



MINISTRY OF MANPOWER  
COLLEGES OF TECHNOLOGY

GFP EXAM WRITING AND MODERATION  
PROCEDURES

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Approval Authorities	CFPSATT-HEAD	Reviewing Authorities	CFPSATT, CDRSC, GFPA QA, Math & IT WG
Contact <sup>1</sup>	<b>GFPA QA member- Inez Lobo &lt;inez.lobo@hct.edu.om&gt;</b>		
To be implemented by:	CoTs' GFP staff		

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<sup>1</sup> Implementers and users of this policy /document are kindly requested to send comments and suggested revisions to the assigned contact person as part of the policy/procedure review process.

## Version Control Table

### A. Document development details and summary of revisions

Version	Author	Date (dd/mm/yyyy)	Summary of revisions	Contributed by
0.1	GFPA QA	07/04/2018	The assessment procedures were separated from the Examination policy and procedures relevant to GFP (English, Math & IT) were developed	GFPA QA, Math and IT WG members CFPSATT-Head
0.2		28/06/2018	Reviewed the procedures and designed required templates	CDRSC members
0.3		3/07/2018	Reviewed Math and IT templates	CDRSC members & Math & IT WG Team Leaders
0.4		18/03/2019	Modified 4, 5&6 appendices. Inserted name of the college to be reviewed & emphasized who should complete the HoS section.	CDRSC members

### B. Document proof read by:

Team/committee/person	Version	Date (dd/mm/yyyy)	Signature	Turnitin Report: % Similarity Index
CDRSC member, Chris Corcoran	Final draft	9/07/2018	<i>Chris Corcoran</i> <i>CDRSC Member</i>	1%

### Approval Authorities Signature/Date:

*Ghada Sarhan*  
*CFPSATT Head*  
10/7/2018

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## 1. Purpose

The purpose of the procedures is to ensure students' attainment of the GFP learning outcomes by having effective and appropriate procedures for exam preparation and moderation within and across the Colleges of Technology.

## 2. Scope

These procedures apply to the GFP areas (English, Math and IT). They are designed to address the preparation and internal and external moderation of tests/examinations

## 3. Definitions

3.1. GFP –General Foundation Program

3.2. FPsC- Foundation Programs Committee (previously known as English Specialization Committee)

3.3. CDRSC– Curriculum Development & Review-Sub Committee

3.4. HoC – Head of Center

3.5. HoS – Head of Section

3.6. HoS CT&M - Head of Section Curriculum and Teaching Methods

3.7. GFPMC – General Foundation Program Management Committee

3.8. LEE- Level Exit Exam

3.9. CoTs- Colleges of Technology

3.10. Exam Writers are members of the Examination Committee responsible for writing exams.

3.11. **Examination Committee (EC)** members **or nominated teachers** are required to perform GFP tasks such as writing tests / exams, monitoring invigilation, and supervising marking and moderation of marking.

3.12. **Level 4 Common Exit Exam Writing Committee-English (L4CEEWC)**: is composed of CoTs lecturers selected on a merit basis to write and moderate L4 English exams that are common to all the Colleges of Technology.

## 4. Roles and Responsibilities

### 4.1 Examination Committee and Level 4 Common Exit Exam Writing Committee (L4CEEWC) - English))

4.1.1 Examination Committee and L4CEEWC Heads are to:

- 4.1.1.1 Prepare an action plan for the GFP tests and exams.
- 4.1.1.2 Monitor exam writing and reviewing procedures.
- 4.1.1.3 Store hard and soft copies of the final original tests/exams and draft versions along with Internal Examination Review Forms and External Exam Review Reports.

### 4.1.2 Exam Writers

Are to:

- 4.1.2.1 Write exams according to the GFP learning outcomes, delivery plan and testing specifications.
- 4.1.2.2 Ensure the exam meets the academic integrity & honesty for CoTs (plagiarism policy).
- 4.1.2.3 Submit the tests/exams for approval by the HoS CT&M/HoS IT & HoS Math.
- 4.1.2.4 Organize the recording of the English listening exam and monitor the quality of the recording.
- 4.1.2.5 Arrange for the secure photocopying and storing of the tests/exams.

