

Exam rubric information for examination papers.

This document provides information to be included on the examination rubric for all University of Nottingham examinations.

There are four types of information relevant to examinations that, where relevant, must be provided on the rubric to clearly inform students and invigilators on key information related to the examination.

Dictionary rubric

Circulation: ALL Exam papers

Last updated: 2024/2025 Academic Year.

Dictionaries are not allowed with one exception. Those whose first language is not English may use a standard translation dictionary to translate between that language and English provided that neither language is the subject of this examination. Subject specific translation dictionaries are not permitted.

No electronic devices capable of storing and retrieving text, including electronic dictionaries, may be used, with the exception of students with support plans detailing use of specific electronic dictionaries.

Calculator rubrics

Circulation: All Exam Papers

Last Updated: 2024/2025 Academic Year.

Rules for Schools:

1. Examinations rubrics must contain one of the following three rubrics or confirm that no calculators are allowed.
2. If Schools have specific requirements which fall outside of one of these three rubrics, they must make a case to QSC to allow an alternative calculator rubric.
3. The exact models included in the lists will be reviewed periodically.

Rules for Students:

1. Candidates may use an electronic calculator in module examinations, provided it is one of the models specified by the rubric and has not been modified in any way. Devices with facilities for storing and retrieving text, personal organisers, dictionaries,

thesauruses, language translators and computers, and other devices capable of communicating directly with other similar devices are not permitted in examinations.

2. The use of an inappropriate calculator will be considered as misconduct. Visual checks to ensure that calculators meet the requirements of the examination rubric will be undertaken by the invigilators during the examination.

The below text must be displayed on the examination rubric depending on the permitted calculators per exam.

Where No Calculators are to be used, the following text MUST be displayed.

1. *No calculators are permitted in this examination.*

Where Calculators from List A are allowed to be used, the following text MUST be displayed.

2. *Only a calculator from approved list A may be used in this examination.*

List A

Basic Models	Scientific Calculators
Aurora HC133 Casio HS-5D Deli – DL1654 Sharp EL-233	Aurora AX-582 Casio FX82 family Casio FX83 family Casio FX85 family Casio FX350 family Casio FX570 family Casio FX 991 family Sharp EL-531 family Texas Instruments TI-30 family Texas BA II+ family

Where Calculators from List B are allowed to be used, the following text MUST be displayed.

3. *Only a calculator from approved list B may be used in this examination.*

List B

Basic Models	Scientific Calculators	Graphical Calculators
Aurora HC133 Casio HS-5D Deli – DL1654 Sharp EL-233	Aurora AX-582 Casio FX82 family Casio FX83 family Casio FX85 family Casio FX350 family Casio FX570 family Casio FX 991 family Sharp EL-531 family Texas Instruments TI-30 family Texas BA II+ family	Casio FX9750 family Texas Instruments TI82 family

In addition, NUBS have been approved to use the following variant rubric. This is due to functionality suitability for some NUBS Examinations.

Where Calculators from List C are allowed to be used, the following text MUST be displayed.

4. *Only a calculator from approved list C may be used in this examination*

List C

Basic Models	Scientific Calculators
Aurora HC133 Casio HS-5D Deli – DL1654 Sharp EL-233	Aurora AX-582 Casio FX82 family Casio FX83 family Casio FX85 family Casio FX350 family Sharp EL-531 family Texas Instruments TI-30 family Texas BA II+ family

Multiple choice rubrics

Circulation: Multiple Choice Examinations

Last Updated: 2024/2025 Academic Year.

The default form of marking for MCQ (ExamSys and Written) examinations is “ordinary marking”, for which the following rubric must be used:

Ordinary Marking

“The number of marks for a correct answer for each question is indicated. Zero marks are applied for each incorrect answer”.

Where marking on multiple choice exams deviates from this default (e.g. use of negative marking, correction for guessing, standards setting), this must be made clear to students in advance of the exam and also in the rubric.

Open Book Examination Rubrics

Circulation: Open Book Examinations

Insert: Invigilator Instructions

Last Updated: 2024/25 Academic Year

This information must be used where students are allowed to bring notes into an examination.

Scenario	Text for Rubric
Wording used when students can bring in a specific book / text.	This examination is open book, and students can use X book. Please include all relevant information in reference to the book including. It will be assumed that all books are un-annotated, and annotated texts will be removed as suspected Academic

	misconduct. If annotated texts are allowed, please specify this.
Wording used when students can bring a limited amount of notes to an exam.	This examination is open book, and students can bring 6 pages of double-sided notes in a clear plastic wallet.
Wording used when students have no restrictions on notes they may bring to an exam.	This examination is open book, and students can bring in unrestricted notes and books in hard-copy non-electronic format.
Wording for computer examinations where students can use a specific website.	This examination is open book, and students can use X Specific web page.
Wording for computer examinations where students have use of the internet.	<p>This examination is open book, and students can use the internet.</p> <p>This does / does not include use of Artificial Intelligence tools.</p> <p>Where AI tools are approved colleagues must provide information regarding any exclusions.</p>