

Question1.....

1a) This note contains guidance on the marking of exam papers with the aim to make the process more rigorous by being consistent amongst different markers, to avoid marking errors, to help the second marker in understanding the marks given and to help with replies to student complaints. These guidelines are also aimed at ensuring that the marking is consistent amongst different people involved in the marking process.

5/5

b) First marker, mark with red ink:

i) If a part of the answer is wrong, then please indicate this by **X** where the error occurs. You can but do not have to write comments/remarks on the exam script. The guideline is to annotate your example answers with general feedback of how the cohort has performed on the different parts of the different questions. Lina collect's these and puts them on-line after the September resit. This is our chosen method for feedback on exam papers.

1/5

ii) If a question or part thereof is correct then indicate with **✓**.

2/2

iii) Give the marks of each sub-question and add the maximum mark that can be obtained on that sub question. Write these marks in the right margin (do not write marks in the script nor in the left margin).

3/3

iv) Please check whether the student interrupted answering a question but then later in the exam booklet proceeded with that question. If this is the case make a note that the question continues later (maybe in an additional booklet) and a note where to total mark can be found. Make sure the question number is clearly identified.

3/3

v) identify the end of the exam question with lines.

Question continues later and further marks and total mark are given there.

1/1

iv) write down the total mark for the question and circle it.

1/1

v) write the question number and marks on the student's cover sheet



2. Second marker, use **green ink**

a) your role is not to re-mark (unless requested by the first marker). Your role is to ensure:

- Consistency in marking across all papers (if something is wrong, is it taken as wrong in all exam answer books?)
- Are all questions and sub-questions marked and in a consistent way?
- Are the marks given on all questions and sub-question out of the same maximum (as defined in the example answer sheets)
- Are the marks summed up correctly?
- Are the marks correctly copied to the front page?
- Is there clear indication of errors as well as correct answers?
- Are all questions marked? Are questions or parts of questions skipped?

b) you need to confirm your approval by ticking ✓ for each subquestion and for the total mark per question and the copied mark on the front. You need to add a ? when there is a mistake/inconsistency in marking and when you do not understand the marking approach. These need to be resolved between first and second marker. And the final decision needs to be clearly indicated.

c) write at the right side of the paper.

c) you also need to check the final marks copy. Look in particular at zero marks or other strange aspects/patterns in the final marks.