

Tracking Form – ENIC/ECAL/INON/Others

Course Code/Title: EE0040 / IM0040 / ENGINEERS AND SOCIETY	Sem 2 AY2018/19
Course Coordinator: JESSICA NG	1st Draft Submitted on: / /2019

To Examiners, Moderators and Area Lead:

After checking the exam paper, please indicate date and sign. The exam paper should be passed to the next examiner/moderator or Area Lead for checking within one working day. Examiner must check the question(s) set by him/her. Moderator must check question(s) assigned to him/her for moderation. Area Lead must check ALL the questions.

Thank you.

Admin Staff (S2-B2a-34) (Tel: xxxx xxxx)

(Draft -> AC's Vetting) Examiners, Moderators and Course Coordinator	1st Check	2st Check	3st Check	4st Check	5st Check	6st Check
	Sign/Date	Sign/Date	Sign/Date	Sign/Date	Sign/Date	Sign/Date
JESSICA NG						
NG ENG PING						
So Ping Lam						
A/P Ang Cheng Guan (RSIS)						
Area Lead: Ng Shiu Fern	Draft no.	Draft no.	Draft no.	Draft no.	Draft no.	Draft no.

(Draft -> AC's Vetting) Examiners, Moderators and Course Coordinator	1st Check	2st Check	3st Check	4st Check	5st Check	6st Check
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JESSICA NG						
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Area Lead: Ng Shiu Fern	Draft no.	Draft no.	Draft no.	Draft no.	Draft no.	Draft no.

Notes: Please make sure that all questions and solutions are in sequential order, and marks are allocated properly.

Items to Note	By	Remarks

PROCESS FLOW RECORD - EXAMINATION QUESTION PAPER & SOLUTION

Course Code/Title: EE0040 / IM0040 / ENGINEERS AND SOCIETY			Sem 2 AY2018/19	
Course Coordinator: JESSICA NG		Admin Staff: Ng Shiu Fern		Area: INON

Submission of Examination Question Paper & Solution to Associate Chair (Academic) for Review					
Date	Send to		Status (AC to indicate)		Remarks
	AC (Acad)	Examiner(s)	Amendment	Final	

Submission of Final Examination Question Paper & Solution to Undergraduate Programme Office, c/o Ms Sandy Choo			
<i>This is to confirm that the <u>FINALISED PAPER</u> has been checked by all examiners and is in order.</i>			
Name of Examiner	Signature	Date	Remarks
JESSICA NG			
NG ENG PING			
Last modified date/time of the finalised exam paper (softcopy): (To be filled in by Admin Staff) <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Date: _____ Time: _____ </div>			
Reminder: Please make sure ALL the amendment / checking / moderation / approval processes are accurately recorded in chronological order. Reason must be provided under the remark column should unexpected changes take place.			
<div style="text-align: center;">Endorsed by Area Lead / Associate Chair (Academic)</div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> Signature: _____ Date: _____ </div>			

CHECKLIST FOR SETTING / REVIEW OF EXAMINATION QUESTIONS AND ANSWERS

Course Code & Title: EE0040 / IM0040 / ENGINEERS AND SOCIETY

Section A:- To be completed and signed by Examiner(s)

I am aware of and understand the University's requirement in minimising similarity of questions and hence I should:

	Yes	No	NA
• Refrain from setting exam questions too closely resembling tutorial, CA and past exam questions with same/different data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Refrain from directly copying from textbook questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REASON(S) FOR ANSWERING 'NO' OR 'NA' FOR ANY OF THE ABOVE:

Signature of Examiner(s)

Name

SHI CHENYU

School

Date

Section B:- To be completed and signed by Moderator(s), Area Lead and Assoc Chair (Academic)

	Yes	No	NA
1. CONTENTS			
• Appropriate coverage and adequate distribution of topics covered by syllabus.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Sufficient time for reading of questions and attempting solutions, e.g. - less than 10 pages of question papers. - approximately 25 to 30 minutes for solution of one question for a typical case of answering 4 out of 6 questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Minimum overlap between or among questions set in the paper.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Answers/solutions to the questions are correct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. COMPLEXITY			
• Balanced spread of questions or sub-questions with progressive level of difficulties and challenges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Appropriate emphasis on questions to test candidate's ability to think rather than to regurgitate information, and to exercise judgement/decision rather than perform routine calculation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. MARKS			
• Equitable allocation of marks according to the level of difficulty or duration of working.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Equitable distribution of marks with respect to the topics covered in the course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. PRESENTATION			
• Clarity: Instructions and questions are self- contained and unambiguous. All symbols or terminologies are clearly defined/explained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Correctness: Free from misprints, errors of punctuations, omissions of data, symbols and numbers and other inaccuracies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Consistency: All symbols or terms used in the same question paper are consistent/uniform.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Standardisation: All units, symbols, terms and abbreviations follow the SI system, except where international practice proves otherwise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Drawings: All figures are drawn properly with dimensions/units correctly shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. ORIGINALITY			
• Avoid questions too closely resembling the tutorial problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Refrain from directly copying from textbook questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Minimise repetition of questions set in previous years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. QUESTION(S) MODERATED (please indicate question number)

7. OTHER REMARKS (if any)

Signature of Moderator(s)

School

Name

Date

8. COMPATIBILITY [TO BE COMPLETED BY AREA LEAD AND ASSOC CHAIR (ACADEMIC)]

Yes

No

NA

The examination paper is compatible with that of other courses in terms of contents, complexity and originality.

☐☐☐

Area Lead

Date

Signature

Assoc Chair (Academic)

Date

Signature
