|  |  |  |
| --- | --- | --- |
| C:\Users\user\Desktop\شعار جامعة الإمام عبدالرحمن بن فيصل الجديد.jpg | **Template 4****Exam Paper Review Checklist**  | C:\Users\user\Desktop\Capture (2).JPG |

**Course Title& Code:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria**  | **Sub-criteria** | **Descriptors/ Items** | **Response** | **Notes** |
| **Yes** | **No** |
| **A) Cover Page** | Correctness | All Exam information is accurate (e.g., time, course title and code). |  |  |  |
|  | Number of Questions | Number of questions on the cover page is completed and consistent with the actual no. of questions on both the exam paper and the answer sheet.  |  |  |  |
| **B) Layout** | Font | Font of all exam pages is readable and consistent, while special parts as formulas and case study were written with a distinct font.  |  |  |  |
|  | Question Numbering | All questions were numbered correctly, sequentially, and consistently and in full. |  |  |  |
|  | Line Spacing | All Line spacing is sufficiently left between questions, paragraphs, etc. to allow for clear readability.  |  |  |  |
|  | Readability | Overall, exam paper is clear and easy to read.  |  |  |  |
|  | Page Numbering | Page numbering is correctly provided and the total number of pages is referred to in the exam instructions.  |  |  |  |
| **C) Content and Item Writing** | Exam Blueprint | Exam blueprint is attached to the exam paper.  |  |  |  |
|  | Instructions | Instructions were clear and consistent to students. It is clearly expressed, in the special instructions, whether all questions should be answered or only some of them. |  |  |  |
|  | Typographical errors | There are no misspellings or typos. |  |  |  |
|  | Wording and grammar  | All questions were clear and linguistically correct with no grammatical errors. |  |  |  |
|  | Question Duplication | No occurrence for duplicate questions.  |  |  |  |
|  | Figures | Figures and their content (e.g., numbers, text) are legible and appropriately numbered. |  |  |  |
| **D) Multiple Choice Questions** | Alternatives/ Distractors | Check that the same number of alternatives/ distractors is given for all the questions, and they are all numbered consistently.  |  |  |  |
|  | Wording  | The stem of the question is clearly articulated so that it could be answered without even looking at the alternatives.  |  |  |  |
|  | Clarity | No vague or incomplete phrases are included in the question. |  |  |  |
|  | Wrong wording | The question was not written in a negative form (e.g., All ……… except ……. etc.). |  |  |  |
|  | Guessing | Questions contain no clues for the answer or inefficient alternatives (e.g., all of the above, none of the above, both A and B….etc.). |  |  |  |
| **E) Essay Questions** | Model Answer- Scoring Rubrics | Answers to the questions were specific. Students’ responses were scored against certain criteria for the question sub points. (Attach model answers and scoring rubrics).  |  |  |  |
|  |  Question Time | Questions are appropriate with the time allotted.  |  |  |  |
|  | Wordiness  | Items were written clearly and no misspellings or typos were present.  |  |  |  |
|  | Marks Allocation | Marks are determined in terms of the proportional weights as in the exam blueprint. |  |  |  |
|  | Measured skills | Questions measure high- order thinking skills (e.g., analysis - evaluation - creation). |  |  |  |

**Reviewer: Head of Department:**