

IN-PERSON EXAMINATION QUESTION PAPERS 2020/21

Key Points for 2020/21

- Please ensure that all exam papers submitted to the Exams Office are in PDF format and are NOT password-protected.
- If you wish for the Exams Office to provide any item in an exam aside from the standard answer book or graph paper (for example anything listed in Appendix 2) you **MUST** contact the exams office to determine what we can reasonably and safely provide given the current situation.

If you have any queries please contact the exams office on examinations@reading.ac.uk or ext, 5843.

Deadlines for submission of Exam Question Papers for the session 2020/21

The deadlines by which papers must be received by the Exams Office are:

For Summer Term exams	Friday 05 March	All In-Person Summer Term exam papers
	Friday 12 March	All Online Summer Term exam papers
	Monday 22 March	Foundation exam papers (October cohort)
For August/September exams	Friday 11 June	Foundation exam papers (January cohort)
	Friday 02 July	All resit papers

If you have any concerns about meeting these deadlines please contact Sal Rowland at examinations@reading.ac.uk as soon as possible.

Exam papers must be proof-read by at least two members of academic staff.

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Submission of Examination Papers and question paper security

Question papers are to be made available to the Exams Office via a shared drive in time for the question paper deadlines stated above. Departments will have ownership of their own shared drive and allocate permission to the relevant person in the Exams Office. Please contact the Exams Office on Tel: 5843 or examinations@reading.ac.uk to confirm which permissions will be required.

Papers are to be saved in the shared drive as pdfs.

If any papers are uploaded or amended in the shared drive after the question paper deadlines please ensure that the Exams Office is notified immediately.

Question papers **must not** be sent either as paper copies or via email.

For more information on handling sensitive information confidentially, please consult the Information Management & Policy Services at <http://www.reading.ac.uk/internal/imps/policiesdocs/imps-policies.aspx>

Exam paper / module codes

Each exam paper has a module/paper code. The codes for the modules taught within your Department/School are included in the Form 3A; in some cases these will need to be supplemented to provide for visiting students, etc.

The module/paper code is made up of the following elements:

Module Code Year in which taught Occurrence Sequence number

Examples of 2020/21 modules	
HS2DHE 2020/1 A 800	Undergraduate and postgraduate modules for the main question paper.
HS2DHE 2020/1 A 800	Undergraduate and postgraduate modules for resit papers if the resit is being assessed the same as the first attempt
HS2DHE 2020/1 A 850	Undergraduate and postgraduate modules for resit papers if the resit is being assessed differently to the first attempt

The first three elements of the module/paper code (module code, year, and occurrence) are essentially the codes in RISIS which together represent a student's module registration. The sequence number distinguishes different elements of assessment. The key distinctions incorporated in the module/paper code are outlined below.

Year in which taught For students who are taught and are being examined this year, the year in the module/paper code will be 2020/21

For students who were taught in a previous year, but are being examined for the first time this year, the year in the module/paper code will be the **year in which the students were taught** and **not** 2020/21. (This is now restricted to a few exceptional cases.)

For students who were taught in a previous year but are being **re-examined** this year, the year in the module/paper code will be the year in which they were taught e.g. HS2DHE 2019/0 A 850 for a resitter from last year.

Occurrence The module occurrence distinguishes variants in the method or timing of assessment for a module. In most cases the occurrence will be A to indicate that the module is assessed in the same year as it is taught.

Visiting Students

If visiting students are assessed by the same paper as the main cohort of students, they will be attached to the A occurrence of the module.

If visiting students are assessed in a different way (either by coursework or by a variant version of the written examination), they will need to be attached to a different occurrence of the module (please refer to the Exams & Graduation Office website for a complete list). The International and Study Abroad Office will have registered students for the correct occurrence of the module.

