#### VIC_CorpLogo_Black

#### EXAMINATIONS – 2015

**TRIMESTER 2 / Full year**

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| **COURSE CODE****COURSE TITLE** |

**Time allowed:** TWO OR THREE HOURS

**OPEN BOOK or
CLOSED BOOK or**

**OPEN BOOK (SELECTED MATERIALS ONLY) or**

**CLOSED BOOK (SELECTED MATERIALS ONLY)**

(Delete not applicable)

**Permitted materials:** Clearly state materials permissible in examination.

e.g. No Calculators permitted. If specific items are allowed, e.g. calculators, textbooks, etc Titles and authors of textbooks must be given, and Acts and Statutes specified. In the case of books and other materials, specify whether they may be annotated. Special aids or materials such as Eton tables and graph paper must be supplied to the Faculty Student and Academic Services Office for distribution during the examination and must also be specified. If instructions regarding any of these are not given, they will **not** be permitted in the examination room. *If different arrangements needed please discuss wording with your Examination Coordinator*

**Instructions:** How many questions are to be answered, and from how many parts of the paper may these be chosen?

How many marks is each section/question worth?

Any special directions to candidates should be included here.

***Questions must start on page two***

***IF SEPARATE SECTIONS - SHOW SECTION HEADINGS***

### SECTION A

Ensure that each question is sequentially numbered.

1. If it is an examination for a full-year course change Trimester 2 (at the top of the first page) to Full-Year.

**(30 Marks)**

2. Indicate at the end of each question the marks available for that question.

 **(25 Marks)**

3. Check that the marks for different sections add up to the total available for that paper.

 **(25 Marks)**

4.Questions must be clear and easy for students to understand. Anything that is not clear will be sent back to be changed or clarified.

**(20 Marks)**

5. Begin questions - ensure each question is numbered.

 **(15 Marks)**

#### SECTION B

6. Spellcheck and ensure formatting is consistent throughout the entire document. This includes checking font styles and sizes to ensure they are consistent throughout the examination.

 **(10 Marks)**

7. Do not use the word ‘exam’, instead use ‘examination’ in full.

**(5 Marks)**

**SECTION C**

8. Before the examination paper is finalised, insert the correct course code into the document footer.

 **(10 Marks)**

9. Have the examination script proof read for content and formatting by an academic peer. They will also need to sign the EP3 form for printing.

 **(10 Marks)**

10. **Completed papers are to be checked and proofread by the School thoroughly before being submitted to the Faculty office.** Faculty staff will then review final scripts and any paper that does not follow the guidelines outlined in these instructions will be sent back to be corrected.

**(10 Marks)**

11. Completed papers must be delivered **by hand** to the Examinations Coordinator in CO144 (or the Faculty Manager, Johan Barnard only if the Exams Coordinator is not available). The mailing or emailing of examination papers is not permitted. They can be delivered by school administrators but the EP3 form that accompanies the examination paper must be completed by the person writing the examination.

 **(20 Marks)**

12. Indicate the end of the paper by a row of asterisks below the last question.

**(10 Marks)**

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