



University of Moratuwa

CHECKLIST AND REPORT FOR MODERATION OF EXAMINATION PAPERS

(To be originated by the Examiner, certified by the Moderator and submitted to the Senior Assistant Registrar /Examinations & Registration along with the examination paper and a copy to be given to Head of the Department by the Examiner after the certification by the Moderator)

Department:

Course:

Examination:

Module Code and Title:

No.	Item	Yes	No	(Please specify the problem and make your comments)
Examination Papers				
1.	Is the time allowed for the examination as same as what is stated in the module outline?			
2.	Do the questions reflect the Learning Outcomes adequately?			
3.	Is the presentation and layout of the examination paper in the Faculty approved Guidelines?			
4.	Does the cover page provide clear instructions to the candidates?			
5.	Are the additional materials listed (charts, tables etc.) included in the question papers and referred to in the relevant questions?			
6.	Are the questions of a standard appropriate to the level being assessed?			
7.	Are the questions clear and unambiguous?			
8.	Are the mark allocations for questions appropriate?			
9.	Is numbering of pages and questions correct?			

No.	Item	Yes	No	(Please specify the problem and make your comments)
10.	Are all figures, tables and equations included and correctly numbered?			
11.	Are figures, tables, equations clear and correct?			
Model Solutions				
12.	Model solutions submitted			
13.	Are the answers accurate including calculations?			
14.	Are the salient points described (or listed) for the answers to descriptive questions?			
15.	Are the solutions structured with breakdown of marks?			

General comments on the examination paper and model answers:

Moderators Name and Signature

Date:

Follow-up Action by Examiner

Examiner's Name and Signature:

Date:

Once completed this form is considered to be a *Quality Record*. Examiner should handover a copy of this document to the Head of Department to be used as evidence for *Programme / Subject Review*.