Anomalous students

Other occurrences may need to be created for students who need a variant version of the examination paper (for example, a student who, having suspended, has resumed a module which has changed significantly in content). In the case of such students, you should create a paper with the appropriate module/paper code, which will use an occurrence of Q. Please contact the Exams Office (examinations@reading.ac.uk) as soon as possible if you have anomalous students who need a variant version of a paper, and you will be advised of the appropriate occurrence code.

Sequence number This distinguishes between different elements of an assessment. If a module has two written examinations, the first examination at the first sitting will normally have a sequence number of 800 and the second 801 (if the module occurrence is A). For sequence numbers for the other occurrences please contact the Exams Office (examinations@reading.ac.uk) to discuss which sequence numbers should be used.

Resits Most assessments at resit (**and an attempt following a previous deemed not to have sat result**) for modules with sub-modular assessment will have the same module/paper code as the first attempt paper eg EN2RD 2019/0 A 800, but are differentiated by adding the word (RESIT) after the paper title. Alternative re-assessment would be eg EN2RD 2019/0 A 850.

An examination paper may need to have more than one module/paper code. For example, the same paper may be sat by the main cohort of students and also by a resit student from the previous year. In this case, the examination paper would have two module/paper codes, for example:

EN2RD 2020/1 A 800 *which is the code for the main cohort taught this year*
EN2RD 2019/0 A 850 *which is the code for a resit candidate from last year*

Where a paper needs to have more than one module/paper code, the different codes should be listed underneath each other on the front cover of the paper, with the code for the main cohort of students (the “principal module/paper code”) at the top of the list. The principal module/paper code will be the common means of identifying the paper.

The principal paper code only should be used at the bottom left of each page.

Exam paper specifications

Specimen exam papers are included at the end of this document.

Typeface

Font Arial is preferred, 14 pointsize is **essential**. If you are unclear about whether or not your typeface is acceptable, please send an example to Sal Rowland at examinations@reading.ac.uk for approval.

Layout on page

Please follow the layout as shown on the specimen question papers. It is essential that:

- there is a one inch margin on all sides
- the Module code appears at the bottom left on all pages (except front sheet)
- 'Turn over' appears at the bottom right **on odd numbered pages** (except front sheet)

Heading and Rubric

- Please include the standard instructions in bold at the top of each question paper. The standard text is provided on the specimen paper at the end of this document.
- Below the standard instructions include:
 - On the left, in bold - Month and year: April/May (for Masters/Part 3 and Finals); May/June (for Part 1, Part 2 and IFP); August/September (for resits).
 - On the right, in bold – Module Code: See Page 3 for information on module codes

Please leave 3 blank lines below the last Module Paper Code, and then:

- On the right in bold – 'Withs' and requirements: See Appendix 1 for more information
- Then "UNIVERSITY OF READING" centred on max line length and set in bold capitals
- Then the title of paper with module code in brackets and, where appropriate, 'RESIT' in further brackets to be centred and set in capitals. If more than one title, each to be on a separate line separated by the word 'or'.
- Timing of paper to be spelled out in **words**, in hours, and without 'time allowed' appearing: e.g. 'One hour', 'Two and a half hours'
- All expressions in rubric to be direct instruction e.g. 'Answer **THREE** questions' (not 'Candidates should answer...'), 'Use a separate answer book for each question' (not 'Candidates should use...')

- Rubric always to start with 'Answer (number) questions' then qualify this if appropriate. If the rubric contains one short phrase only (i.e. 3-8 words) then centred, otherwise long lines ranged left.
- Use capitals (not italics) in bold in rubric to denote emphasis, e.g. 'Answer **AT LEAST ONE** question...'

Text

- Text ranged left, unjustified, with single line spacing.
- Section headings to be centred and set in capitals, different Sections denoted by capital letters A, B, C... etc. If question paper is divided into Parts (within which there are Sections), Part headings also in capitals with different Parts denoted by Roman numerals I, II, III... etc.
- Two blank lines to be left between questions.
- Text to range so that question numbers appear in left-hand margin.

