



UNIVERSITY OF GHANA

EXAM MODERATION CHECKLIST
BSC./B.A./BSC. ADMINISTRATION/MB.CHB/MPHIL/MSC/PHD

DEPARTMENT OF

COURSE CODE: COURSE TITLE (Credits)
(For Example) LING345: SOCIOLINGUISTICS (3 Credits)

SEMESTER: ACADEMIC YEAR:

EXAMINER'S NAME:

SECTION 1: FORMATTING THE QUESTION PAPER

Table with 4 columns: Description, Y, N, N/A. Rows include criteria like 'The cover page has all relevant details...', 'The instructions to candidates are clearly specified...', etc.

SECTION 2: CONTENT COVERAGE

Table with 4 columns: Description, Y, N, N/A. Rows include criteria like 'The paper adequately covers the Learning Outcomes...', 'The questions are within the broad scope of the curriculum...', etc.

SECTION 3: SKILL AND COGNITIVE LEVELS

| | | | | |
|---|--|--|--|--|
| • | There is an appropriate coverage in terms of the different cognitive levels (Bloom’s taxonomy or any other taxonomy that may have been used). | | | |
| • | Where there is a choice, questions are of an equal level of difficulty and importance. | | | |
| • | There is an appropriate allocation of marks according to the duration of paper and the nature of subject. | | | |
| • | There is an appropriate variety in the construction of questions, e.g factual, data-response, critical evaluation, problem solving, oral, numerical and pictorial. | | | |

SECTION 4: MARKING GUIDELINE

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|---|--|--|--|--|
| • | The Marking Scheme is accurate. | | | |
| • | The Marking Scheme corresponds to questions in the question paper. | | | |
| • | The Marking Scheme creates allowance for unconventional responses. | | | |
| • | The Marking Scheme is presented clearly and coherently. | | | |
| • | The mark distribution in the question paper matches with the allocated mark in the Marking Scheme. | | | |
| • | The mark allocation is accurate for subsections and the paper as a whole. | | | |
| • | The UG examination rubrics are applied in the design of the Marking Scheme | | | |

COMMENTS: _____

HoD’S NAME: _____

SIGNATURE: _____ **DATE:** _____