



**UR Code of Practice on Setting and Moderating Examination
Papers**

Approved by Senate meeting of 12th July 2016

Code of Practice on Setting and Moderating Examination Papers

In order to enhance the quality of examination papers at the University of Rwanda, all Colleges are required to pay attention to and implement the guidelines below on setting and moderating of examination papers. This very important academic exercise is the responsibility of the Departments, monitored by the Heads of Department (HOD). The monitoring can be done in the following ways:

I-i Set achievable deadlines at the start of the examination paper-setting process, to ensure that members of academic and administrative staff have enough time to thoroughly carry out their duties and responsibilities before examinations begin. In so doing, the HOD shall ensure that :

- The timetable for setting and marking of examination papers is realistically done.
- The examination paper setting process is begun as early in the semester as possible
- Staff are reminded of deadlines for setting and moderating examination papers
- Staff on leave are advised to prepare examination papers before the deadline to allow sufficient time for moderation
- If a member of staff fails to meet a deadline, ensure that procedures are in place to make those responsible aware of the situation and the potential repercussions.

I-ii Ensure that the academic staff responsible for setting the paper is fully aware of how she/he should set the examination paper(s), by when, and in what format the examination should be submitted to the relevant Head of Department. For example,

- Provide the lecturer setting the paper, with clear and timely information and direction
- Encourage lecturers responsible for setting the papers to compose a set of guidelines as they write their examination questions to help uncover potential problems, particularly with mathematical questions
- Encourage all new and/or probationary staff to discuss their paper with a more experienced colleague before submission
- For the security of examination papers and to prevent leakage, submit electronically all selected examination papers for external moderation, to External examiners through the Head of Department (HoD). The HoD and the External Examiner must be provided by ICT Service Centre with a password that ONLY the HOD and the External Examiner will know.
- In addition to the examination question paper, request that the lecturer setting the paper provides
 - a marking scheme;
 - answers to numerical questions,
 - indicative essay answers, and
 - an outline of how learning objectives/learning outcomes have been examined (see also the document on Nomination & Appointment of External Examiners)

I-iii Ensure examination papers are moderated and scrutinized to make sure the consistency of standards, presentation, and accuracy with which an examination paper has been set is maintained. For example:

- Scrutinize examination papers at an internal meeting by a group/panel of teaching staff that ideally consists of four to six academics and a Departmental Teaching & Learning Enhancement focal point.

- Consider the consistency of academic standards and presentation, and check for overlaps between questions both within an examination paper, between examination papers for different modules, and between examination papers and coursework.
- Considering whether:
 - the questions assess the stated learning outcomes
 - the questions are properly structured and clearly expressed
 - the questions are clear and not ambiguous
 - the paper makes it possible to distinguish across the full range of ability or competency
 - questions are appropriate in length and level of difficulty, and are clearly assigned the marks allocated to them
 - the marks/questions add up correctly
 - the correct statement for the year appears on the rubric

I-iv Carry out an internal review of the examination paper setting process for the end of year examinations to help enhance policies and procedures in light of current practice and experience. This requirement can be met in the following ways:

- Once an examination paper has been moderated internally, departments must carry out a final check on selected examination papers proceeding for external moderation to ensure that the examination paper has been thoroughly examined in terms of standards, presentation, and factual and numerical accuracy before submission to External moderation.
- Carry out final proof reading exercise for all examination papers, and send final year examination question papers for external moderation as

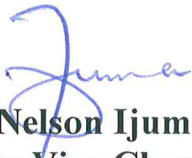
stipulated in the Undergraduate General Academic Regulations. For example:

- Ask a reliable and dedicated member of the administrative staff in the department to carefully read through each final year examination paper to ensure that the questions and page numbering are correct and follow a cumulative sequence. Absolute confidentiality must be maintained.
- Appoint a dedicated member of staff who is responsible for checking that a department's internal moderation procedure has been carried out effectively, that the examination papers have been set and internally moderated accurately, and that the requirements of the internal moderation meeting(s) have been carried out. For example:
 - Appointing a Departmental Examination Coordinator who checks examination papers for errors, liaises with the lecturer who set the paper, and attends all internal meetings.
 - Ensuring that the examination paper is signed off by the lecturer responsible for setting the paper and/or the Examinations Officer or Coordinator .

I-v During the examination period, departments must ensure that the lecturer who set the paper is available in the event that a query is raised on their paper. If a member of staff is away on leave, a contingency procedure must be put in place to ensure that incidents are resolved quickly and easily. This requirement can be met in the following ways:

- Providing the Examinations Office with a list of contact details of staff responsible for each paper, including an alternative name and number of staff for each examination paper in the event that the lecturer responsible for the examination paper is not available.

- Asking the staff responsible for setting the paper to be available at least fifteen minutes before the examination and up to an hour after the individual students' needs.
- Keeping all exam papers and model answers in a folder that is kept secure, but accessible to both administrative and academic staff for consultation.



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