Numbering of questions, and multi-level hierarchy

- For numbering and sub-division of questions, please follow specimen exactly.
- Further sub-divisions than those indicated on the specimen should be avoided as they are potentially confusing to candidates.
- In graphic lists, sentences to be terminated with a full stop. If linguistically necessary, sub-sections which have further sections to end with a colon; further sections to have a semi-colon except for the last where full stop is used.
- Prose lists to be set with semi-colons between each element.

'Either' 'Or' situations

- Please set as on specimen. As many ORs as wanted may be used, each preceded by a bullet point (see question 2 on specimen).
- Where either and or occur within the text of a question followed by a few words only, each to be set in lower case and underlined without punctuation (see question 3 on specimen). If they precede alternative phrases within a question, phrases to be separated by a semi-colon.
- Where marks are allocated to a question or part-question, they should be justified right, bracketed and set in numerals with lower case 'marks', e.g.:

(5 marks)

Tabular and Equation setting

- Axis containing most entries to be horizontal.
- Tables range left with the text they follow i.e. indented text if occurring within sub-sections.
- Numerals in columns all to range right with one another, or, if number of decimal places vary, to range with decimal point.
- Spacing between columns to be equal, heading centred above relevant column.

Abbreviations, Dates and Numbers

- Personal titles, initial letters, and capitalised abbreviations to be shown without full stops, e.g.

Names	Dr A B Smith
Degrees	BA, MA, BSc, MAgSc

- Abbreviations for weights and measures to be without a full stop: e.g. 6mm, 10g
- Where dates occur in text, date (without 'st' or 'th' etc) to precede month to precede year, in form: 3 August 1944, 24 May 1983.

In citations of era, BC, CE, BCE to follow the year, and AD to precede the year; all without full stops: 54 BC, AD 367

In giving approximate dates, *circa* should be abbreviated as "c." (as in c. 1380)

- Other numbers within text to be spelt out up to and including ten.

End of paper

At the end of the question paper, leave a few blank lines followed by '(End of Question Paper)'.

Resit papers

If a paper is for resits only the word 'resit' must appear in brackets at the end of the paper title.

Papers that are not to be removed from the exam room

Papers that are not to be removed from the examination room and will be printed on **blue paper**, please state the same text as outlined for Multiple-Choice question papers below.

Multiple choice exam papers and response sheets

Multiple-Choice question papers

A specimen Multiple-Choice question paper front cover is found at the end of this document.

- It is important that students do not remove multiple-choice question papers from the venue, therefore the paper should clearly state **either**:

DO NOT REMOVE THIS QUESTION PAPER FROM THE EXAM ROOM. Attach it to the back of your answer book at the end of the exam."

or "DO NOT REMOVE THIS QUESTION PAPER FROM THE EXAM ROOM "

(Change 'answer book' to 'response sheet' or 'answer sheet' where appropriate).

The Exams Office will ensure that all multiple-choice question papers have a hole punched in the top left corner for this purpose. If you do not wish the papers to be hole-punched, please indicate this when you submit the paper.

- Departments should advise students that they will need a pencil or black biro to answer multiple-choice question papers.

Multiple choice question papers will be printed on **blue** paper by the Exams Office to indicate that they must not be removed from the examination room.

Multiple-Choice response sheets and write-on question papers

Multiple-Choice response sheets and write-on question papers must have a space for the student to write their candidate number and seat number.

The Exams Office will ensure that all multiple-choice response sheets have a hole punched in the top left corner so they may be attached to the question paper. If you do not wish the sheets to be hole-punched, please indicate this when you submit the paper.

Multiple choice answer sheets and write-on question papers will be printed on **yellow** paper by the Exams Office to make them easily identifiable in the exam room.

Rough work

Loose paper will not be provided to students for rough work, with the exception of those sitting in special arrangement venues. Students are advised that their answer book must be used for any rough work.

