Departmental Policy

Marking of Assessed tests & Release of Results to Students

Mark distributions need to be cleared with Jonathan Wadsworth before they are announced to students.

After results are released to students any further mark changes must not be communicated. Students will constantly question us if we are seen to be changing marks often and this will set a precedent for the summer exams.

Corrections should be made and this will be done on the college system (Banner) and grids.

Marking of Assessed tests

TAs

Issue your TA with a distribution curve and instruct them how you want them to mark the paper. Take them through a sample script or the paper and be clear where or why marks should be given, for example graphs are correct, full working out is given and where marks should be balanced out. Do not assume your TA knows how they should mark the scripts

TAs also need to be instructed to write the marks awarded for each question in the section provided on the front of the answer booklet. Failure to do this can cause issues if students ask to view their script. The second marker (where applicable) should do the same and the final agreed mark should be clearly circled.

2nd Marking

All fails and firsts should be second marked with a sample taken from each grade band, given below, to ensure the consistency of the marking.

Where there are more than 100 scripts take five from each grade band

Where there are less than 100 scripts take two from each grade band

Release of Results

Staff should not indicate when marks will be released. The marks have to be approved by Jonathan and then entered and checked by admin in H209, and they also have to ensure that all the marks on the electronic mark sheets are correct.

Please remember that although your marks might be ready, admin may be busy preparing for impending tests. Admin will inform the students when the marks are
released, they do process them as quickly as possible. It would be better for student satisfaction if we avoid inflating their hopes, only to disappoint them.

The marks will not be entered and released on the basis of having just the electronic mark sheet, admin must be in receipt of the scripts.

**Feedback**

Staff should not refer to individual marks per question or average marks per question or anything along those lines. Better to just refrain from talking about marks. Any reference to marks is likely to raise further questions from those that did not achieve the average mark per question or the average overall mark.

The best practice is to select 3 scripts (anonymous) and use these as examples of a low, average and a high mark. Another idea is pointing out on Moodle what the common errors were and asking TAs to go through the common errors and correct answers in class.

**Viewing Scripts With Students**

If students ask you to go through their script with them please contact Mani who will retrieve the script and notify you when it is ready, requests to view scripts must be logged. Please do not go through scripts with students before the marks have been approved and released

**Student’s requesting copies of scripts**

From January 2014 students can request a copy of their mid-term script from the Admin Office. Admin will inform students of the procedure and timeframe to do so.