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**Chairpersons’ Checklist: Setting of Examination Papers and Marking Schemes**

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| --- | --- | --- | --- |
| **Date of Final Review** | **Level** | **Subject** | **Chairperson’s Name** |
| Click to enter a date. | Choose a Level | Type the Subject Name | Type the Chairperson's Name & Surname |

# INSTRUCTIONS

* This form is to be completed by the subject paper setting Chairperson.
* The Chairperson is to attend to items marked ‘No’ in this form.
* This form is to submitted with the reviewed examination papers, marking schemes, reviewer’s checklist, and specification grid to MATSEC.
* After the meeting with MATSEC to finalize the papers, the distribution of marks has to be forwarded to the MATSEC Assessment Research and Development Office.

# SECTION A: THE RUBRIC

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | | Yes | No |
| A1. | Rubric is clear and unambiguous. |  |  |
| A2. | Rubric matches the syllabus of the current year for number of papers. |  |  |
| A3. | Rubric matches the syllabus of the current year for number of sections. |  |  |
| A4. | Rubric matches the syllabus for the number of questions to be answered. |  |  |
| A5. | Rubric matches the syllabus for the length of examination paper, sections and required answers. |  |  |
| A6. | Rubric matches the syllabus for the language to be used in answers. |  |  |
| A7. | Rubric matches the syllabus of the current year in targeting specific knowledge, assessment objectives, skills, or competences. |  |  |
| A8. | Wording is consistent in different sections. |  |  |
| A9. | The correct style of numbering is used throughout the entire paper |  |  |
| A10. | A choice of questions is provided only if and as stated in the syllabus of the current year. |  |  |
| A11. | The format of the examination paper is similar to that in last year’s examination paper. |  |  |

# SECTION B: LANGUAGE

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | | Yes | No |
| B1. | The language used is clear and unambiguous for the level involved. |  |  |
| B2. | Wherever possible, simple sentences are used. |  |  |
| B3. | The order of events is as presented in questions. |  |  |
| B4. | Different things are asked for in separate parts of the question. |  |  |
| B5. | The number of answers requested in a question is emphasized in bold and capitalised. |  |  |
| B6. | Negative and partly negative sentences are avoided. If used ‘not’ and ‘only’ should be in bold. |  |  |
| B7. | Impersonal questions are used wherever possible (avoiding ‘you’). |  |  |
| B8. | The use of active verbs reflects what is expected from the question and MATSEC’s glossary of terms. |  |  |
| B9. | Questions are neutral and objective in terms of gender, culture, and religious beliefs. |  |  |

# SECTION C: CONTENT

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | | Yes | No |
| C1. | Subject content is within the syllabus of the current year. |  |  |
| C2. | Questions have been worked out. |  |  |
| C3. | All the information needed for working problems is given. |  |  |
| C4. | Any constants and data given have the correct units. |  |  |
| C5. | Technical terms and symbols conform to current usage. |  |  |
| C6. | Alternative questions are of comparable difficulty. |  |  |
| C7. | The length of paper is appropriate for the time available. |  |  |
| C8. | Candidates are given sufficient space to write their answers. |  |  |
| C9. | The marks allocated for section and/or question are as stated in the syllabus of the current year |  |  |
| C10. | The marks allocated per question and sub-question are appropriate. |  |  |
| C11. | The marks of the paper add up to the total number allocated by the syllabus. |  |  |
| C12. | Answers to questions are not provided in the wording of other questions. |  |  |
| C13. | Any non-original content (quotations, pictures, diagrams) is referenced |  |  |

# SECTION D: MARKING SCHEME

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | | Yes | No |
| D1. | Marks indicated on the marking scheme agree with those on the examination paper |  |  |
| D2. | Least acceptable alternative answers as well as unacceptable answers are given. |  |  |
| D3. | The Marking scheme is clear, unambiguous and can be followed easily by markers. |  |  |
| D4. | The allocation of marks to each question is appropriate to its difficulty. |  |  |
| D5. | Marks to be allocated for partial answers are clearly indicated. |  |  |
| D6. | Additional comments to be included where necessary, such as accepting any other valid answers, indicating foreseeable unacceptable answers, and applying ‘follow through’. |  |  |

# SECTION E: ADDITIONAL CHECKS

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | | Yes | No |
| E1. | All items indicated as “No” and any comments submitted by the Reviewer have been attended to. |  |  |
| E2. | Questions set by different setters have been harmonized in style. |  |  |

# SECTION F: OTHER COMMENTS

Click here to enter text.