

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

The Module Leader (1st Marker) marks the scripts. The correction is done in reference to the marking scheme and once completed, it is sent for second marking.



The 2nd Marker marks a sample of the scripts based on the marking scheme.



The 1st and 2nd Markers meet to discuss any discrepancies in the marks and come to an agreement.



The scripts are then sent to the External Examiner.



The External Examiner marks a sample of the scripts and submits his/her report to Rushmore Business School with his/ her comments about the marking process by Rushmore Business School and on the performance of the students.



Once the External Examiner's report with the moderated marks are received by Rushmore Business School, the results are considered to be finalised and are published on the notice board at the Registry.