



The University  
Of  
Sheffield.

Department of Computer Science

**EXAMINATION PAPER CHECKING**

Paper module code AND title:

Author(s) (module lecturer(s)):  Checker:

Exam duration (hrs):  Data provided with exam (if any):

Question format:

(e.g. 3 questions from 4; Compulsory Section A and 2 out of 3 from Section B; MCQ of 50 questions)

**‘Secure paper’ (for the author):** Please justify any request for the exam paper to be printed with a pink cover paper, i.e. not removed from the exam hall (e.g. an MCQ paper):

**Checking (for the author and checker):** Please check standard layout; spelling; grammar – in particular, where list creates ambiguities; mark totals; relative size of each (part) question for the available marks.

| Question numbers/sections<br>e.g. 1-4; A1 and B1-3 | Set by | Checked by<br>(please sign) | Date checked<br>(please date) |
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**Tracking**

|  |               |
|--|---------------|
| Date handed to office by author  |               |
| Exams officer check (sign and date)                                      |               |
| Date handed back to author with amendments (where necessary)             |               |
| Date returned to office by author (where necessary)                      |               |
| Name of external examiner<br>and date sent to external examiner          |               |
| Date comments received from external examiner                            |               |
| Are modifications proposed?  | Yes / No      |
| Date comments passed to author(s)  |               |
| Author’s response sent to external by exams officer? (where appropriate) | Yes / No / NA |
| Date revisions received from author(s) (where necessary)                 |               |
| Date paper finalised   |               |