# Written exam papers

## ****Description of process for preparation and quality control of written exam papers****

**Procedure:**

1. The course coordinator responsible for the assignment prepares the assignment, including text and figures. Together with the degree programme director and head of development, the assigner chooses a scrutiniser among lecturers within the same subject area.
2. The assigner sends the assignment to the scrutiniser with a complete set of suggested answers if the latter is applicable. Appendix 1 (see below) is attached.
3. The scrutiniser solves or validates the assignment and any suggested answers. The scrutiniser provides the assigner with feedback on the accuracy, comprehensibility and scope of the assignment.
4. The assigner revises the assignment in accordance with any proposed changes from the scrutiniser.
5. The assigner sends the assignment to the degree programme director. When the degree programme director has approved the assignment, the assigner sends it to the co-examiner.
6. When the co-examiner has approved the assignment, the assigner sends the edited and finished assignment to the programme coordinator.

**Appendix 1:**Preparation and quality control of written exam papers

(depending on the extent of corrections and comments, steps in the procedure may have to be repeated)

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| **Assigner:** | **Sends to:** | **Deadline:** |
| The assigner prepares the assignment.  The assigner sends the assignment to the scrutiniser. A complete set of suggested answers may be included.  NB! Regardless of the procedure described here, the assigner has the final responsibility for the assignment. | Scrutiniser | 4½ weeks before the exam |
| **Scrutiniser: (proposal from the assigner)** | **Sends to:** | **Deadline:** |
| The scrutiniser solves the assignment or validates the set of suggested answers and provides the assigner with comments on comprehensibility and scope. | Assigner | 3½ weeks before the exam |

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| **Assigner** | **Sends to:** | **Deadline:** |
| The assigner revises the assignment based on the comments from the scrutiniser and carries out a final review. | Degree programme director | 3 weeks before the exam |

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| **Degree programme director:** | **Sends to:** | **Deadline:** |
| Overall review | Assigner | 2½ weeks before the exam |
| **Assigner** | **Sends to:** | **Deadline:** |
| Revises based on any feedback from the degree programme director | Co-examiner | 2 weeks before the exam |

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| **Co-examiner:** | **Sends to:** | **Deadline:** |
| Final approval | Assigner |  |

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| **Assigner** | **Sends to:** | **Deadline:** |
| The programme coordinator checks the setup. | Programme coordinator | 1 weeks before the exam |