Formal Examination Paper Creation and Review Checklist – Online Open Book Exams

Course Code		Term & year of offer	
Course Coordinator (CC)		Examination Reviewer (ER)*	

*The examination reviewer must be an individual from an appropriate discipline. The examination reviewer must be provided with the Canvas file name, the course outline and the formal examination paper review checklist.

Any conflict of interest has been declared and recorded	

Step 1 – Request Formal Examination

Submit a request for formal examination via the portal (link to portal provided to School Executive Officer).

Step 2 – Determine the type of Examination: Option A – Questions embedded in Canvas
Option B - Questions downloaded as an Examination Paper

Step 3 – OPTION A - Questions embedded in Canvas

The Course Coordinator must ensure the layout of the examination meets the below criteria

Layout

CC	
☐	All information included in the Quiz Instructions is accurate (e.g. 120 minutes, course name and code) and matches the request for formal examination submitted via the portal (step 1).
☐	Section Numbering - All parts or sections are clearly labelled and naming/numbering is correct, consistent, sequential and complete.

Nature of Questions

CC	ER	
☐	☐	This paper appropriately enables the students to demonstrate the listed and designated Courses Learning Outcomes, at the required level.

Content

CC	ER	
☐	☐	Question numbering - All questions are clearly numbered and numbering is correct, consistent, sequential and correct.
☐	☐	Instructions – Instructions to the student are clear and consistent. If all questions are to be answered it should be clearly stated; if only some questions are to be answered this instruction should be clearly expressed both in the Quiz Instructions and at the beginning of each relevant section.
☐	☐	Typographical errors - There are no misspellings, grammatical or typographical errors. Check especially for extra spacing, unclosed quotation marks and parentheses etc.
☐	☐	Wording - All questions and instructions are clearly worded and unambiguous. No duplicate questions are present.
☐	☐	Formulas – All formulas are correct. (ER may state no apparent fault found (NAFF)
☐	☐	References – All references are correct. (ER may state no apparent fault found (NAFF)
☐	☐	Images and Diagrams – All images and diagrams are clear and easily read
☐	☐	Marks - The marks for all questions are consistent and add up to the stated total marks. If marks are provided for parts of questions, ensure that they add up correctly and are readily identifiable as partial, and not additional, marks.

The Course Coordinator must ensure the layout of the examination meets the below criteria

Layout

CC	
☐	The cover page of the Examination paper is consistent with the request for formal examination submitted via the portal (step 1).
☐	All information included on the cover page is accurate (e.g. 120 minutes, course name and code). The number of pages listed on the examination cover page is correct, the overall total number of pages includes the examination coversheet and all appendices.
☐	Spacing is consistent and sufficient white space is left between questions, paragraphs, etc. to allow for clear readability. All Multiple Choice answers fall on the one page (if applicable)
☐	Readability - In addition to all the above, the paper is generally clear and easy to read. Pagination contributes to ease of reading rather than hindering it (e.g. the name/number of a section/question is on the same page as the question; the End of Examination sentence is on the same page as the last question).
☐	Section Numbering - All parts or sections are clearly labelled and naming/numbering is correct, consistent, sequential and complete.

Cover   Page

CC	ER	
☐		Instructions - All special instructions are clear and well laid-out, practicable and consistent with any detailed instructions in the body of the paper. Ensure it is clear where questions are to be answered and where they are to be uploaded. Please advise if students are to receive the extra upload time (maximum 30 minutes)

Nature of Questions

CC	ER	
☐	☐	This paper appropriately enables the students to demonstrate the listed and designated Courses Learning Outcomes, at the required level.

Content

CC	ER	
☐	☐	Question numbering - All questions are clearly numbered and numbering is correct, consistent, sequential and complete. The number of questions in the paper is completed and is consistent with the actual number of questions in the paper, the number of questions is currently listed on the cover page (NB: this is the number of questions that the paper contains, not the number that the student is required to answer).
☐	☐	Instructions – Instructions to the student are clear and consistent. If all questions are to be answered it should be clearly stated; if only some questions are to be answered this instruction should be clearly expressed both in the Special Instructions (on the cover) and at the beginning of each relevant section.
☐	☐	Typographical errors - There are no misspellings, grammatical or typographical errors. Check especially for extra spacing, unclosed quotation marks and parentheses etc.
☐	☐	Wording - All questions and instructions are clearly worded and unambiguous. No duplicate questions are present.
☐	☐	Formulas – All formulas are correct. (ER may state no apparent fault found (NAFF)
☐	☐	References – All references are correct. (ER may state no apparent fault found (NAFF)
☐	☐	Images and Diagrams – All images and diagrams are clear and easily read, noting that examination papers will be printed in black and white.
☐	☐	Marks - The marks for all questions are consistent with the instructions on the cover page or elsewhere in the paper (such as section instructions) and that they add up to the stated totals. If marks are provided for parts of questions, ensure that they add up correctly and are readily identifiable as partial, and not additional, marks.

Step 4 – Canvas Settings Review

Canvas Settings

CC	ER	
☐	☐	Exam Settings match the scheduled Exam Date, Time & Duration. For fixed start quiz exams an extra 10 minutes should be added to the availability "Until" Time. The 10 minutes allows students to start their attempt up to 10 minutes late, they will still receive the time limit that is applied. This does not give them an extra 10 minutes to complete the exam.

Course Coordinator: _____ **Date:** _____

Examination Reviewer*: _____ **Date:** _____
The examination reviewer must be an individual from an appropriate discipline.