

Exam Setting Timeline

Exam Setting Activity	Week 1	2	3	4	5	6	7	8	9	10	11	Revision	Exams	Exams
Setter agrees who will vet their paper and notifies ITO														
Set exam and marking guide on ITO Exam PC														
Reviewer vets paper														
Setter updates comments														
ITO send to EE														
Convenor review														
EE review														
ITO make edits to front page (time, date)														
Setter updates paper & signs back of every page of master copy														
ITO copy final versions														
ITO deliver all SN papers to Examinations														

Approved by Teaching Committee November 2017