Instructions for Exam Paper Submission

After second reading has been done and corrections have been made please submit the following to Barbara in the School Office and sign the Exam Paper Log Book. *(To prevent mis-copying, submit single-sided exam papers to go to exams office. All other hard copy can be double-sided where convenient*):

(a) Examinations with no external examiner:

1. An <u>original</u> printed copy of the exam paper to go to exams office. *(<u>Single-sided only</u>).*
2. A printed copy of the exam paper to be held in the school.
3. An electronic copy of the exam paper + marking scheme + solutions to be held in the school.
4. A signed hard copy of QA page to be held in the school. QA page must be signed by both internal examiner and the second reader.

(b) Examinations with an external examiner:

1. An <u>original</u> printed copy of the exam paper to go to exams office. *(<u>Single-sided only</u>).*
   This may be replaced if the External Examiner suggests amendments.
2. A printed copy of the exam paper to be held in the school.
   This may be replaced if the External Examiner suggests amendments.
3. A printed copy of the exam paper + marking scheme + solutions to go to External Examiner
4. An electronic copy of the exam paper + marking scheme + solutions to be held in the school.
5. A signed hard copy of QA page to be held in the school. QA page must be signed by both internal examiner and the second reader.

The QA page is on the Exam Coordination page on the School Intranet. An Exam Paper Checklist is also available that contains a list of quick checks to make before the paper + solutions + marking scheme go to the second reader. The Exam Coordination page is at http://dit.ie/intranet/computing/exams/

Second readers should use the Exam Paper Checklist as a guide when second reading a paper.

Every year we get a number of blank media that are supposed to contain exam papers.
Please check that the files have being copied correctly and do not contain any viruses.

If using a memory stick, use the Windows 'Remove Hardware Safely' feature of windows; otherwise a blank memory stick may result. Make sure media is readable. Remove, re-insert media again and check file(s) are accessible.

You can also send me files via secure e-mail using PGP. My Public Key is on the Exam Coordination page on the School Intranet.

Please do not send exams by insecure e-mail, or leave on my desk, or in my post box, or under my door, or in Denise's or Barbara's post box, or under School Office door, or with the Porters.

Thanks.

D. Carroll - Updated 5th October 2015.