

Master File: Assessment Management

EXAMINATION QUESTION PAPER:

SUBJECT:

CODE:

EXAMINER

NAME

CAMPUS

ADDRESS

TELEPHONE NO.

MOBILE NO.

MODERATOR

NAME

CAMPUS

ADDRESS

TELEPHONE NO.

MOBILE NO.

H.O.D.

NAME

CAMPUS

ADDRESS

TELEPHONE NO.

MOBILE NO.

NUMBER OF PAPERS FOR THIS SUBJECT

PAPER DESCRIPTION:

DURATION:

TOTAL NUMBER OF ANNEXURES:

TOTAL NUMBER OF PAGES INCLUDING COVER PAGE:

TOTAL MARKS: FULL MARKS:

Items provided by Assessment

☐ ANSWER BOOKS

☐ FILL-IN PAPER

☐ ACCOUNTANCY ANSWER BOOKS

☐ COMPUTER ANSWER SHEET

☐ GRAPH PAPER

OTHER:

Items allowed by the student

☐ NON-PROGRAMMABLE POCKET CALCULATOR

☐ SCIENTIFIC CALCULATOR

☐ DRAWING INSTRUMENTS

OTHER:

QUESTION PAPER QUALITY CONTROL

*This form must be completed and signed by the examiner, the moderator and the **head of the department** to confirm that this paper is final and correct. Please note that any problems or errors that may occur will be mentioned in the examination report.*

Quality control checklist for the Examiner

	yes	no
Is (are) the subject code(s) correct on all the pages?	<input type="checkbox"/>	<input type="checkbox"/>
Is (are) the subject name(s) correct?	<input type="checkbox"/>	<input type="checkbox"/>
Is the examination month correct on all the pages?	<input type="checkbox"/>	<input type="checkbox"/>
Is (are) the course(s) indicated on the cover page?	<input type="checkbox"/>	<input type="checkbox"/>
Is it indicated whether this is the only, first, second or third question paper?	<input type="checkbox"/>	<input type="checkbox"/>
Is the total number of pages indicated correctly on the cover page?	<input type="checkbox"/>	<input type="checkbox"/>
Are all the pages numbered correctly as indicated on the cover page?	<input type="checkbox"/>	<input type="checkbox"/>
Is the total number of annexure pages indicated on the cover page?	<input type="checkbox"/>	<input type="checkbox"/>
Are the special requirements indicated on the cover page of the question paper?	<input type="checkbox"/>	<input type="checkbox"/>
Are the questions numbered correctly?	<input type="checkbox"/>	<input type="checkbox"/>
Do the totals of all questions add up to the subtotal and the total on the cover page?	<input type="checkbox"/>	<input type="checkbox"/>
Is it indicated whether this is a main, supplementary or special examination?	<input type="checkbox"/>	<input type="checkbox"/>
Are the names of the examiners and/or moderator indicated on the cover page?	<input type="checkbox"/>	<input type="checkbox"/>
Are all the sections of this question paper and documents (appendixes) legible and clear?	<input type="checkbox"/>	<input type="checkbox"/>
Is the memorandum supplied in duplicate and printed on green paper?	<input type="checkbox"/>	<input type="checkbox"/>
Can this question paper be made available to students to download via the internet?	<input type="checkbox"/>	<input type="checkbox"/>

Quality control checklist for the Moderator

Does the moderator approve this question paper?	<input type="checkbox"/>	<input type="checkbox"/>
Is the language usage in this paper correct and acceptable?	<input type="checkbox"/>	<input type="checkbox"/>
Does the Examiner clearly express himself/herself in this question paper?	<input type="checkbox"/>	<input type="checkbox"/>
Does the content of this question paper adequately cover the prescribed syllabi, as well as the material that was dealt with during the study period?	<input type="checkbox"/>	<input type="checkbox"/>

Moderator comments on question paper:

Quality control checklist for the Head of Department

Did all Examiners and the Moderator sign the appropriate column of this file?	<input type="checkbox"/>	<input type="checkbox"/>
It is hereby certified that: This examination is complete in every respect, the paper complies with the set requirements as laid down, all additional information that may be required by the assessment department has been supplied and the memorandum is attached.		

Examiner signature

Moderator signature

H.O.D. signature