Notes on Preparation of Examination Papers

Examination papers should be prepared in accordance with UNSW identity standards.

Details are available at my.unsw.edu.au/unsw/BrandGuidelines.html

Examination papers should be A4 size. Illustrations, diagrams and plans can be A3 size.

Page margins must be appropriate for double-sided printing

Each page should have a footer which displays:

- a page number
- “Please see over” where appropriate

The final page should display “End of Paper” after the last question.

Examination papers which can be retained by students are to be printed on white paper.

Examination papers which can not be retained by students are to be printed on coloured paper – pink is preferred but other colours can be used after consultation.

All examination papers require a title page which must include:

- Course details. The course code and course title must be identical to the course title which appears in the Online Handbook.
- Semester and year
- Duration of examination – can only be 1, 1.5, 2, 2.5 or 3 hours
- Duration of reading time – can only be 10 minutes
- Number of pages in the examination paper
- Details of the authorised materials which students can take into the examination
- Details about the number of questions to be answered – including, for example, details about whether particular questions must be answered
- Details about the marks available for the examination – including, for example, the value of each question
- A clear direction about whether handwritten notes and/or underlining/highlighting or any other form of annotation is permitted on any material which students can take into the examination – including, for example, lecture notes and/or text books
- A direction to answer questions in ink – pencil should only be used for generalised answer sheets and/or graphical work.
- Whether a student can retain the examination paper - where an examination can not be retained it must include a space in the top right hand corner of the title page for students to write their full name, ID number and signature
Examination papers should be carefully proof-read and the clarity of any diagrams/illustrations checked for reproduction quality before submission to the Examinations Office.

It is preferred that both hard-copy and soft-copy masters are submitted.

Hard copy masters should be:

• submitted before the deadline
• printed single sided on white A4 paper – even if the paper is not to be retained by the student

Soft copy master files should be:

• submitted before the deadline
• in Word or other editable format
• on a disc or USB which does not require password for access

Templates for are available for:

Examination papers which can be retained by students – see page 3
Examination papers which can not be retained by students – see page 4
THE UNIVERSITY OF NEW SOUTH WALES

SEMESTER 1 20XX

PHYS1002: PHYSICS 1 - First paper

PHYS2011: ELECTROMAGNETISM AND THERMAL PHYSICS - Second Paper

1. TIME ALLOWED – 2 hours
2. READING TIME – 10 minutes
3. THIS EXAMINATION PAPER HAS 12 PAGES
4. TOTAL NUMBER OF QUESTIONS – 10
5. TOTAL MARKS AVAILABLE – 100
6. ALL QUESTIONS ARE NOT OF EQUAL VALUE. MARKS AVAILABLE FOR EACH QUESTION ARE SHOWN IN THE EXAMINATION PAPER
7. ALL ANSWERS MUST BE WRITTEN IN INK. EXCEPT WHERE THEY ARE EXPRESSLY REQUIRED, PENCILS MAY BE USED ONLY FOR DRAWING, SKETCHING OR GRAPHICAL WORK
8. THIS PAPER MAY BE RETAINED BY CANDIDATE

SPECIAL INSTRUCTIONS

9. THE EXAMINATION PAPER HAS FOUR PARTS. ANSWER 2 QUESTIONS FROM EACH PART
10. ANSWER EACH PART IN A SEPARATE BOOK
11. CANDIDATES MAY BRING TO THE EXAMINATION 1 page of handwritten notes, an unannotated copy of Smith & Smyth Introductory Physics 2nd edition
12. THE FOLLOWING MATERIALS WILL BE PROVIDED Logarithm Tables, Statistical Tables and Graph Paper

Please see over
NAME OF CANDIDATE: ________________________
STUDENT ID: ________________________________
SIGNATURE: ________________________________

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