

Online Examination Papers

GUIDELINES DOCUMENT



UNIVERSITY OF LEEDS

Introduction

Welcome to this guidelines document. The document aims to:

- Give you information about the Online Examination Papers System
- Answer your questions about the system
- Give advice on where to get help if you have problems in using the system

As we receive more questions about the system and its operation, we will add them (with the answers, of course) to this document.

Who can access the old Examination papers?

- Any registered student of the University is entitled to see the old examination papers that are relevant to their programme of study.
- Any member of staff with an ISS username and password can access the examination papers.

Availability of old Examination papers online

Some schools may decide that they don't wish their examination papers to be put into this system. If you cannot see the examination papers relevant to your programme of study, please check with staff from the schools that teach the modules.

When will new sets of old Examination papers be added to the system?

Every session in October, the Examinations Section will undertake an exercise, liaising with schools to update the list of examination papers available. Examination papers no longer relevant to their module assessment will be removed and examination papers used the previous session will be added with the permission of the school responsible for the module. This exercise will normally be completed by the middle of November.

How long will the old Examination papers be available online?

For as long as the school responsible for teaching the module consider the examination paper a useful revision tool.

Are there any copyright issues?

All the examination papers made available within this service are copyright to the University of Leeds. No portion of the information within this service may be made available to anyone other than University of Leeds staff and students, or reproduced in any form, without prior written permission. Users of this service are not permitted to modify, distribute, publish, transmit or create derivative works of any material found within the service for any public or commercial purposes.

Getting help

If you need help with using this system or advice about the contents, please contact Noreena Wain in the Examinations Section, Taught Student Administration, Marjorie and Arnold Ziff Building (email: n.e.wain@adm.leeds.ac.uk, phone: 0113 34 33844).