EXAMINATION PAPER MARKING PROCEDURE

Use a RED ink pen. If the student has used red, mark in a different colour (green etc).

Before marking a bag, count the number of papers and report any discrepancies. Please keep scripts in strict seat number order.

If half marks are allowed, they should be included in the question totals and will only be rounded up in the final total if so advised by the lecturer. To avoid confusion, half marks should be written as “0.5” not “1/2”. Marking in quarter marks is discouraged. Do not overwrite marks - cross out, rewrite and initial.

Marking should be “positive” not “negative”. Students can ask to see their marked scripts so comments made by markers should only be explanatory for loss of marks. Do not write any rude comments on the paper.

PAPERS ANSWERED IN QUESTION PAPER

<table>
<thead>
<tr>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>2</td>
<td>2</td>
<td>7</td>
</tr>
</tbody>
</table>

When finished marking page.

Single mark for each question.

Total mark for page or question.
Transfer to front.

Some papers will have question total rather than page total to be transferred to front. Marks transferred to the front should be checked and totalled.

PAPERS ANSWERED IN SCRIPT BOOK

Markers to indicate that each page, or part of a page, has been marked by either:
• drawing a \ red line in the top outside corner of the page to indicate that the whole page has been marked; or
• drawing a | red line down the outside of the page opposite those parts of the script that have been marked.

If there is a part of the paper which does not have a red line it may be unclear if the marker has seen the answer, and checkers will have to return the paper to the marker for clarification.

All part marks should be clearly written within the question on the right hand side of the script. Total marks for a question should be written at the bottom of the question (particularly if the answer goes over several pages) in the left hand margin in a circled x/y format. This figure should then be transferred to the cover page. Marks transferred to the front should be checked and totalled.

PAPERS MARKED BY MORE THAN ONE MARKER

On the grid sheet mark the appropriate box under the question for the bag you are marking \ and X when completed. Sign your name on the front of the bag.

Before and after marking, count the number of scripts in the bag and immediately report if there is a discrepancy. Please keep the bags in strict alphabetical order.

Give some thought to which bag you next mark to avoid the “bottle-neck” effect.

CHECKING OF PAPERS

Admin will check -
(a) all sections of the paper have been marked
(b) addition of all marks
(c) total all marks on the front cover and check that these agree with (b)
(d) enter marks into the computer and double check entry.

27.06.2005KF