**REPORT ON MODERATION OF EXAMINATION PAPERS**

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| --- |
| 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.* |