Written exam papers

Description of the process for preparation and quality control of written exam papers.

Procedure:

1. The lecturer (in charge of the course) prepares the assignment, including text and figures.
2. The lecturer sends the assignment to the scrutinizer (usually a lecturer within the same subject area – suggested by the lecturer) with a complete set of suggested answers, if this is suitable. Appendix 1 (see below) is attached.
3. The scrutinizer solves or validates the assignment and any suggested answers and provides the lecturer with comments on accuracy, comprehensibility and extent of the assignment.
4. The lecturer revises the assignment according to the comments made by the scrutinizer.
5. The lecturer sends the assignment to the secretary.
6. The secretary sends the assignment to the Degree Program Responsible for perusal and approval.
7. The secretary sends the assignment to the external / internal co-examiner for final approval.

Appendix 1: Preparation and quality control of written exam papers
(Depending on the extent of corrections and comments, several run troughs may be needed)

Lecturer (in charge of the course):	**Course /exam date:**	**Date:**	**Deadline:**
Instruction: Lecturer prepares text and figures. Lecturer suggests a scrutinizer. Lecturer sends the assignment to the scrutinizer. For supplementary courses a complete set of suggested answers may be included, if this is suitable. NB: Regardless of the procedure as here described, the lecturer (in charge of the course) has the final responsibility for the assignment.		Send to scrutinizer	4 weeks before the exam
Scrutinizer: (suggestion from the course responsible)		**Date:**	**Deadline:**
Instruction: Scrutinizer solves the assignment or validates the set of suggested answers and provides the lecturer with comments on accuracy, comprehensibility and extent.		Send to lecturer	3 weeks before the exam
Course responsible / proposer:		**Date:**	**Deadline:**
Instruction: Send the assignment to the secretary. Secretary types up the assignment and sends it to the Degree Program Responsible		Send to secretary	2½ weeks before the exam
Degree Program Responsible:		**Date:**	**Deadline:**
Instruction: Final reading		Send to Degree Program Responsible	2 weeks before the exam
External / Internal co-examiner:		**Date:**	**Deadline:**
Instruction: Final approval.		Send to secretary	1 week before the exam