**Instructions for the Layout and Typing of Examination Question Papers**

## (UPDATED SEPTEMBER 2008)

**GENERAL FORMAT**

**Margins:**

Top/Bottom - 1.27cm (0.5")

Right/Left - 1.27cm (0.5")

**Typeface:**

Verdana Point 11

**Examination paper reference number:**

Must be typed in the top right AND bottom left corner of every page. The paper reference number is the module code plus the two-digit assessment indicator (E1 for paper 1, E2 for paper 2 etc). It should be typed as follows: L11100-E1

**General instructions on examination paper:**

* At the bottom of an odd numbered page *'Turn over'* should appear in the right corner. Not bold and in italics
* The word '**End**' should appear in the bottom right hand corner of the final page of questions. Bold and not in italics
* The page number must be typed in the centre at the top of the page (apart from the front page).

**FRONT PAGE**

**All text on the front page should be centred, in point size 11 and in mixed case unless otherwise stated. Do NOT use underline, bold, italics or full stops unless otherwise stated.**

1. Two spaces below the paper number, **The University of Nottingham** should be typed in **point size 18**.
2. Two spaces below, the School responsible for setting the module should be typed in **capitals**, eg SCHOOL OF ECONOMICS
3. Two spaces below the School name, the module level and semester should be typed in **capitals**, eg A LEVEL 1 MODULE, AUTUMN SEMESTER 2003-2004
4. Two spaces below, the title of the question paper should be typed in **bold and** **capitals**. Where applicable (Paper 1) etc may be typed centrally immediately below the title if there is insufficient space on the same line as the title.
5. Time allowed should be typed two spaces below the paper title. The number of hours (and minutes if appropriate) should be typed in **capitals** and the rest in upper and lower case. eg Time allowed TWO Hours THIRTY Minutes.
6. There should be a line across the page two lines below the time allowed.
7. Three lines below the line, the following regulation should appear: *Candidates may complete the front cover of their answer book and sign their desk card but must NOT write anything else until the start of the examination period is announced*, ‘NOT’ should be in **capitals** and the rest in upper and lower case, all in **italics**.
8. The rubric should appear two lines below. It should be clear but concise in **italics and bold**, with the number of questions to be answered in **capitals**, eg ***Answer TWO questions in Section A and THREE questions in Section B***

(If each section/question is to be answered in separate answer books, a sentence should be added two lines below the rubric in italic)

1. If a calculator rubric is to be used, one of the standard rubrics should be added two lines below the rubric in **italics with a full stop at the end**.
2. The dictionary rubric should appear on **all papers in italics with a full stop at the end**, two lines below either the calculator rubric (if applicable) or the rubric.
3. The following sentence should appear on **all papers in italics with a full stop at the end**, two lines below the dictionary rubric: *No electronic devices capable of storing and retrieving text, including electronic dictionaries may be used.*
4. The following sentence should appear on **all papers in bold and italics**, two lines below the dictionary rubric: ***DO NOT turn examination paper over until instructed to do so***
5. If there is any additional material (for example, a handout) it should be listed here, four lines below the final sentence under the title “**ADDITIONAL MATERIAL**”. The title should be **justified left** in **bold and italics**.
6. THERE SHOULD BE NO EXAM QUESTIONS ON THE FRONT PAGE.

**FOLLOWING PAGES**

**All text on the following pages should be justified to the left, in point size 11 and in mixed case unless otherwise stated. Do NOT use underline, bold, or italics unless otherwise stated.**

1. If the paper is divided into sections the title of the section, eg. SECTION A, should be typed in capitals, centred, with no full stop. This should be three spaces below the last instruction and three spaces before the beginning of the following question. If the section has a name as well as a letter this should be typed on the same line in capitals and centred, eg SECTION A - VIRGIL
2. All questions from beginning to end of the paper should be numbered sequentially irrespective of the number of sections.
3. The question number should be in the outer margin and the question starting at the inner margin. All questions should be typed in single space in upper and lower case with bold lower case for **Either, Or** andif emphasis is required. Words which need to be in italics may be underlined if italics are not available. Bold capitals should not generally be used as they deflect from the bold used in the text.
4. Where a question is subdivided the following layouts are required (see question 5 or 6 on example paper):

5. **Either** (a) text . . . . . . . . . . . . . . .