Diagrams and illustrations in colour

Question papers will routinely be printed in black and white. However, where it is imperative that a paper is printed in colour this may be possible; please contact the Exams Office to discuss this prior to submission of the paper.

Version numbering

The initial paper sent to the Exams Office should be labelled as version 1 on the front page footer. Any amended versions sent subsequently to the Exams Office must be clearly labelled as such to reduce any possibility of confusion in the printing process.

Past paper archive

Papers will be published on the past paper database towards the end of the Autumn Term. They can be found at <http://www.reading.ac.uk/exams>.

Multiple-choice and resit papers will not be published. If a department wishes for any other papers not to be published please inform the exams office before October 2021.

APPENDIX 1:

Requirements, 'Withs' and 'Permitteds'

The Exams Office will arrange for the exam to be set out based on the requirements specified on the front of the exam paper. It is very important that anything required for the exam (apart from the exam paper and the default 1 answer booklet) is clearly listed.

If you wish for the Exams Office to provide anything other than the standard answer book you MUST contact us to determine what we can reasonably and safely provide given the current situation.

'Withs' that will be supplied by the Exams Office:

- Answer books If more than one book is required, please specify the number.
If no answer book is required please state 'No answer book required'.
- If only one answer book is required please do not put anything as this is the default.
- Graph paper, A4
- Any of the books, booklets and tables listed in Appendix 2. These must be referred to by the title in bold given in the list.
- Treasury tags – if required, for example, to attach multiple answer books together.

'Withs' that are to be supplied by Schools/Departments include:

- Multiple choice answer grids
- Log paper
- Semi-log (log-linear/linear-log) paper
- Formulae sheets
- Departmental Data Sheets
- Photographs
- Maps
- Tephigrams

'Withs' provided by the School/Department should be sent to the Exams Office at the same time as the exam paper.

Please ensure that all 'withs' are clearly labelled as such and include the principal Module/Paper Code of the examination paper which they are to accompany. See example below.

With HS2DHE 2020/1 A 800

If a 'with' needs to be printed in colour please email the Exams Office (examinations@reading.ac.uk) prior to printing to request this. Otherwise they will be printed in black and white.

If a School/Department requires that any 'withs' they have provided be returned with the examination scripts, they should include a clear written instruction to this effect which we will pass to the invigilators.

‘Permitteds’

Items which students are permitted, or not permitted, to use in the examination should also be made clear on the front of the exam paper in the same section as the ‘withs’.

The Exams Office does not provide any ‘permitted’ items. Schools/Departments should inform students in writing if they are permitted to bring such items into the examination hall, and, in the case of notes, texts and books, Schools/Departments should take particular care to be specific and explicit about the nature of the material permitted. The statement should clarify such matters as whether ‘Notes permitted’ relates to any notes by the student, or a handout from a lecture (and whether this may or may not be annotated by the student), and whether a copy of a permitted text can be annotated or must be ‘clean’ of any annotation. In the case of notes, texts and books, a copy of the statement to students must be submitted to the Exams Office, preferably with the examination paper and not later than 22 March 2021 in order that Senior Invigilators can refer to the statement to resolve any queries.

Please use the given formulations for the following common ‘permitteds’:

- No calculators permitted
- Only [specific make] calculators permitted
- Dictionaries permitted
- Notes permitted
- Notes and books permitted
- Any texts permitted
- Text(s) permitted: [details of specific text(s)]

e.g. Text permitted: any edition of Wordsworth, The Prelude

Text permitted: Wordsworth, The Prelude, ed. Maxwell

An additional note on the use of calculators:

There are two recommended models of calculator for use in exams. These are:

Casio FX-83GTx

Casio FX-85GTx

The older versions of the above calculators will also be accepted. These are:

Casio FX-83GTPLUS

Casio FX-85GTPLUS

All these calculators are non-programmable.

As stated above, please specify on the exam paper one of the following:

- Only certain calculators permitted (and specify the model)
- No calculators permitted

Calculators which are either one of the two recommended models, or a specific model stated on the exam paper, do not require a foil sticker.

