Before you print the exam — twelve checks

Tick each check the paper passes. Fix anything that fails before you print.

Exam · Grade · Date · Checked with

- [ ] **Content — 1. Matches the blueprint:** marks per objective as in the table.
- [ ] **2. Every objective has a question:** objective number written beside each question on my copy.
- [ ] **3. Levels as taught:** as much application and justification as students practised.
- [ ] **Clarity — 4. One task per question:** “calculate, then explain” is now (a) and (b).
- [ ] **5. Marks beside every question** and every part.
- [ ] **6. Instructions at the top:** time, total marks, number of pages, where to write, whether to show working.
- [ ] **Fairness — 7. No trick wording:** no double negatives, negatives underlined, no needlessly hard words.
- [ ] **8. Black-and-white safe:** I copied one page and nothing was lost.
- [ ] **9. Time to finish and check:** I solved and timed it, and multiplied my time by about three.
- [ ] **Layout and marking — 10. Page numbers** and “continued”; no question split across pages.
- [ ] **11. Room to answer:** a box under each question big enough for the working.
- [ ] **12. Markable by a colleague:** a colleague marked two questions and reached my mark.

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