mins (2 hrs) duration or more.
- b. Pink books are generally used for exams of up to 120 mins (2 hrs) duration.
- c. Green books are generally used when separate books are required for different parts. The rubric **must** indicate that separate books are to be used for each part.
- d. Question Paper Answer Books (QPAB) are those papers where students write their answers directly on the exam paper. A beige cover will be issued with question papers to keep students work together.
- e. The official exam reading time is 10 mins, during which students may write on the scribble paper provided. Examiners may recommend a longer reading time in the Instructions. When 10 mins has elapsed an announcement to commence writing will be made. To avoid disrupting other candidates the end of longer recommended reading times will not be announced.
- f. Calculators and other materials are not permitted unless **specifically stated** on the rubric. [Where students may expect to use calculators, but that use is not permitted, the examiner may choose to state that calculators are **NOT** permitted on the rubric].
- g. Candidates for Open-book exams are seated at double desks.
- h. Open-book examinations will be deemed 'Any Exam Materials Allowed' unless they are specified as 'Modified Open-book' and the permitted materials are clearly specified on the rubric.
- i. Where an exam is partly Open-book and partly Closed-book, the Closed-book part of the examination **must** be completed first and collected by exam supervisors, prior to the commencement of the Open-book part. The **maximum time permitted for the Closed-book part must be specified on the rubric** so that the students and supervisors know when it is to be collected.
- j. The provision of materials - graph paper, tables, data sheets, maps, formulae sheets, diagrams, etc. is the responsibility of the School and/or Faculty, and must be physically attached to the question paper where possible. Reference to such materials must be clearly stated in the rubric of the examination paper.
- k. Examination papers **must** be submitted to the Examinations Office by the due date. Where examination papers have not been received the examinations may not be centrally administered.
- l. All exam papers must be submitted with an Exam Paper Lodgement form.
- m. In addition to the required number of papers for candidates, an **extra 15 copies for Primary** exams and **extra 8 copies for Supplementary** exams must be provided. Where 20 or less candidates are expected to sit an exam, provide 8 extra copies only. These are used for the Master copy, students not correctly enrolled, and distribution to Supervisors, Alternative Examinations etc.
- n. **A separate Exam Paper Lodgement form and copies of the exam paper must be submitted for each Cat No.** e.g. if a course has offerings of 1000, 3000 and 6000 then three (3) separate lodgement forms and bundles of papers are required (including appropriate extra copies).
- o. All parts of an examination paper **must** be submitted at the same time to ensure that they are properly packaged. The appropriate examiner(s) contact telephone number(s) are to be supplied also with the papers.
- p. Contact details for examiners (or suitable substitute) **must** be provided on the Exam Paper Lodgement form for the resolution of pre-exam queries (by the Examinations Office) and student queries on the day of the exam. If the exam is scheduled for a Saturday an after hours number is required. A second contact should also be available if the examiner is not contactable.
- q. The Examinations Office will transport all examination materials to the main and Alternative Examination venues and distribute them there.
- r. To protect anonymity all **Law and Psychology Honours** students are to write only their Student ID number on their exam papers and books. However, attendance slips must be fully completed.

- s. The examiner may grant the use of dictionaries on an individual basis even though they are not permitted materials for an examination (eg. where English is a second language). In such cases a letter of authorisation for each relevant course, naming all authorised students and materials and signed by the examiner must be presented to the Examinations Office. The relevant students must take a copy of the letter with them to the exam venue on the day of the exam.
- t. Schools and faculties are responsible for advising students of any changes to the final examination timetable, including changes to the location of the exam, changes to the duration or permitted materials and exam cancellations.
- u. Responsibility for the content of examination papers and attachments, and their accuracy, rests entirely with the School and/or Faculty. The Examination Office may advise Schools or Faculties of obvious errors or potential problems. However, the correction of such errors and problems is the responsibility of the School or Faculty, and should occur before the start of the exam.
- v. Responsibility for the provision of permitted materials rests with individual students. Students are not permitted to share materials. Spare batteries for calculators will not be provided. Instruction books for calculators are not permitted unless specifically authorised by their inclusion in the rubric of the exam paper.
- w. Examiners are requested **not** to take any examination materials away from desks at the venue. In past years considerable difficulty has occurred as a result of spare examination papers being taken from the room without the Supervisor's knowledge, and before the end of the period when candidates are allowed into the examination room. In such instances candidates who have arrived late have been disadvantaged.
- x. If Examiners wish to collect the completed examination scripts from the venue they must make prior arrangements with the Chief Supervisor.
- y. All materials supplied by Schools and Faculties are to be collected and returned with the examination scripts.

4. SUBMITTING EXAM PAPERS TO THE EXAMINATIONS OFFICE

All required copies of the exam papers **must** be submitted to the Examinations Office **on or before** the due date with the completed Exam Paper Lodgement. Where examination papers have not been received the examinations may not be centrally administered.

Papers and materials are to be delivered **in person** to the Examinations Office, Room 555, Wills Building.

In addition to the required number of papers for candidates, an **extra 15 copies for Primary** exams and **extra 8 copies for Supplementary** exams must be provided. Where 20 or less candidates are expected to sit an exam, provide 8 extra copies only. These are used for the Master copy, students not correctly enrolled, and distribution to Supervisors, Alternative Examinations etc.

A **separate Exam Paper Lodgement form and copies of the exam paper must be submitted for each Cat No.** e.g. if a course has offerings of 1000, 3000 and 6000 then three (3) separate lodgement forms and bundles of papers are required.

