

# EXAMINER/LECTURER CHECKLIST FOR EXAMS

## BEFORE

### BEFORE THE EXAMINATION DAY

Check Course Descriptor for assessment type. If 'exam' is listed, complete the actions below.

Read the Exam Regulations (2023).

Confirm exam type and all timetable requirements with APM.

Confirm the date, type and requirements for exam.

Communicate details to ākonga on the course Moodle page at least six weeks before the examination date.

Determine the duration of exam and time allowed for reading.

Write the examination paper. Ensure proofreading, formatting and pre-moderation of paper. Check headers/footers and all dates are correct. Check all information on exam paper matches the Exam Information Form details. Clearly label appendices.

Upload formatted and moderated exam question paper via exam submission link at least fifteen days prior to the exam along with the completed Exam Information Form.

Liaise with Exam Supervisor to ensure ākonga with special accommodations are catered for according to the approval from Access4Success.

Follow digital exam guidelines if applicable.

### ON THE EXAMINATION DAY

Inspect any material allowed in the exam (eg calculators).

Identify any ākonga without identification for invigilator. For digital exams, activate exam codes if necessary (call IMS 8484), help prepare technology, ensure ākonga are all able to log on successfully.

Stay in the exam room for the first 15 minutes of the exam (including 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 Exam Supervisor, eg extra time allowance.

Receive email from Exam Supervisor when scripts are ready to collect, and always collect within 24 hrs.

## AFTER

### AFTER THE EXAMINATION

For digital exams, de-activate exam codes (if used) immediately after exam ends (call IMS on 8484). Ask IMS to copy exam code files to S:Drive for marking.

Mark scripts and check-mark. Note: exams always need to be check-marked.

Within one month of the exam, return exam papers to the Exams Office for archiving, including question papers, marking schedule and clearly labelled moderated papers. If access to a paper is required after this date, email [exams@unitec.ac.nz](mailto:exams@unitec.ac.nz).

For digital exams, download exam papers and store on H:Drive for 12 months as per assessment storage policy. Note: if the exam was held via Moodle and Moodle rollover is used, the assessments will be stored there. Limit student view of exam papers by closing the eye of the submission box on Moodle.

Liaise with student and Exam Coordinator if any Assessment Concessions or re-sits are required and provide an alternative question paper.



