

Process of Design of examination papers

Module Leader in collaboration with departmental lecturers draft **TWO** Question papers together with the marking scheme (1st one to be used for the Examination & the 2nd one as a Resit paper).

The first draft of question papers, together with the marking schemes, are submitted to the respective Head of Department (HOD) for review.

The HOD evaluates the questions in collaboration with the lecturer(s) and provides his feedback.

If required, amendments and fine tuning are done based on the feedback and the examination paper is sent to the HOD to be reviewed again. This is done in order to ensure that the examination paper is meeting all the learning outcomes of the module.

Both Question papers are sent to the External Examiner for approval.

Once the approval of the External Examiner is obtained, master copies of the Question papers are securely stored under lock and key at Exams Section.

Prior to the examination date, Exams Section sends the Question papers to the Mauritius Examinations Syndicate (MES) in a sealed envelope.

MES makes copies of the exam papers as per list of candidates submitted by Rushmore, MES invigilates examinations and collects all examination scripts which is then stored at the MES.

Exams Section then collects the scripts on the next day from MES.

Scripts are distributed to the Module Leader for Marking and Moderation.

Marking and Moderation of papers