### 4.1.3 Internal Exam Reviewers

Are to:

- 4.1.3.1 Adhere to the exam preparation and moderation steps illustrated in the Exam Preparation and Moderation Flow Chart (see appendix 1)
- 4.1.3.2 Adhere to the submission dates as outlined in the action plan.
- 4.1.3.3 Review the tests/exams against the relevant GFP learning outcomes and testing specifications by using the appropriate Internal Examination Review Form for English, Math and IT (see appendix 2).

#### 4.1.4 Final Approval of Tests and Exams

- 4.1.4.1 The HoSCT&M/HoS IT/HoS Math are to approve the relevant tests/exams ensuring that they meet all GFP requirements.
- 4.1.4.2 LACEEWC- Head is to approve the Level 4 English exit exams.
- 4.1.4.3 The Cross College Moderation responsibilities are to be rotated annually as per the Moderation Schedule approved by FPsC.
- 4.1.4.4 The HoS C&TM/HoS Math/HoS IT are to review the given feedback, document their response in the space provided on the form (Cross College External Review Report) and discuss their feedback with the exam writers and set in motion any necessary corrective action.

#### 4.1.5 External Exam Reviewers and Cross College Exam Reviewers

Are to:

- 4.1.5.1 Moderate the tests/exams after administration at the beginning of each semester.
- 4.1.5.2 Request a full set of the tests/exams as per the list of documents listed in the External Exam Review Report.
- 4.1.5.3 Review tests/exams according to the agreed External Cross College Moderation schedule or the External Exam Reviewer schedule.
- 4.1.5.4 Review the tests/exams against the relevant GFP learning outcomes and testing specifications by using the appropriate External Exam Review Report for English, Math & IT (appendix 3, 4, 5 & 6).
- 4.1.5.5 Sign an undertaking (appendix 7) to prohibit the reviewer from disclosing any information pertaining to the exam or passing to any other body documents related to the examination.
- 4.1.5.6 Provide feedback within three weeks of receiving the documents.

### 5. Related Policies, Procedures and Documents

- 5.1. College Bylaws
- 5.2. Academic Integrity & Honesty for CoTs (Plagiarism Policy)
- 5.3. GFP Examination Procedures
- 5.4. English, Math & IT Curriculum Documents
- 5.5. Testing Specifications for levels 1-4 (Listening, Speaking, Reading & Writing)

