Policy for Control Procedures for Examination and Assessment Marking and Recording of Marks

<table>
<thead>
<tr>
<th>Version:</th>
<th>May 2015</th>
<th>Date last amended:</th>
<th>27/05/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>File name:</td>
<td>Marking Review Policy- May 2015</td>
<td>Refer to:</td>
<td>GAR</td>
</tr>
</tbody>
</table>

Note: These procedures do not replace BUE’s regulations on double-marking and the marking of samples across the range of exam papers and assignments.

Introduction

Quality control in recording marks is essential for maintaining the academic standards of the University’s awards. Those who check and record marks have a responsibility to ensure that students receive the correct marks for their examinations and other assessments. This will also reduce the number of academic appeals.

This policy is to ensure appropriate and consistent checks and controls are in place to guarantee accurate recording of marks. The procedures provide assurance that errors have been minimized. In the event of student appeals, control procedures also provide consistent evidence that every effort has been made to ensure students are treated fairly and equitably.

Examination booklets should have a control grid on the front cover into which each student will enter the numbers of the questions answered.

Policy

Module Leaders are responsible for ensuring that all staff involved with marking their modules’ examination and assessments, and for mark entry, implement this policy.

Marking of Examination Booklets

1. When papers are marked, all pages of each examination booklet must be checked to ensure that all of the paper has been marked.

A system recommended is that the marker puts an x at the top of each page when they have marked it. That way it is apparent whether the page has been read by the marker or not.
2. A large cross should be put across any blank pages and sections of pages to signify that it is a blank page.

3. On completion of marking the Module Leader should verify that the whole booklet has been marked and that all questions attempted have a mark. They should add the marks and enter the total mark for each question in the control grid on the cover of the booklet. If a question was attempted but no marks were awarded a mark of 0 should be entered. They should then add the total marks for each question and enter the total marks for the paper.

4. The booklets should then be given to a second person, a reviewer, who checks that all questions attempted have a mark and the addition of the marks and initials the cover of the booklet to signify that the marks have been checked and that they are correct.

Note; The above is not double-marking: it is a review of the paper by a second person, who could be a TA. Where a script is marked by another member of academic staff in accordance with the University’s double-marking policy, the double-marker will also serve as the reviewer.

**Marking of Assignments**

5. When assignments have been marked, all pages of the assignment must be checked to ensure all of the assignment has been marked.

A system recommended is that the marker puts an x at the top of each page when they have marked it. That way it is apparent whether the page has been read by the marker or not.

6. A large cross should be put across any blank pages or sections of pages to signify that it is a blank page.

7. The marker should write the mark given on the cover of the assignment and record appropriate comments. If no marks were awarded zero should be recorded.

8. On completion of marking (which may have been by a TA), the Module Leader should verify that the whole assignment has been marked and that the correct mark has been recorded on the cover sheet. The Module Leader should then initial the coversheet to confirm this has been done.

9. Where a 0 mark has been recorded, e.g. for a missing piece of work, the Module Leader shall confirm this with the TA. The TA should then check the receipts for coursework submission and confirm that there was no record of the work having been submitted or receipt issued.
10. **It is the sole responsibility of Module Leaders** to ensure that all pieces of coursework are accounted for and included in the total coursework mark.

**Module Mark Spreadsheet**

11. All Module Leaders should employ a mark spreadsheet to record the component marks of the assignments and exams for their module(s).

12. The individual marks should then be entered onto the electronic spreadsheet* and the total calculated. There should be a column on the spreadsheet that converts the total into a %.

* Spreadsheet calculations should be checked by inserting a dummy record with perfect scores. This record should remain in the spreadsheet the whole time the spreadsheet is in use. A further sample of results should be manually checked to ensure formulae are correct. Where appropriate training to familiarize staff with excel and the calculation of formulae should be made available.

**Recording Marks onto the SRS and Checking of Final Marks**

13. Every entry recorded on the spreadsheet must be verified to ensure the amount is correct and that it has been allocated to the right person. To facilitate this, **it is recommended that assignment marks and exam marks are proof read and checked against the original source by two people.**

14. The entry of marks shall be carried out by two people, one to call out the marks, the second to enter the marks.

15. After the entry and saving of marks on the SRS, the SRS marks should be printed and checked against the original spreadsheet and then **signed by both persons.**

16. Signed hard copies of these documents should be kept in the Module File in the Department.
Although this procedure may at first be time consuming and cumbersome it really amounts to two things:

1. No one person should be solely responsible for the marking and recording of marks of examination scripts and coursework.

2. Every activity which involves marks should be verified by two people.