

## TERMS OF REFERENCE FOR EXAM PAPER SETTER

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### 1. BACKGROUND

The Exam paper setter is an independent and impartial adviser with experience and knowledge of good practices. The paper setter will ensure that the student assessment process has been fair and appropriate and that the academic standards set by the institution have been met. The teacher of a particular course shall be responsible for the paper setting., Teachers who are permanent and confirmed in their posts should act as paper setters. However, if a relevant teacher is still under probation, the setting should be done by a senior teacher familiar with the subject.

### 2. KEY TASKS AND RESPONSIBILITIES

Ensure that the assessment process measures student achievements rigorously and fairly against the intended learning outcomes (ILOs) of relevant course unit/s and that they are conducted according to the University's policies and regulations.

The exam paper setter is responsible for

- Following the format/rubric set by the faculty.
- Ensuring that the instructions to the candidates are clear, the time allocation is adequate to answer the given number of questions, mark allocation is appropriate, and the questions are aligned with the ILOs.
- Verifying that the standards achieved by students are appropriate to the level of study. Should design questions that assess students' understanding, critical thinking abilities, problem-solving skills, and application of knowledge.
- The setter shall incorporate different types of questions, such as multiple-choice, short answer, essay, and practical/application-based questions.
- The setters shall prepare a detailed marking scheme/model answer together with the setting of a question paper.
  - Model solutions to problems, annotated with the number of marks to be awarded for each stage and differences in the 'cognitive category.'
  - Mark schemes for essays indicate how marks are to be awarded. The setter should ensure that marks are given for key points.

- The examination paper and marking scheme should be kept confidential at all stages until the examination is held.
- Refrain from circulating any material via e-mail or shared networks unless password protected.
- Thoroughly checking English grammar and spelling.
- The setter must follow the moderator's comments and make all the changes the moderator recommends unless the action is justifiable.

### **3. GOOD PRACTICES**

- Approximately 40% of the marks for the question should be for relatively straightforward material that can be answered by any student who has attained the essential learning outcomes (threshold level). If the exam allows the choice of questions, this material can be considered on the compulsory questions.
- Approximately 20% of the marks for a question should be for complex material that only potential first-class students are expected to answer well.
- The remaining marks for the question (approximately 40%) should be for material at an intermediate level.

### **4. REQUIRED SKILLS AND QUALIFICATIONS**

The exam paper setter should

- Be a confirmed/permanent academic member.
- Possess relevant academic and/or professional qualifications at least one level higher qualification being examined, and/or extensive practitioner experience where appropriate.
- Possess competence and experience in designing and operating a variety of assessment tasks appropriate to meet the ILOs of relevant course units.
- Possess a strong academic background in the subject area(s) of which the examination paper is set.
- Always maintain impartiality.
- Have an explicit knowledge of institutional regulations, policies, and procedures.