5.6. Testing Specifications of Math courses (for Basic Math, Applied Math, and Pure Math)

5.7. Testing Specifications of IT Courses

## 6. Appendices

Appendix 1: Exam Preparation and Moderation Flow Chart

Appendix 2: Internal Examination Review Form

Appendix 3: External Review Report Level 4 R, W & L – English

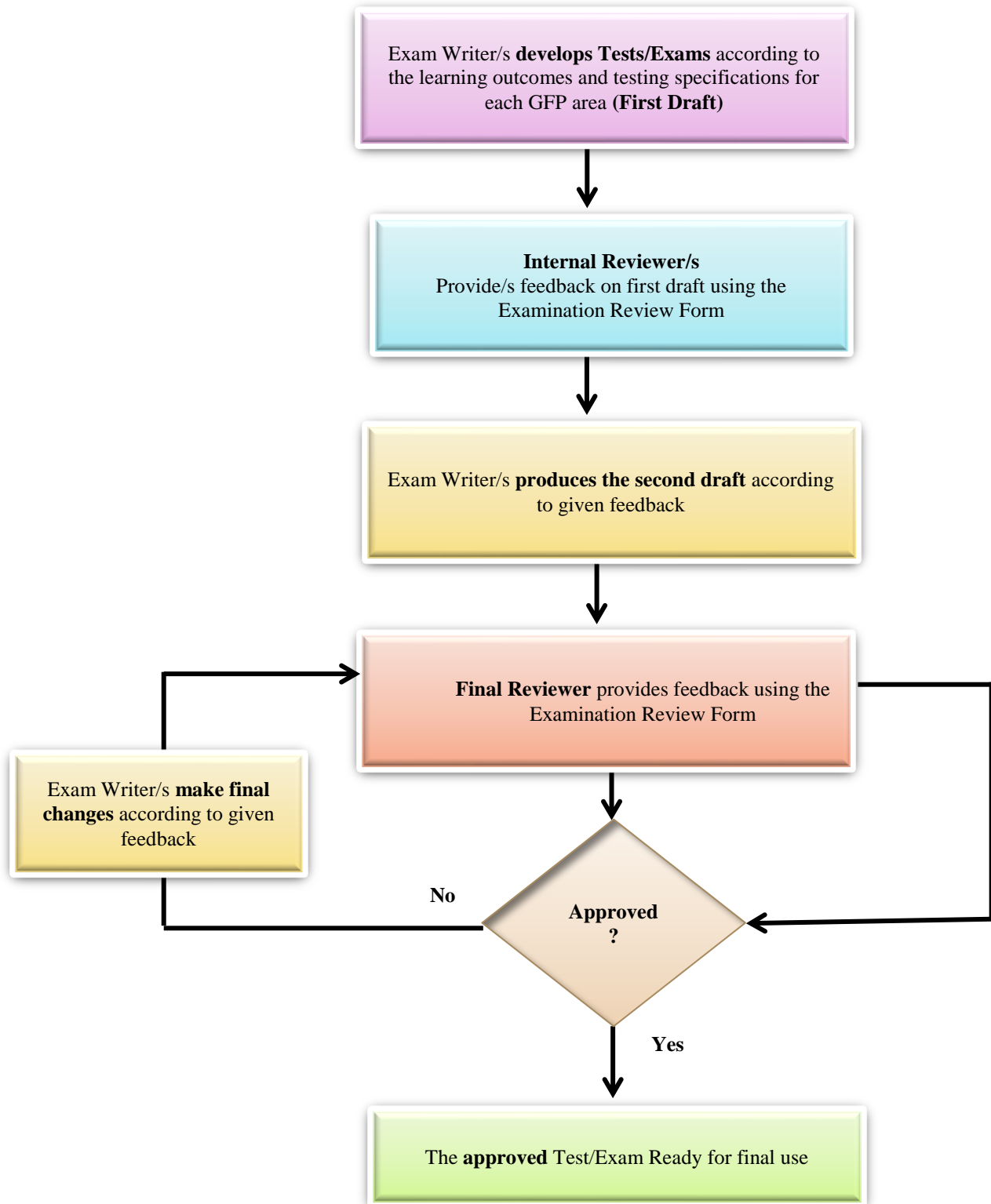
Appendix 4: Cross College External Review Report Levels 1-3 R, W & L-English

Appendix 5: Cross College External Review Report - Math

Appendix 6: Cross College External Review Report – IT

Appendix 7: Exam Reviewer Undertaking

## Appendix 1: Exam Preparation & Moderation Flow chart







**Final Reviewer/s:**

I have reviewed the question paper (version no. \_\_\_\_\_) for content and construct against the testing specifications, delivery plan, cultural framework. I have identified any errors in grammar, spelling, formats (such as page numbers, spacing, titles, heading, numbering etc.) and verified the accuracy of the marking scheme/answer key. My feedback is as follows:

**Feedback:**

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**Name of Reviewer** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**For Final Approval:**

The Test/Examination (version no. \_\_\_\_\_) is

- Approved
- Needs further revision (See the recommendations given below)

**Feedback:**

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**Approved by:** \_\_\_\_\_ **HoS C&TM / HoS Math / HoS IT** (delete as appropriate)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

[HoS CT&M/ L4CEEWC-Head/HoS Math/HoS IT]

## Appendix 3: External Review Report L4 R, W & L - English

Colleges of Technology  
General Foundation Program

### External Review Report-English

**Date:** \_\_\_ / \_\_\_ / 20\_\_\_ **Academic Year:** 20\_\_\_ - 20\_\_\_

**Semester:** 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup>

**Level:** Four

**Exam:** Level Exit Exam

**Skill:** Reading

#### Documents Submitted to the Reviewer/s

- a) LOs Mapped to CEFR Levels
- b) Exam Specification
- c) Exam Cover Page
- d) Question Paper
- e) Answer Sheet
- f) Marking Scheme

1. Are the texts of the length stipulated in the specification?

**YES/NO**

**Reviewer comments:**

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2. Do the texts use the context stipulated in the specification?