If there is no mention of calculators on the paper, students will be allowed one of the two recommended models or a calculator which already has a foil sticker applied in a previous year.

If a calculator does not fit the above criteria it will not be allowed in the exam.

APPENDIX 2:

List of books, booklets and tables held by the Exams Office

Departments should liaise with the Exams Office to ensure that there are sufficient copies of items on the list in stock.

If you wish for the Exams Office to provide any of the items listed here you must contact us to determine what we can reasonably and safely provide given the current situation.

<u>Title to be used on exam paper</u>	<u>Details</u>
Applied Stats Tables	<i>Department of Applied Statistics. Statistical Tables.</i>
Character Tables	<i>Department of Chemistry. Character Tables.</i>
Chemistry Data Book	<i>Stark, J.G. and Wallace, H.G. 1982. Chemistry Data Book. Second Edition. John Murray.</i>
Construction Management	<i>Department of Construction Management and Engineering.</i>
Data Book	<i>1992. Building Engineering Science Data Book.</i>
BS Book	<i>Department of Construction Management and Engineering. Extracts from British Standards for students of structural design for Building Engineering Design.</i>
Eng Maths Data Book	<i>Department of Engineering. Engineering Mathematics Data Booklet for Engineering Mathematics.</i>
Stats Tables for EconBSS	<i>Kmietowicz, Z.W. and Yannoulis, Y. 1988. Statistical Tables for Economic, Business and Social Studies. Second Edition.</i> <i>AND</i> <i>Kmietowicz, Z.W. and Yannoulis, Y. 1976. Mathematical Statistical and Financial Tables for the Social Sciences.</i>
Periodic Table	<i>Glaxo Wellcome. Periodic Table.</i>
Steam Diagram – Alston	<i>Enthalpy-Entropy Diagram for Steam. Plotted from the equations of the 1967 IFC Formulation. Alston.</i>
Thermodynamic Properties	<i>Rogers, G.F.C. and Mayhew Y.R. 1995. Thermodynamic and Transport Properties of Fluids – SI Units. Fifth Edition.</i>
Thermodynamic Tables	<i>Haywood, R.W. 1972. Thermodynamic Tables in SI (metric) Units. Second Edition.</i> <i>AND</i> <i>Haywood, R.W. 1968. Thermodynamic Tables in SI (metric) Units.</i>
Valuation Tables	<i>Bowcock, P. 1995. Department of Land Management and Development – Valuation Tables.</i>

APPENDIX 3

SPECIMEN EXAM PAPERS

Please find the following specimen exam question papers at the end of this document.

1. Specimen standard front sheet
2. Specimen multiple choice front sheet (where the paper is also being sat by a resit candidate)
3. Specimen resit front sheet

Version control

VERSION	KEEPER	REVIEWED	APPROVED BY	APPROVAL DATE
1.0	ITS	Every four years	ISC	01/11/06
1.1	IMPS	Annually	IFSG	16/11/11

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
Row 1	Abcd	Your text here or two or more lines	Abcd	Abcd
Row 2	Abcd	More data	Abcd	Abcd
Row 3	Abcd	Extra info	Abcd	Abcd

SPECIMEN EXAM PAPER

Please read the instructions below before the exam starts, and listen carefully to any instructions given by the invigilators. You may read the question paper before the exam starts but you must not write anything until the invigilator says that you may start.

You will be given five minutes after the exam has finished to complete the front of any answer books used.

May/June 2021

EN2RD 2020/1 A 800

4 Answer Books
Treasury Tag

UNIVERSITY OF READING

RENAISSANCE LITERATURE (EN2RD)

Two and a half hours

Answer **FOUR** questions, **TWO** from each section.

Use a separate Answer Book for **EACH** Question.

