

## Guidance on final assessment marking April/May 2021

Guidance issued to students and copied to staff 12 March was as follows:

6. You will also have the option to upload a scan of the calculations you have done on paper. This is for your benefit. In the event of a mistyped answer having been entered, we will check these scans and potentially award partial credits.

There will be a separate Myplace link from the assessment for you to upload any calculations not already uploaded as part of the assessment.

This link will close 30 minutes after the end of the assessment (time adjustments as agreed with Disability Services will apply) and upload period (i.e. 3.5 hours after the start of the assessment).

In the staff guidance in the Physics Playground, it is suggested that you include instructions under the Myplace exam quiz toggle as follows:

- After you have submitted your answers you have the option to upload up to 20 scans/photos of your numerical working that we may use to award partial credit. There will be an additional 30 minutes after the end of the assessment for you to do this.

This allows the possibility of doing a manual check on the students' calculations, as would be done normally, so that we do not risk disadvantaging them. It is not expected that staff should mark two sets of answers. Myplace should mark the assessment and **only calculation-based numerical questions that have been marked as incorrect by Myplace should be checked**.

For each student, the order of the questions and the random variables they have been assigned will be shown during the Myplace review of their assessments and this should be consistent with the numbering of their scanned solutions. Students should have uploaded the working in a way that makes it clear what question they are attempting in order to have this additional material considered. If, during the review, a calculation-based question has been marked as incorrect, then staff should check the corresponding question on the uploaded working paper to check for transcription errors or to see if an award of partial credit is appropriate.

If there has been a transcription error between the final handwritten answer and the submitted Myplace answer we recommend that students are awarded the mark for the question with a loss of 1 mark, as would be done normally if they had copied the number incorrectly from a calculator.

In calculation-based questions involving several steps of working, any partial credit awarded for the working should be in-line with the marking rubric submitted to the external examiner with the assessment paper. Any adjustments should be briefly noted in the "Make comment or override mark" section of the results review. We suggest a stock phrase "Scanned answer reviewed – mark adjusted". There is no need to mark up the scanned solutions.

**Note:** The MyPlace quiz should be seen as the primary source of marks - the working is just for checking and for partial credit in the case of calculation-based questions, where it is clear that the student was following the correct approach.