

EXAM PAPER LAYOUT

Please ensure that your exam paper is laid-out as per the example given below.

N.B If you are a Word user, you can use the accompanying template 'ExamTemplate2006 new.doc'. (Look under the 'Format' drop down, select 'Styles and Formatting', and the format styles below are pre-set for you and will appear in a menu on the right).

The margins should be set at 1" (2.5 cm) all round

The font is Times New Roman

The font size is 11

The line spacing is single

1. This is question 1. The style is 'question' on the Styles and Formatting menu. The indent tab is set at 0.5", and the right hand margin at 6". A right-aligned tab stop is set at 6.5".

The question starts at the indent. For the marks, use the style '[marks]' from the Styles and Formatting menu, or if not using the template – right align via the tab stop.

[marks]

- a) this is part of a question. The style is 'part' on the Styles and Formatting menu. The left hand margin is set at 0.5" with an indent tab at 1". The right hand margin is at 6". A right-aligned tab stop is set at 6.5".

The question starts at the indent.

[marks]

- i) and this is a questions subpart. It is called 'subpart' on the Styles and Formatting menu.

The left hand margin is set at 1" with an indent tab at 1.5". The right hand margin is at 6". A right-aligned tab stop is set at 6.5".

The question starts at the indent.

[marks]

Figure numbers are named after question number. Figure numbers and the legend should be centred under the figure. This is called 'figure' on the Styles and Formatting menu, e.g.

Figure 1 Circuit Diagram
(or Figure 1.x if more than one figure used in the question)

Footer (this is in size 9 font and called 'Footer' on the Styles and Formatting menu).

[If not using the template, footers can be accessed using the View dropdown menu and then selecting Header and Footer]

On the left hand side of the footer field put the course title only (DO NOT USE THE COURSE CODE).

On the right hand side of the footer field put the page number/total number of pages.

[If using the template, the page number/total number of pages should be added automatically]