**YES/NO**

**Reviewer comments:**

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3. Do the texts display grammatical complexity appropriate for test takers aiming to study academic subjects through the medium of English?

**YES/NO**

**Reviewer comments:**

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4. Do the texts display lexical complexity appropriate for test takers aiming to study academic subjects through the medium of English?

**YES/NO**

**Reviewer comments:**

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5. Are the texts culturally appropriate?

**YES/NO**

**Reviewer comments:**

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6. Do the questions follow the requirements of the specification with regard to paper format and task type?

**YES/NO**

**Reviewer comments:**

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7. Are the exam questions aligned with the learning outcomes of the course as specified in the Task Focus?

**YES/NO**

**Reviewer comments:**

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8. Are the questions clear and do the rubrics provide sufficient guidance to test takers?

**YES/NO**

**Reviewer comments:**

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9. Does the marking scheme accurately record the correct answers to the exam questions?

**YES/NO**

**Reviewer comments:**

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10. Does the marking scheme provide sufficient guidance for markers to ensure a fair and reliable assessment?

**YES/NO**

**Reviewer comments:**

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**Name of Reviewer:** \_\_\_\_\_

**ID No.** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Institution:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

**Editor in Chief Comments:**

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**Name** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

## External Review Report-English

**Date:** \_\_\_ / \_\_\_ / 20\_\_

**Academic Year:** 20\_\_ - 20\_\_

**Semester:** 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup>

**Level:** Four

**Exam:** Level Exit Exam

**Skill:** Writing

### Documents Submitted to the Reviewer/s

- a) LOs Mapped to CEFR Levels
- b) Exam Specification
- c) Exam Cover Page
- d) Question Paper
- e) Answer Sheet
- f) Marking Criteria
- g) Model Answers

1. Are the tasks clearly stated and do the task rubrics provide sufficient guidance to the test takers?

**YES/NO**

**Reviewer comments:**

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2. Do the tasks match the type and format stipulated in the specification?

**YES/NO**

**Reviewer comments:**

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3. Are the tasks aligned with the learning outcomes as enumerated in Task Focus of the specification?

**YES/NO**

**Reviewer comments:**

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4. Are the tasks culturally appropriate?

**YES/NO**

**Reviewer comments:**

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5. Do the tasks embody sufficient ideas to elicit test taker responses of at least the minimum word-count required?

**YES/NO**

**Reviewer comments:**

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6. Do the model answers demonstrate that the tasks are capable of eliciting responses of at least the minimum word-count required?

**YES/NO**

**Reviewer comments:**

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**Name of Reviewer:** \_\_\_\_\_

**ID No.** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Institution:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

**Editor in Chief Comments:**

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**Name** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**External Review Report-English**

**Date:** \_\_\_ / \_\_\_ / 20\_\_\_ **Academic Year:** 20\_\_\_ - 20\_\_\_

**Semester:** 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup>

**Level:** Four

**Exam:** Level Exit Exam

**Skill:** Listening

**Documents Submitted to the Reviewer/s**

- a) LOs Mapped to CEFR Levels
- b) Exam Specification
- c) Exam Cover Page
- d) Question Paper
- e) Tapescript
- f) Answer Sheet
- g) Marking Scheme
- h) Audio

1. Are the scripts of the length stipulated in the specification?

**YES/NO**

**Reviewer comments:**

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2. Do the scripts use the context stipulated in the specification?

**YES/NO**

**Reviewer comments:**

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3. Do the scripts display grammatical complexity appropriate for test takers aiming to study academic subjects through the medium of English?

**YES/NO**

**Reviewer comments:**

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4. Do the scripts display lexical complexity appropriate for test takers at the specified CEFR level?

