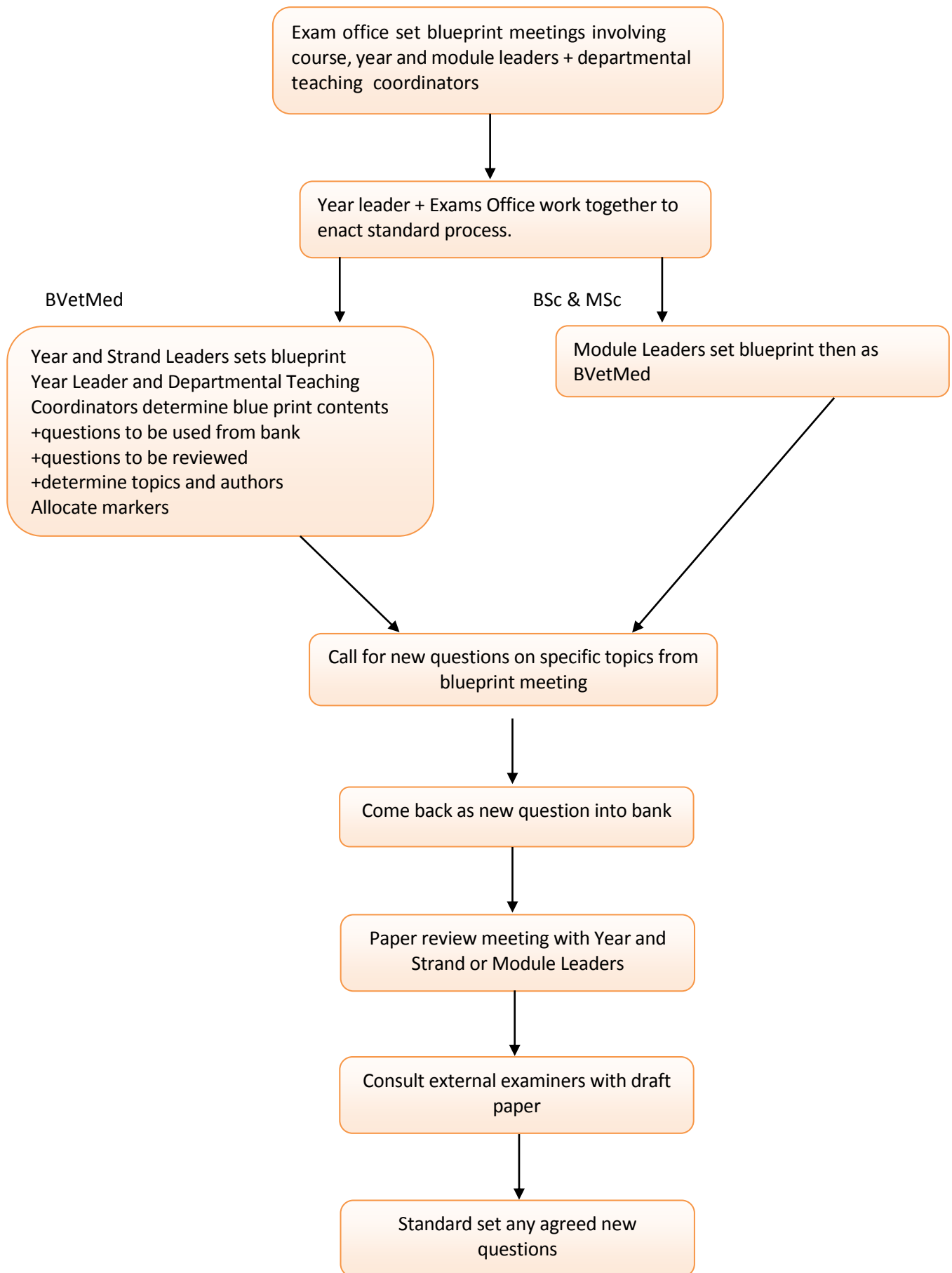


Setting Examination Papers

Section 2 Setting and Production of Examination Papers

2.1 Setting of Papers

- 2.1.1 All papers shall be set according to a 'blueprint' of the curriculum agreed by the examiners as reflecting the requirements of the course
- 2.1.2 All papers shall be set according to the single process shown in the flowchart below:



- 2.1.3 No paper shall be adopted until the External Examiners have signified their approval. External Examiners shall not be asked to set examination questions.
- 2.1.4 Model answers shall be provided for every examination, at the same time the questions are set, the format to be outline/key points. Where a question is in more than one part, the distribution of marks between the parts shall be specified. Model answers shall not be made available to students.

A model answer will specify the key points expected plus a very short indication of what is sought in the student's response.

2.2. Secrecy of Examination Papers

- 2.2.1 Examiners are required to preserve absolutely the secrecy of examination papers at all stages until they have been sat by the candidates. The contents must not be disclosed to anyone other than members of the Board of Examiners or administrative staff with specific responsibility for examinations, except where the Board of Examiners has resolved that the topics or questions should be disclosed to candidates in advance of the examination, in which circumstances all candidates must receive the question papers at the same time.
- 2.2.2 At any meeting at which the content of an examination paper is to be discussed the Chairman shall draw the attention of all present to para. 2.2.1

2.3. Copyright of Examination Papers

It is a condition of the appointment of every examiner that The Royal Veterinary College shall, without payment, be licensed to reproduce copies of examination papers (or material contained therein) prepared by that examiner for the College, either alone or in collaboration with others. The College shall also have exclusive license thereafter to publish the paper(s) as a whole, provided that the College shall not assign or transfer this exclusive license in any way to any other person.

J Clark

After LTAC 11/13