

METHODIST UNIVERSITY GHANA

(QUALITY ASSURANCE DIRECTORATE)

GUIDELINES FOR THE PREPARATION & SUBMISSION OF EXAMINATION QUESTIONS

These guidelines outline the standard procedures for setting, moderating, and submitting examination questions to ensure academic quality, integrity, and compliance with the University's assessment policy.

PREPARATION OF ASSESSMENT MATERIALS

1. Set all examination questions in line with the approved course outline, learning outcomes, and assessment format.
2. Prepare a detailed Marking Scheme that clearly specifies:
 - a. allocation of marks
 - b. expected key points or solutions
 - c. rubrics (where applicable)
3. Ensure that your Course Outline is updated, accurate, and aligned with the current semester's instructional content.

INTERNAL SELF-REVIEW

1. Carefully review the Questions and Marking Scheme for:
 - a. clarity
 - b. relevance
 - c. difficulty level
 - d. alignment with course outcomes
 - e. academic integrity and fairness
2. Verify that all questions meet the University standards for assessment quality.

DEPARTMENTAL SUBMISSION

1. Submit the following to the Head of Department (HOD) or the Departmental Examinations Officer:
 - a. Examination Questions
 - b. Marking Scheme
 - c. Updated Course Outline
2. All submissions must comply with the timelines issued by the Academic Affairs Office to avoid delays in moderation and printing.

3. Moderation Process

1. The Department must ensure Internal and/or External Moderation of the examination questions as required.
2. Moderators must:
 - a. evaluate the academic standard
 - b. confirm coverage and balance
 - c. check the Marking Scheme for accuracy
 - d. ensure freedom from ambiguity, bias, or error
3. Where necessary, questions must be revised based on moderator feedback.

RESUBMISSION AFTER MODERATION

The Revised Examination Questions and updated Marking Scheme must be resubmitted to the:

- HOD
- Departmental Examinations Officer
for final verification and processing.

FINAL SUBMISSION TO THE EXAMINATIONS OFFICE

1. The Departmental Examinations Officer must compile all approved questions and submit them promptly to the Examinations Office.
2. Timely submission ensures:
 - a. smooth printing and packaging
 - b. confidentiality protection
 - c. adherence to the University's Academic Calendar

THANK YOU