**YES/NO**

**Reviewer comments:**

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5. Are the scripts culturally appropriate?

**YES/NO**

**Reviewer comments:**

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6. Do the questions follow the requirements of the specification with regard to paper format and task type?

**YES/NO**

**Reviewer comments:**

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7. Are the questions aligned with the learning outcomes of the course as specified in the Task Focus?

**YES/NO**

**Reviewer comments:**

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8. Are the questions clear and do the rubrics provide sufficient guidance to test takers?

**YES/NO**

**Reviewer comments:**

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9. Does the marking scheme accurately record the correct answers to the exam questions?

**YES/NO**

**Reviewer comments:**

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10. Does the marking scheme provide sufficient guidance for markers to ensure a fair and reliable assessment?

**YES/NO**

**Reviewer comments:**

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11. Is the audio audible and clear?

**YES/NO**

**Reviewer comments:**

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12. Is the pace of the speakers in accordance with that stipulated in the specification?

**YES/NO**

**Reviewer comments:**

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**Name of Reviewer:** \_\_\_\_\_

**ID No.** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Institution:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

**Editor in Chief Comments:**

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**Name** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

## Appendix 4: External Review Report Levels 1-3 R, W & L-English

Colleges of Technology  
General Foundation Program

### Cross College External Review Report-English

**College Reviewed:** \_\_\_\_\_

**Date:** \_\_\_ / \_\_\_ / 20\_\_\_ **Academic Year:** 20\_\_\_ - 20\_\_\_

**Semester:** 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup>

**Level:** 1 2 3 **Exam:** Level Exit Exam

**Skill:** Reading

#### Documents Submitted to the Reviewer/s

- a) LOs Mapped to CEFR Levels
- b) Exam Specification
- c) Exam Cover Page
- d) Question Paper
- e) Answer Sheet
- f) Marking Scheme

1. Are the texts of the length stipulated in the specification?

**YES/NO**

**Reviewer comments:**

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2. Do the texts use the context stipulated in the specification?

**YES/NO**

**Reviewer comments:**

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3. Do the texts display grammatical complexity appropriate for test takers at the specified CEFR level?

**YES/NO**

**Reviewer comments:**

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4. Do the texts display lexical complexity appropriate for test takers at the specified CEFR level?

**YES/NO**

**Reviewer comments:**

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5. Are the texts culturally appropriate?

**YES/NO**

**Reviewer comments:**

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6. Do the questions follow the requirements of the specification with regard to paper format and task type?

**YES/NO**

**Reviewer comments:**

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7. Are the exam questions aligned with the learning outcomes of the course as specified in the Task Focus?

**YES/NO**

**Reviewer comments:**

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8. Are the questions clear and do the rubrics provide sufficient guidance to test takers?

**YES/NO**

**Reviewer comments:**

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9. Does the marking scheme accurately record the correct answers to the exam questions?

**YES/NO**

**Reviewer comments:**

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10. Does the marking scheme provide sufficient guidance for markers to ensure a fair and reliable assessment?

**YES/NO**

**Reviewer comments:**

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**Name of Reviewer:** \_\_\_\_\_  
**Designation:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_

**ID No.** \_\_\_\_\_  
**Institution:** \_\_\_\_\_  
**Review Date:** \_\_\_\_\_

**\*HoS C&TM Comments:**

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**Name** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

\*The HoS of the College which has written the examination is to write his/her feedback in this section. The purpose of feedback is for reflection, which may be required to make improvements to future examinations, and in order to make this possible the HoS is to discuss the given feedback with the exam writer/s. Under normal circumstances it is not required to copy this feedback to the External Cross College Reviewer.

**Cross College External Review Report-English**

**College Reviewed:** \_\_\_\_\_

**Date:** \_\_\_ / \_\_\_ / 20\_\_\_ **Academic Year:** 20\_\_\_ - 20\_\_\_

**Semester:** 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup>

**Level:** 1 2 3 **Exam:** Level Exit Exam

**Skill:** Writing

**Documents Submitted to the Reviewer/s**

- a) LOs Mapped to CEFR Levels
- b) Exam Specification
- c) Exam Cover Page
- d) Question Paper
- e) Answer Sheet
- f) Marking Criteria
- g) Model Answers

1. Are the tasks clearly stated and do the task rubrics provide sufficient guidance to the test takers?

**YES/NO**

**Reviewer comments:**

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2. Do the tasks match the type and format stipulated in the specification?

