**REPORT ON MODERATION OF EXAMINATION PAPERS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Department: | | | | | | | |
| Examination: | | | | | | | |
| Course code: | | | Course Title: | | | | |
| ***[Answer to the questions which are suitable/relevant and give your comments, if any]*** | | | | | | | |
| No | Item | | | **Yes** | **No** | *Your comments, if any* | |
| 1. Examination paper | | | | | | | |
| 1 | The exam paper provides clear instructions to the candidates | | |  |  |  | |
| 2 | The paper covers the content of the curriculum | | |  |  |  | |
| 3 | The questions reflect the learning outcomes adequately | | |  |  |  | |
| 4 | The presentation and layout of the examination paper appropriate | | |  |  |  | |
| 5 | The questions are clear and unambiguous | | |  |  |  | |
| 6 | The subsections are related and appropriate to the topic handled in all questions. | | |  |  |  | |
| 7 | Is there any duplication of questions? | | |  |  |  | |
| 8 | The language used is easily understandable | | |  |  |  | |
| 9 | Allocated marks for questions and sections are appropriate? | | |  |  |  | |
| 10 | Is the time given to attend each question/section adequate? | | |  |  |  | |
| 11 | Are the additional materials listed (charts, tables etc.) included in the question papers and referred into the relevant questions? | | |  |  |  | |
| 12 | The questions are up to the standard and appropriate to the level being assessed (SLQF 6) | | |  |  |  | |
| 13 | Is numbering of questions and pages correct? | | |  |  |  | |
| 14 | Are all figures, tables and equations included correctly numbered? | | |  |  |  | |
| 15 | Are figures, tables, equations are clear and correct? | | |  |  |  | |
| * Page 2 -   **Scheme of Marking** | | | | | | | |
| 1 | Whether a Scheme of Marking is annexed? | | |  |  |  | |
| 2 | Are the answers correct/justifiable? | | |  |  |  | |
| 3 | Are salient points given descriptively (or listed) for the answers? | | |  |  |  | |
| General Comments on the examination paper and marking scheme | | | | | | | |
| Moderator Name | |  | | | | Date |  |
| Signature | |  | | | | | |
| **Follow-up action by the Examiner** | | | | | | | |
| Comments of the Examiner on the moderation | | | | | | | |
| Examiner’s name | |  | | | |  |  |
| Signature | |  | | | | | |
|  | | | | | | | |
| *Once completed this form is considered as a* ***Quality Record****. Therefore a copy of the form has to be submitted to* ***QA Cell******of the Faculty*** *by the Head of the Department for documentation and future reference.* | | | | | | | |