

**Appendix B-5 Approval Form of Exam Questions for
Curriculum**



Approval Form of Exam Questions for Curriculum-Based Assessment for
Semester X of Academic Year 20XX - 20XX

Basic Information	Course Code		Course No.		Course Title	
	Assessment Method	Examination <input type="checkbox"/> Quiz <input type="checkbox"/>	Responsible faculty member		Professional Title	
	Course lecturer	Yes <input type="checkbox"/> No <input type="checkbox"/>	School/College		Programme	
Exam Paper Information	Version A					
	Question No.	Purpose of the assessment	Relevance to the teaching effectiveness as defined by the syllabus			
			Effectiveness 1	Effectiveness 2	
	Question 1		√	√		
	Question 2					
					
	Version B					
	Question No.	Purpose of the assessment	Relevance to the teaching effectiveness as defined by the syllabus			
			Effectiveness 1	Effectiveness 2	
	Question 1		√			
	Question 2			√		
					
	Version C (if not applicable, delete this column)					
	Question No.	Purpose of the assessment	Relevance to the teaching effectiveness as defined by the syllabus			
			Effectiveness 1	Effectiveness 2	
Question 1		√	√			
Question 2						



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Repetition rate for A/B/C papers (delete "/C" if there is no version C).						
Signature of the responsible faculty member:				MM DD YYYY		
Comments of the teaching team and department (teaching and research section)	Content of review			Conclusions		
				Excellent	Good	Rectification
	1. The assessment covers requirements of the syllabus and can effectively assess fulfillment of teaching effectiveness as stipulated in the syllabus					
	2. The questions are proper, well-designed and accurately presented					
	3. The type and amount of questions are reasonable and sound					
	4. Complete reference answers and scoring criteria					
	5. The distribution of scores is appropriate among questions and the content is legibly printed.					
Signature of person-in-charge:				MM DD YYYY		
Opinions of the School	Signature of supervisor:			MM DD YYYY		

Note: 1. Every set of exam paper must be approved before use. The review and approval comments must be clear. The form should be kept in archive at the School.

2. Each exam question should correspond to at least one teaching effectiveness, and vice versa. If it's not possible to assess the achievement of a particular teaching effectiveness, please use other assessment means and provide supporting material.