**YES/NO**

**Reviewer comments:**

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3. Are the tasks aligned with the learning outcomes as enumerated in Task Focus of the specification?

**YES/NO**

**Reviewer comments:**

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4. Are the tasks culturally appropriate?

**YES/NO**

**Reviewer comments:**

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5. Do the tasks embody sufficient ideas to elicit test taker responses of at least the minimum word-count required?

**YES/NO**

**Reviewer comments:**

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6. Do the model answers demonstrate that the tasks are capable of eliciting responses of at least the minimum word-count required?

**YES/NO**

**Reviewer comments:**

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**Name of Reviewer:** \_\_\_\_\_

**ID No.** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Institution:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

**\*HoS C&TM Comments:**

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**Name** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

\*The HoS of the College which has written the examination is to write his/her feedback in this section. The purpose of feedback is for reflection, which may be required to make improvements to future examinations, and in order to make this possible the HoS is to discuss the given feedback with the exam writer/s. Under normal circumstances it is not required to copy this feedback to the External Cross College Reviewer.

**Cross College External Review Report-English**

**College Reviewed:** \_\_\_\_\_

**Date:** \_\_ / \_\_ / 20\_\_ **Academic Year:** 20\_\_ - 20\_\_

**Semester:** 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup>

**Level:** 1 2 3 **Exam:** Level Exit Exam

**Skill:** Listening

**Documents Submitted to the Reviewer(s)**

- a) LOs Mapped to CEFR Levels
- b) Exam Specification
- c) Exam Cover Page
- d) Question Paper
- e) Tape script
- f) Answer Sheet
- g) Marking Scheme
- h) Audio

1. Are the scripts of the length stipulated in the specification?

**YES/NO**

**Reviewer comments:**

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2. Do the scripts use the context stipulated in the specification?

**YES/NO**

**Reviewer comments:**

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3. Do the scripts display grammatical complexity appropriate for test takers at the specified CEFR level?

**YES/NO**

**Reviewer comments:**

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4. Do the scripts display lexical complexity appropriate for test takers at the specified CEFR level?

**YES/NO**

**Reviewer comments:**

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5. Are the scripts culturally appropriate?

**YES/NO**

**Reviewer comments:**

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6. Do the questions follow the requirements of the specification with regard to paper format and task type?

**YES/NO**

**Reviewer comments:**

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7. Are the exam questions aligned with the learning outcomes of the course as specified in the Task Focus?

**YES/NO**

**Reviewer comments:**

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8. Are the questions clear and do the rubrics provide sufficient guidance to test takers?

**YES/NO**

**Reviewer comments:**

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9. Does the marking scheme accurately record the correct answers to the exam questions?

**YES/NO**

**Reviewer comments:**

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10. Does the marking scheme provide sufficient guidance for markers to ensure a fair and reliable assessment?

**YES/NO**

**Reviewer comments:**

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11. Is the audio audible and clear?

**YES/NO**

**Reviewer comments:**

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12. Is the pace of the speakers in accordance with that stipulated in the specification?

**YES/NO**

**Reviewer comments:**

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**Name of Reviewer:** \_\_\_\_\_

**ID No.** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Institution:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

**\*HoS C&TM Comments:**

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**Name** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

\*The HoS of the College which has written the examination is to write his/her feedback in this section. The purpose of feedback is for reflection, which may be required to make improvements to future examinations, and in order to make this possible the HoS is to discuss the given feedback with the exam writer/s. Under normal circumstances it is not required to copy this feedback to the External Cross College Reviewer.

