

Examination Marking Guidelines

General: Please note the following

1. If a student answers more than the specified number of questions in any section of the exam, the final mark for that student will be based on their best attempts in that section, capped at the specified number of questions.
2. Our quality assurance process requires that the exam script is checked by a second marker to ensure that the first marker has not missed any sections or incorrectly added up the marks. The second marker must initial each and every exam book that is reviewed in the checking process. When an examination is set by several members of staff, the members of the exam setting team can be both first marker and second marker. The choice of second marker is normally left to the exam setter. New members of staff should identify an experienced member of staff to act as second marker.
3. The marks should be entered on the spreadsheet supplied by the examination secretary, through the class folder on the iDrive. As there is a degree of post-processing performed on this spreadsheet before returning to Student Business, it is crucially important that the final mark for the class is entered in the correct column of the spreadsheet. For the avoidance of doubt this is column G.
4. All final marks should be entered as integers in column G and any mark within 1% of the pass mark should be raised to the pass mark (e.g 39 to 40, 49 to 50)

Specifics

First marker

1. Do not open the sealed section of an exam script until all the students' scripts have been marked and checked by the second marker.
2. Please mark in red.
3. Please put a red line through the margin of each page to indicate that the page has been seen and marked. This should be done on all pages of the examination booklet.
4. Record your marks in the margin and in a logical fashion so that the second marker and external examiner can verify the marking.
5. Ensure that all marks are correctly totalled.
6. Once a script has been marked and the marks added together enter the totals on the front of the booklet. With reference to point 1 in the general section identify those marks that will contribute to the final mark.
7. Pass the scripts to the second marker for cross checking

Second Marker

1. Check that all answered questions have been marked.
2. Check that marks have been added correctly.
3. Check that marks have been entered correctly on the front of the script and the total on the front of the script is correct.
4. Check that all pages have been seen by the first marker – see First marker point 3.
5. Once a script has been checked initial the front of the script

Both Markers

1. Once all the scripts have been marked and checked, both markers should discuss any outstanding issues.
2. If there is any change of mark following review by the second marker, the mark on the front of the script should be amended accordingly and initialled by the first marker.
3. Open the sealed section of the booklet and complete the exam return spreadsheet, ensuring that the final return, column G, is correct.
4. Complete the post-exam feedback sheet, complete and sign off the exam return paperwork. Provide these to the examination secretary.