SECTION A

1. Assess the proposition that one of the chief characteristics of shorter verse in this period is that it is often, explicitly or implicitly, fitted to an audience of friends, and that the modern reader is therefore drawn into the need to try to understand modes of intimate literary discourse. You should use the work of AT LEAST TWO poets.

2.
 - EITHER (a) How far is a knowledge of Shakespeare's historical context necessary to a later reader seeking to understand *Hamlet*? Discuss with reference to TWO OR MORE critical accounts of the play.

 - OR (b) 'A recurring feature of twentieth-century criticism of *Hamlet* is an emphasis on the play's problems, inconsistencies and contradictions.' Discuss with reference to the work of TWO OR MORE critics.

 - OR (c) 'Sonnet sequences produce neither tragedy nor comedy but only irresolution. Perhaps it is that the lyric voice can only contain a moment and not fulfil an action.' Discuss, in relation to TWO collections of sonnets.

3. To what extent did faction disrupt political life during the reign of, either Henry VIII or Elizabeth I?

4. 'A critic must be able to *feel* the impact of a work of art in all its complexity and its force' (D H Lawrence). With reference to the work of TWO OR MORE critics discuss the implications of this view.

5. 'The seemingly concrete realities of history are, in fact, always made up of discursive forms and operations' (Steven Connor). Discuss in relation to the way ideas of history are used in literary criticism.

SECTION B

6. (a) Discuss the determination of the rate of exchange under a system of:
- (i) fixed currencies;
 - (ii) unstable currencies;
 - (iii) floating currencies.
- (b) Demonstrate the likely effect on the rate of exchange when consumer price elasticity of demand for imported goods is:
- (i) elastic;
 - (ii) unitary;
 - (iii) inelastic.
7. Describe the path of a planning application for a modest housing development on private playing fields in a suburb of a metropolitan district council. Assume that there are local objections.
8. Discuss the view that the politics of 'Thatcherism' are incompatible with the aims and operation of town and country planning.
9. A number of government agencies are again calling for a regional scale of planning for rural areas. Drawing from your understanding of past regional planning and regional policies, outline what you consider to be the advantages and disadvantages of such an approach, particularly for rural areas, in the late 1980s.

10. 'Within the countryside, the single most important recreational facility is the rights of way network' (A Phillips, *Developing a Strategy for Leisure in the Countryside*, 1985). Discuss.
11. Outline the factors you consider to be of most relevance to farmers and landowners who are contemplating starting new enterprises on their land.

(End of Question Paper)

**SPECIMEN MULTIPLE CHOICE FRONT SHEET (WHERE THE PAPER IS ALSO
BEING SAT BY A RESIT CANDIDATE)**

Please read the instructions below before the exam starts, and listen carefully to any instructions given by the invigilators. You may read the question paper before the exam starts but you must not write anything until the invigilator says that you may start.

You will be given five minutes after the exam has finished to complete the front of any answer books used.

DO NOT REMOVE THIS QUESTION PAPER FROM THE EXAM ROOM. Attach it to the back of your answer sheet at the end of the exam.

May/June 2021

AP1EQ4 2020/1 A 800
AP1EQ4 2019/0 A 850

1 multiple-choice answer grid
Calculators permitted

UNIVERSITY OF READING

QUANTITATIVE METHODS 1 (AP1EQ4)

One hour

Choose **ONE** answer from **EACH** question and mark it clearly on the answer sheet provided.

Each correct answer is worth **TWO** marks.

SPECIMEN RESIT FRONT SHEET

Please read the instructions below before the exam starts, and listen carefully to any instructions given by the invigilators. You may read the question paper before the exam starts but you must not write anything until the invigilator says that you may start.

You will be given five minutes after the exam has finished to complete the front of any answer books used.

August/September 2020

EN2RD 2019/0 A 800

4 Answer Books
Treasury Tag

UNIVERSITY OF READING

RENAISSANCE LITERATURE (EN2RD) (RESIT)

Two and a half hours

Answer **FOUR** questions, **TWO** from each section.