## Appendix 5: Cross College External Review Report - Math

Colleges of Technology  
General Foundation Program

### Cross College External Review Report-Math

College Reviewed: \_\_\_\_\_

Date: \_\_ / \_\_ / 20\_\_ Academic Year: 20\_\_ - 20\_\_

Semester: 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup>

Exam: Final Course name(Code): BM(FPMT0001)  PM(MATH1102)  AM(MATH1103)

#### Documents Submitted to the Reviewer/s

- a) Course Learning Outcomes
- b) Exam Specification
- c) Question Paper
- d) Marking Scheme

1. Do the questions follow the requirements of the specification with regard to task type?

YES/NO

Reviewer comments:

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2. Are the exam questions aligned with the learning outcomes of the course as specified in the Task Focus?

YES/NO

Reviewer comments:

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3. Are the questions clear and do the rubrics provide sufficient guidance to test takers?

YES/NO

Reviewer comments:

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4. Does the marking scheme (answer key) accurately record the correct answers to the exam questions?

YES/NO

Reviewer comments:

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5. Does the marking scheme provide sufficient guidance for markers to ensure a fair and reliable assessment?

**YES/NO**

**Reviewer comments:**

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6. Does the level of difficulty allow the exam to be completed in the allocated time?

**YES/NO**

**Reviewer comments:**

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**Name of Reviewer:** \_\_\_\_\_

**ID No.**\_\_\_\_\_

**Designation:**\_\_\_\_\_

**Institution:**\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

**\*HoS Math Comments:**

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**Name** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

\*The HoS of the College which has written the examination is to write his/her feedback in this section. The purpose of feedback is for reflection, which may be required to make improvements to future examinations, and in order to make this possible the HoS is to discuss the given feedback with the exam writer/s. Under normal circumstances it is not required to copy this feedback to the External Cross College Reviewer.

## Appendix 6: Cross College External Review Report – IT

Colleges of Technology  
General Foundation Program

### Cross College External Review Report-IT

College Reviewed: \_\_\_\_\_

Date: \_\_ / \_\_ / 20\_\_

Academic Year: 20\_\_ - 20\_\_

Semester: 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup>

Exam: Final

Course Code: FPIT0001

Course Title: IT for Foundation

#### Documents Submitted to the Reviewer(s)

- a) Course Learning Outcomes
- b) Exam Specification
- c) Marking Scheme
- d) Question Paper

1. Do the questions follow the requirements of the specification with regard to task type?

**YES/NO**

**Reviewer Comments:**

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2. Are the exam questions aligned with the learning outcomes of the course as specified in the task?

**YES/NO**

**Reviewer Comments:**

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3. Are the questions clear and do the rubrics provide sufficient guidance to test takers?

**YES/NO**

**Reviewer Comments:**

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4. Does the marking scheme (answer key) accurately record the correct answers to the exam questions?

**YES/NO**

**Reviewer Comments:**

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5. Does the marking scheme provide sufficient guidance for markers to ensure a fair and reliable assessment?

**YES/NO**

**Reviewer Comments:**

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6. Does the level of difficulty allow the exam to be completed in the allocated time?

**YES/NO**

**Reviewer Comments:**

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**Name of Reviewer:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**ID No.** \_\_\_\_\_

**Institution:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

**\*HoS IT Comments:**

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**Name** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

\*The HoS of the College which has written the examination is to write his/her feedback in this section. The purpose of feedback is for reflection, which may be required to make improvements to future examinations, and in order to make this possible the HoS is to discuss the given feedback with the exam writer/s. Under normal circumstances it is not required to copy this feedback to the External Cross College Reviewer.

## Appendix 7: Exam Reviewer Undertaking

Ministry of Manpower  
Directorate General of Technological Education  
Colleges of Technology  
General Foundation Program

### EXAM REVIEWER UNDERTAKING

I .....(name of reviewer) ID no. ....declare that I undertake not to disclose any of the information pertaining to the exam or pass to any other body or person any of the documents related to this examination which were submitted to me while performing my review of the Ministry of Manpower Colleges of Technology Level 4 Exit Exam dated .../.../20...

I also undertake not to make any hard or soft copies of the material submitted to me and to return all materials along with this signed undertaking when requested.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Institution: \_\_\_\_\_