



TUS

**Technological University of the Shannon:
Midlands Midwest**

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir

www.tus.ie

TUS Policy for Accessible Examination Papers 2023 – 2024



Document Control Record

Academic Quality Assurance and Enhancement Handbook Volume 4: No 3	
Document Title	TUS Policy for Accessible Examination Papers 2023 - 2024
Document Entrust	Academic Council Subcommittee: Quality Management: Assurance, Enhancement & Integration
Document Status	Approved
Revision No	2
Pages	Page 2 of 10
Approval Body	Academic Council
Date of Approval	07/09/2023
Next Revision	2024

Revision History	
Revision No	Comments/Summary of Changes
1.0	Approved by Academic Council
2.0	Approved by Academic Council (07/09/2023)

Contents

1.0 Introduction	5
2.0 Purpose of the Policy	5
3.0 Formatting Examination Papers	6
3.1 Font.....	6
3.2 Headings and Emphasis	6
3.3 Layout (appropriate to the discipline).....	6
3.4 Diagrams, graphs and pictures.....	6
4.0 Framing Examination Questions.....	7
4.1 Writing Style (appropriate to the discipline)	7
4.2 Text Reading Software.....	7
5.0 Printing Examination Papers	7
6.0 Additional Resources.....	8
Appendix 1 Sample Layout of an Examination Paper	9

1.0 Introduction

The Technological University of the Shannon: Midlands Midwest (hereafter referred to as TUS or the Technological University) is committed to providing equal opportunities to all Staff and Students. The Technological University is cognisant of its obligations under The Equal Status Acts 2000^[1], as amended which prohibits discrimination on the provision of goods and services, accommodation and education. The Disability Act 2005^[2] identifies the requirement to provide information in an accessible format.

Given the profile of learners in TUS and its agenda of widening access and participation, this Policy supports and extends our commitment in this area. TUS is committed to ensuring accessibility so that all Students have equal opportunities and access when completing written examinations. In order to prepare Examination Papers in accordance with the Guidelines set out in this Policy, the Technological University will be mindful of its statutory obligations as outlined. This Policy includes a set of recommendations for producing accessible Examination Papers including all the key aspects of formatting, layout, sentence structure, and presentation.

2.0 Purpose of the Policy

This Policy on Accessible Examination Papers aims to incorporate the principles of Universal Design in devising Examination Papers to make them accessible to all students. The recommendations outlined in this policy will be of benefit to all Students including those who need additional print related support.

¹ [Equal Status Acts 2000-2015](#)

² [Disability Act 2005 \(irishstatutebook.ie\)](#)

3.0 Formatting Examination Papers

This Section outlines the formatting requirements for TUS Written Examination Papers:

3.1 Font

1. Use a Sans Serif font preferably Arial
2. Font size should be 12-14 point.

3.2 Headings and Emphasis

1. Avoid the use of underlined words.
2. Use bold text if you wish to emphasise something.
3. Only use italics when required by academic or scientific convention.
4. Use lower case text and avoid the use of text in block capitals.
5. For headings, use a larger font in bold lower case.

3.3 Layout (appropriate to the discipline)

1. All pages should be numbered.
2. Use left-justified with ragged right edge.
3. Avoid the use of long sentences.
4. Use a line spacing of 1.5.
5. Do not start a sentence at the end of a line.
6. Use bullet points and numbering rather than continuous prose.
7. Do not use Roman Numerals.
8. Four clear lines should be inserted between each Question.
9. Marks, and Total Marks should be formatted in bold, and enclosed in brackets.

3.4 Diagrams, graphs and pictures

1. Diagrams, graphs and pictures should be on the same page as the related question or part of the question that they refer to.
2. Information should be clearly labelled with the question number and question part given.
3. Labelling should be in text format, not in photographic format (i.e. Jpeg, Bitmap, gif). Label using Microsoft Word rather than including the label as part of the photograph as this will enhance readability.

4.0 Framing Examination Questions

This section refers to how best to frame the examination questions.

4.1 Writing Style (appropriate to the discipline)

1. Use short, simple sentences in a direct style.
2. Give instructions clearly. Avoid long sentences of explanation.
3. Use active rather than passive language.
4. Avoid double negatives.
5. Be concise.

4.2 Text Reading Software

1. Where possible Examination Papers should be proofread using text reading software, i.e. Texthelp Read & Write or the Immersive Reader in MS Word,

5.0 Printing Examination Papers

1. Paper should be thick enough to prevent the other side showing through. The paper should weigh over 90gsm.
2. Use matt paper rather than glossy or shiny paper.
3. Avoid using white paper for printing. Use cream or a soft pastel color (specific paper and colour may be selected by individual Internal Examiners depending on bespoke requirements).

6.0 Additional Resources

1. British Dyslexia Association. (2010). *BDA Style Guide*. Retrieved September 18, 2012, from:
<http://www.bdadyslexia.org.uk/about-dyslexia/further-information/dyslexia-style-guide.html>
2. Joint Information Systems Committee. (2010). *Creating Accessible Documents in Microsoft Word 2010 – a comprehensive guide*. London: JISC.
3. Rello, L. & Baeza Yates, R. (2013). Good fonts for dyslexia. *Proceedings of the 15th International ACM SIGACCESS Conference on Computers and Accessibility*. Belle Vue Washington: ACM.
4. The University of Edinburgh. (2013, October 14). *Creating accessible materials*. Retrieved September 9, 2014, from The University of Edinburgh:
<http://www.ed.ac.uk/schools-departments/information-services/help-consultancy/accessibility/creating-materials/word-documents>

Appendix 1 Sample Layout of an Examination Paper

Sample Layout of an Examination Paper



TUS

**Technological University of the Shannon:
Midlands Midwest**

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir

www.tus.ie

Technological University of the Shannon: Midlands Midwest

[Specify Term] Examinations 20XX/20XX

MODULE:

PROGRAMME(S):

YEAR OF STUDY:

INTERNAL EXAMINER(S):

EXTERNAL EXAMINER(S):

TIME ALLOWED:

INSTRUCTIONS:

1. Please do not turn over page until you are instructed to do so.
2. (Insert additional instructions here)

ADDITIONAL REQUIREMENTS:

1. (Insert additional requirements here)

Question 1.

This is the type of font that should be used for writing your questions. It is also important that the text is left aligned. This is the type of font that should be used for writing your questions. It is also important that the text is left aligned. **(20 Marks)**

[Total 20 Marks]

Question 2.

(a) This is the type of font that should be used for writing your questions. It is also important that the text is left aligned.

(8 Marks)

(b) This is the type of font that should be used for writing your questions. It is also important that the text is left aligned. This is the type of font that should be used for writing your questions. It is also important that the text is left aligned.

(12 Marks)

[Total 20 Marks]

Question 3.

(a) This is the type of font that should be used for writing your questions. It is also important that the text is left aligned. This is the type of font that should be used for writing your questions. It is also important that the text is left aligned.

(10 marks)

(b) This is the type of font that should be used for writing your questions. It is also important that the text is left aligned. This is the type of font that should be used for writing your questions. It is also important that the text is left aligned.

(10 marks)

[Total 20 Marks]