

PRODUCTION OF CAMERA READY COPY OF EXAMINATION PAPERS

Preparing Papers

The instructions which follow are particularly important. Examiners who hand in copies of question papers late or whose papers contain inaccuracies heighten the potential for error to be introduced or go undetected. The Examination and Assessments team is instructed to notify the Proctors of examiners failing to comply.

Chairs are asked to ensure that the rubric and the content of questions are double-checked before each paper for a timed examination is submitted to the Examinations and Assessments team. **Examples of common problems include:**

- **papers not set in accordance with current syllabus;**
- **papers containing incorrect passages for analysis;**
- **papers containing text or images that are not clear;**
- **papers that reproduce questions from recent previous years; and**
- **questions containing typographical errors or errors in mathematical formulae.**

Examiners are responsible for producing camera-ready copy (CRC) of examination papers; that is, a final master which is completely ready for reproduction. Chairs of examiners should ensure that papers are set to a timetable that allows sufficient time to prepare accurate CRC which has been approved by all examiners and can be delivered to Examination Schools on time (*Examination Regulations*, Regulations for the Conduct of University Examinations, Part 8, cl. 8.2-8.4). The Head of Examinations and Assessments is responsible for printing the bulk copies required for the examination, and (once the examination is complete) for the publication of papers on the OXAM website.

The production of CRC (typing, layout, etc.) should be done either by examiners themselves or by departmental and faculty staff **in normal working time**. In exceptional circumstances the Proctors may authorise payments for overtime worked by departmental and faculty staff in the production of CRC, **provided approval is sought well in advance from the Proctors**. Where prior approval has been given by the Proctors, claims to cover the cost of production of papers must be made on a form supplied by the Head of Examinations and Assessments. The claim must include details of the number of hours worked and the number of pages prepared. All such claims must be submitted via the chair to the Head of Examinations and Assessments as early as possible.

Security

Persons preparing examination papers should ensure that no-one can enter their room and observe examination material on a screen or in paper form on a desk or printer. Staff should take particular care when processing examination material outside the workplace e.g. in public places or on public transport. Any electronic device containing or linking to examination material should have properly implemented security measures that are proportionate to the anticipated risks. These may include passwords, password-protected screensavers, biometric security mechanisms and encryption. Advice on the encryption and decryption of examination papers may be obtained from IT Services. Printed copies of draft examination papers should be securely destroyed (shredded) immediately after use. If they

must be kept in paper form, for example between examiners' meetings, they should be stored in locked filing cabinets.

The Proctors should be notified at once if any breach of security is suspected. It is essential that back-ups are maintained and that there is good control over versions of draft papers. Any media storing backed-up papers must be kept secure.

Paper drafts should be transported between examiners **by hand**, or sent by **Special Delivery**. Questions, and question papers, should **not** be sent electronically **unless encrypted**. No electronic transmissions should be made without previously informing the Proctors. WebLearn is available to aid boards of examiners in sharing draft examination papers during paper preparation, using **authorised additional verification sites only**, and the chair should contact the Head of Examinations and Assessments to request inclusion and discuss the practicalities of implementation.

Any exception to these rules must be agreed in advance by the Proctors, who will need to be convinced (taking technical advice if necessary) that it will cause no breach in security.

The attention of all examiners is drawn to their obligation to keep all question papers strictly confidential. In no circumstances should details of the questions or the discussion of papers at examiners' meetings be disclosed to anyone other than examiners, properly appointed assessors, and, if required, the PVC (Education) and Proctors.

Under no circumstance should examination questions be substantially the same as sample questions made available to candidates before the examination. If tutors have been asked to suggest questions for an examination, it should be made clear that such questions must not be used in tutorials or classes, nor should sample solutions be provided to candidates in advance of the exam. Special care should be taken where an examiner or assessor runs revision classes. Evidence of such similarities will be brought to the Proctors' attention and may result in the striking out of the compromised paper from the examination.

Proofreading

The accuracy of papers is the responsibility of the chair and the examiners, and CRC must be **carefully** checked before submission to the Examination Schools, as there will be no proofs. Exam boards may wish to consider appointing additional assessors to help with proof-reading of exam papers, to aid in ensuring that exam papers are accurate and do not contain errors. Such assessors, as well as examiners, may also attend the Examination Schools to check the papers after they have been printed. Departments will be required by the Proctors to provide a statement on how they intend to reduce the numbers of errors in cases where there are serious or large numbers of errors on papers.

