

**Paper outlining the procedure by which examination papers will be made
available to registered students following the May/June 2011 examination
session**

Purpose of paper

1. To outline the procedure by which the Examinations and Congregations Office will release access to examination question papers, once the examination has concluded.

Proposal

2. That the Examinations and Congregations Office will publish all examination papers (subject to approval by the owning School) via the Past Examination Papers Database no more than one week following the conclusion of the main summer examinations.

Background

3. At its meeting on 16 February 2010, the Academic Policy and Regulations Committee approved an amendment to the Code of Practice on the Conduct of Centrally Co-ordinated Formal Written Examinations (APRC.10.02.03).
4. Following its approval of this amendment, the Committee requested further information regarding the process by which examination question papers would be released to students, particularly how this could be achieved in a timely manner as not to disadvantage students' learning experience.

Process

5. At the point of submission to the Examinations and Congregations Office, Schools will be asked to confirm whether or not each examination paper can be published online via the Past Examinations Paper Database.
6. The master copy of the examination paper will be scanned and stored securely for the duration of the examination period. Access will be strictly limited to only those members of staff in the Examinations and Congregations Office.
7. Immediately following the conclusion of the examination period all exam papers approved for publishing will be emailed to IT Services for uploading to the Past Examination Paper Database. Upload will be undertaken within 24 hours of receipt.
8. The possibility of uploading examination papers to the server on a piecemeal basis was considered. However, given the number of examination papers to upload (approximately 1500 in May/June), significant disruption would be caused to the service at a time when students are accessing it for revision. This paper therefore recommends that all examination papers are published at the conclusion of the examination period. This is so that student access for revision purposes is not restricted or prevented in any way at peak times. With this proposal students would be able to access the examination papers before receiving their results and before accessing any academic support or guidance based on those results and their performance.

Implementation

9. The Examinations and Congregations Office will be implementing this process of examination paper publication from the 2010/11 academic year.

Michael Davis
Academic and Student Administration (April 2010)