Before submitting an exam paper:

- A. Check that it complies with the requirements and conventions;
- B. Check that the Exam Paper Lodgement form has been completed correctly; and
- C. Check that the information provided in the rubric, lodgement form and Exam Request System is consistent.
- D. Check that you have a separate Lodgement form and copies of the exam paper for each offering of the course.

Double-check any inconsistencies with the examiner and highlight the correct information on the lodgement form.

Avoid common problems by ensuring that:

1. Course details are correct (Course Id, subject area, catalogue no.(s), course name and offering(s)).
2. No pages are missing and the page numbering is correct (i.e. do not number as 1 of 1, 2 of 2, 3 of 3 etc.).
3. Attachments and graph paper (including spares) have been provided if applicable and **attached to each question paper** if possible.
4. The instructions to candidates and supervisors are clear.
5. All permitted materials are specified on the rubric.
6. Exam papers have been photocopied correctly and are readable.
7. The correct number of copies have been provided for the expected candidates for each Cat No. (including **all** extra copies as required). The Examinations Office is not able to make additional copies of question papers.
8. The examiner has provided contact details for questions about the exam (including appropriate contact details for exams that fall on Saturdays).
9. The examiner has signed the lodgement form.

IMPORTANT

After submission of the exam papers, any changes to examination requirements or cancellation of exams **must** be addressed in writing to the Examinations Office via the Official Examination Cancellation/Amendment form (available from the Examinations Office). Where applicable the rubric/paper is to be re-printed to incorporate the new information.

The Examination Office staff will not make any changes to examination papers and are not responsible for checking them.

Example Rubric A



Semester 2, 2005

COURSE ID	COURSE NAME/PAPER TITLE
4321	TROPICAL FRUIT ANALYSIS (Undergraduate, Bradford, Waite) NUTRIT 1000, 1000BR, 7001WT
SUBJECT AREA	CATALOGUE NUMBERS All offerings for the paper

Official Reading Time: 10 mins
 Writing Time: 120 mins
 Total Duration: 130 mins

TIME
Specify Max or Rec

Parts	Questions	Time	Marks
A	Answer all 6 questions	60 mins (Maximum)	60 marks
B	Answer 2 of 4 questions	60 mins (Recommended)	<u>40 marks</u>
			100 Total

Instructions for Candidates

- This is a Modified Open-Book examination (refer to Materials)
- Answer Parts A and B in separate books
- Part A will be collected after 60 mins.
- Examination materials must not be removed from the examination room.

SPECIAL INSTRUCTIONS

Permitted Materials

- Only the textbook "Pineapples Forever" by I.M. Growing (2000) is permitted.
- Calculator without alphanumeric memory or remote communications capability is permitted.
- English language dictionary is permitted.

PERMITTED MATERIALS

DO NOT COMMENCE WRITING UNTIL INSTRUCTED TO DO SO

Example Rubric B - QPAB

THE UNIVERSITY OF ADELAIDE

Final (Sixth Year) Examination

Semester 2, 2005

Student ID: _____
Family Name: _____
Other Name: _____
Desk: _____
Date: _____
Exam Mark: _____

8765

STUDIES IN BANANAS

(Undergraduate, Bradford, Sepang)

NUTRIT 1000, 1000BR, 3001SI

Official Reading Time: 10 mins
Writing Time: 170 mins
Total Duration: 180 mins

Parts	Questions	Time	Marks
A	Answer all questions	60 mins (Recommended)	40 marks
B	Answer all questions	100 mins (Recommended)	<u>60 marks</u>
			100 Total

Instructions for Candidates

- It is recommended that you spend 30 minutes reading this paper.
- This is a Closed-book examination.
- Answer all questions in the spaces provided.
- Examination materials must not be removed from the examination room.

Permitted Materials

- No materials are permitted.

DO NOT COMMENCE WRITING UNTIL INSTRUCTED TO DO SO

Example Rubric C



Semester 1, 2005

3214

ORANGES AND LEMONS

CITRUS 1000, 1000BR, 3006EX

Official Reading Time: 10 mins
Writing Time: 120 mins
Total Duration: 130 mins

Parts	Questions	Time	Marks
A	Answer all questions	60 mins (Maximum)	60 marks
B	Answer all questions	60 mins (Recommended)	<u>40 marks</u>
			100 Total

Instructions for Candidates

- Part A is Open-book and Part B is Closed-book
- Answer Part A on the Multiple Choice Answer sheet.
- Part A will be collected after 60 mins.
- Answer Part B in the answer book.
- Examination materials must not be removed from the examination room.

Permitted Materials

- Part A – Closed-book. No materials are permitted.
- Part B – Open-book
- Notes and textbooks (other than from a University library) permitted (Part B only)
- Calculator without alphanumeric memory or remote communications capability permitted (Part B only)
- Graphics calculator permitted (Part B only)

DO NOT COMMENCE WRITING UNTIL INSTRUCTED TO DO SO

Part A (2 marks each. Total 60 marks)

Answer all 30 questions on the Multiple Choice Answer sheet (attached).
Part A will be collected after 60 mins.

Q1. Citrus is a type of...

- A Fruit
- B Car
- C Vegetable
- D None of the above

Q2 Which of the following is not a citrus?

- A Orange
- B Lemon
- C Grapefruit
- D All of the above

Etc.

PLEASE SEE NEXT PAGE

Part B (5 marks each. Total 40 marks)

Answer all questions in the answer book

Q11. Draw and label all parts of an orange.

Q12. Compare and contrast McPherson and Doherty's theories about soil conditions for growing citrus in the southern hemisphere.

Etc.

END OF EXAMINATION PAPER