 . . . . . . . . . . . . . . . . . . .

 **Or** (b) text . . . . . . . . . . . . . . .

 . . . . . . . . . . . . . . . . . . .

 6. Answer **two** parts of this question

 (a) text . . . . . . . . .(e) . . . . . . . . . . . . .

 (b) . . . . . . . . . . . . . (f) . . . . . . . . . . . . .

 (c) . . . . . . . . . . . . . (g) . . . . . . . . . . . . .

 (d) . . . . . . . . . . . . . (h) . . . . . . . . . . . . .

1. Where a subdivided question is further divided then small numbers should be used, ie i) ii) iii) iv) (see question 7 on example paper).
2. If it is impossible to complete a question on one page the instruction `*continued on next page'*, in **italics**, should appear on the right hand side immediately below the question.
3. Diagrams, drawings, photographs etc should be clear and if possible on white paper, and stuck in the required position on the question paper, using glue, or magic tape if it is a large area. These should be placed so that it is clear that each diagram relates to that particular question. A space of around a centimetre around a diagram is normally sufficient.
4. In the case of foreign language examinations the question rubric should clearly indicate which language answers should be given in.

**GENERAL**

* Type on ONE side of the paper only.
* Clean, clear originals (not photocopies) should be delivered to the Examinations Office.
* Papers MUST be carefully checked before being delivered to the Examinations Office as they will be printed exactly as they are received.

**SECURITY**

* Papers should NOT be prepared in offices where students have access.
* Schools have responsibility for the secure storage and transmission of papers during preparation.
* If papers are being sent electronically, Schools should ensure that measures have been taken to protect security e.g encryption, use of secure shared drive space.
* Papers should NOT be sent to the Examinations Office by internal or external mail.

 **(EXAMPLE PAPER)** <<PAPER REFERENCE NUMBER>>

The University of Nottingham

 SCHOOL OF <<Name of School>>

 A LEVEL <<>> MODULE, <<>> SEMESTER 200<<>>-200<<>>

 **«PAPER\_TITLE»**

 Time allowed <<Duration>>

*Candidates may complete the front cover of their answer book and sign their desk card but must NOT write anything else until the start of the examination period is announced*

 *<<****Answer rubric>>***

*<<Calculator Rubric>>*

*Dictionaries are not allowed with one exception. Those whose first language is not English may use a standard translation dictionary to translate between that language and English provided that neither language is the subject of this examination. Subject specific translation dictionaries are not permitted.*

*No electronic devices capable of storing and retrieving text, including electronic dictionaries, may be used.*

***DO NOT turn examination paper over until instructed to do so***

**ADDITIONAL MATERIAL: <<List Additional/Supplementary Materials>>**

**NEW**

**INFORMATION FOR INVIGILATORS:**

**to include any announcements or to indicate if the paper needs to be collected in at the end of the exam**

<<PAPER REFERENCE NUMBER>> *Turn over*

2

<<PAPER REFERENCE NUMBER>>

 SECTION A

1. «Type\_Text»

2. «Type\_Text»

3. «Type\_Text»

4. «Type\_Text»

5. **Either** (a) «Type\_Text»

 **Or** (b) «Type\_Text»

<<PAPER REFERENCE NUMBER>>

3

<<PAPER REFERENCE NUMBER>>

 SECTION B

6. Answer **two** parts of this question

 (a) «Type\_Text» (e) «Type\_Text»

 (b) «Type\_Text» (f) «Type\_Text»

 (c) «Type\_Text» (g) «Type\_Text»

 (d) «Type\_Text» (h) «Type\_Text»

7. (a) «Type\_Text»

 i) «Type\_Text»

 ii) «Type\_Text»

 iii) «Type\_Text»

8. «Type\_Text»

9. «Type\_Text»

<<PAPER REFERENCE NUMBER>>**End**