Submitting Camera Ready Copies (CRC)

Deadlines

Camera Ready Copy (CRC) should be submitted no less than **five weeks** before the first day of the examination.

ALTERNATIVE ARRANGEMENT PAPERS (e.g. font size 14, double spacing) should be provided at the same time as the standard examination paper 5 weeks before the day of the examination.

BRAILLED PAPERS are required **nine weeks** in advance.

Electronic copies may be submitted on a USB stick or through a secure WebLearn site. Electronic copies should be in Portable Document Format (PDF) and saved as the assessment item number (e.g. A12345W1). If submitting CRC via WebLearn, all copies should be saved in a folder specifically for the Examination Schools and clear instructions should be provided as to where the folder can be found. Only the final version should be saved in this folder, and only after it has gone through a rigorous checking process by the department/faculty.

Hard copies may be submitted by placing two camera ready copies into a plastic wallet and submitted to the Examination Operations Supervisor. Hard copies should not be photocopies. Hard copies may be delivered Monday to Friday between 8:30 a.m. and 5 p.m.

Details of any special printing or reproduction requirements (e.g. punched hole in question paper, photographs to be reproduced, colour images) should be submitted alongside the CRC. Examiners should note that reproduced photographs and images may not be as clear as the originals, and should check legibility on the version to be given to the candidates (not CRC) in good time.

Requirements for Camera Ready Copies (CRC)

Camera ready copies should be on A4 paper, printed **single sided**. Papers should not be stapled.

Care should be taken to make sure that the margins are no smaller than 26 mm or 2.6 cm at the top and bottom of the page and 21 mm or 2.1 cm at the left and right sides of the page.

The cover page should **not** contain any questions, only headers and rubric, including information on any materials or special stationery provided, and, where appropriate, any items which the candidate is permitted to bring, e.g. calculator and any materials that are being provided with the exam paper (e.g. Law Statutes).

It should have the paper reference number (as shown on the entry statistics, (e.g. A12345W1) at the top left-hand corner. The title(s) of the examination(s) and the paper title(s) should be stated clearly.

Case studies and other attachments should be listed on the cover page. The cover must state "Please do **not** turn over until told to do so."

The reference number should be included at the bottom left-hand corner of the second and all subsequent pages.

The sequence of page numbers starts with the front (cover) page, which is page 1. Page numbers should appear in the centre of the bottom line.

The instruction 'turn over' should appear on page 3 and if necessary on every subsequent odd-numbered page, placed at the bottom right-hand corner, within the typing area described above. Blank pages and the last page should be identified as such.

If a page has been intentionally left blank, this should be stated clearly on the paper.

If candidates are expected to write on the paper, this should be clearly stated on the cover and a space should be left on the top right of the cover asking candidates to write their

candidate number. This is not required if candidates are expected to write their answers in script booklets.

Please see the example of how a CRC copy should look. You may wish to refer to OXAM to check on how past exam papers have been formatted.

Papers will be produced directly from CRC without enlargement or reduction. Copy should be as clear as possible, as there may be a slight loss of quality on reproduction. Best results are obtained by submitting the CRC electronically or by using a word-processor with a laser-quality printer. If images need to be reproduced to photographic quality, this should be notified clearly to the Examinations and Assessments team at the time of submission of the paper.

To improve the accessibility of papers, a sans serif font should be used of at least size 12. Text should be left aligned rather than justified. It is recommended that the use of italics, underlining and capitalisation of text is minimised as far as is possible.

If appropriate software is not available, drawings, symbols, accents, etc. may be added in black ink, using a fine pen. It may be best to produce diagrams (or passages of foreign-language text, etc.) separately and then paste them into position in the text (avoiding any surplus glue that might show on final copies).

Examination papers back from press

In the interest of security, copies of the reproduced papers will be retained at all times within the Examinations Schools and cannot be sent to chairs for checking. Chairs who wish to inspect papers at the Examination Schools should arrange this in advance by email (exam.arrangements@admin.ox.ac.uk). Inspections are by appointment only. It is important that papers containing complex or colour images be checked well before the examination is scheduled to take place.

All printed papers will be held until the date of the examination by the Head of Examinations and Assessments. If papers are to be sent elsewhere (e.g. a practical paper taken in a laboratory), this should be discussed with the Head of Examinations and Assessments when the CRC is submitted.