

Instructions for Writing Exams

Preparing for and writing of final exams

To ensure that final exams satisfy the standards stipulated in the Assessment Policy, the following needs to be considered.

The Policy calls for periodic assessment and regular feedback to students about their accomplishments during the semester which are essential for both teaching/learning and evaluation purposes. The Final Exam as the last piece in the assessment package that you have designed for the course should give you a complete picture of how well your students were able to achieve the intended learning outcomes. This needs to be kept in mind as you prepare the final exams. Some pointers to consider in the process:

- a. All assessment tasks that were stipulated in the course outline were carried out and that the course learning outcomes were adequately covered.
- b. By the beginning of the final exam period students should have all graded materials returned to them with appropriate feedback.
- c. Students need to have a good idea of what the final exam will be testing them on and course material that the exam will cover.
- d. The final exam should not make up more than 35% of the total grade for the course.

Writing the Final Exam

The following are directives that emanated from the Council's discussions.

- a. The questions on the Final Exam should be directly related to and assess the intended learning outcomes of the course.
- b. Final Exams that are made in their entirety from closed question, such as multiple choice or True/False are not acceptable. If closed questions serve an educational purpose then a balanced proportion between open and closed questions should be maintained.
- c. Questions asking for students' opinion about the course have no place on the final exam. Definitely such questions should not be assigned points on the exam.
- d. The exam duration is two hours. When preparing exam questions, make sure that the amount of time needed to finish the exam should not be significantly less or significantly more than 2 hours.
- e. The exam should be written in correct language and free of typos.
- f. The points assigned to each question on the exam should be clearly specified.
- g. Exam questions that are copied from test banks are not acceptable. Instructors need to make sure that the students are familiar with the language and context in which the exam questions are written.
- h. An exam template was developed and approved by the Academic Council. The template serves to ensure that exam include basic information and instructions, such the name of the teacher, course number and title, number of pages of the exam and any additional instructions on use of calculators, dictionaries, textbooks, etc. All teachers are expected to use the template for writing their final exams. The template is available on-line with this memo. If you need any clarifications about the template you can refer to the Dean/Chair.

Peer Review

As a means of assuring that the exams are prepared in compliance with the Assessment Policy, the Academic Council requests a peer review process. Each Chairperson will ensure that a peer review process is followed by its teachers in the Department. Having another pair of eyes look at the exam before administering it to students is helpful in identifying problems that students may encounter.

Printshop Final Exam Duplication

Make sure to complete the "Final Exam Duplication Request" that are available on-line under Final Exams Instructions. This request must be submitted to the Academic Office when you submit your final exam.