

EXAMINER /LECTURER CHECKLIST FOR EXAMS

BEFORE THE EXAM
Check Course Descriptor for assessment type; if 'exam' is listed complete the actions below.
Ensure you are familiar with Exam Regulations 2023 version
Confirm exam type & all timetable requirements with APM
Confirm the date, type, and requirements for exam; communicate details to ākonga on the course Moodle page at least eight weeks before the examination date
Determine the duration of exam and time allowed for reading
Write the examination paper; ensure proofreading, formatting & pre-moderation of paper; check headers & footers & all dates are correct; check all info on exam paper matches the Exam Info form details. Clearly label appendices.
Forward formatted and moderated examination question papers to the Examination Team at least fifteen days prior to the exam along with all exam requirements on Exam Information form. (If there will be more than one marker, ensure supervisor knows how to divide up the exam papers ready for collection after the exam.)
Liaise with exam supervisor to ensure ākonga with special accommodations are catered for according to the approval from Access4Success
Request exam codes from IMS (if digital closed book exam); request IMS support prior to the exam to help students log on & troubleshoot any technical issues before & during the exam; read IMS exam information on the Nest
Test exam codes (if digital closed book)
ON THE EXAMINATION DAY
Activate exam codes if necessary (call IMS 8484)
Inspect calculators to ensure compliant (if necessary)
Inspect any material allowed in the exam (open book)
Identify any ākonga without identification for invigilator
Help prepare technology for digital exam; ask a colleague to help
Stay in the exam room during reading time to answer any questions
Do not stay in the exam room after reading time; ensure invigilator has your cellphone number in case of further queries & stay near your phone during the exam (or provide a colleague's number);
In an emergency or any type of interruption, be available to discuss options with the supervisor e.g., extra time allowance
Receive email from supervisor when scripts are ready to collect, & always collect within 24 hrs
AFTER THE EXAMINATION
De-activate exam codes immediately after exam ends call IMS 8484 (if used)
Mark scripts & moderate
Return exam papers (unless digital) to Exams Office for archiving, including questions paper, marking schedule & clearly labelled moderated papers
For digital exams, download exam papers and store on H drive for 12 months as per assessment storage policy
Liaise with student and supervisor if any re-sits are required
Provide an alternative question paper for re-sits if required
Liaise with supervisor if re-counts are requested ; communicate outcomes within 5 days of receiving request; complete Change of Grade process if grade is change as a result of a re-count
Liaise with ākonga & supervisor if requests to view scripts are received
Upload past exam papers to Moodle page for future students to use in revision