

For detailed guidance please see the Staff FAQs section of the Assessment webpages:-

<http://studentnet.cs.manchester.ac.uk/assessment/stafffaq.php?>

Recent feedback sessions at which students had the opportunity to view their marked scripts identified some inaccuracies in marking of semester one exams which were not able to be detected by the checking process. In order to improve the reliability of our system we are asking staff to follow slightly more prescriptive guidelines than those previously used. We do not believe that these will make the marking process any many onerous and should improve its soundness. The guidelines follow below.

\* Examination marking is an academic duty. It is expressly forbidden for staff to delegate marking by private arrangement to other individuals, except by prior arrangement with the Director of UG or Director of PG or the Head of School.

\* Anonymous marking: Do not uncover student names even if you have trouble identifying whose answer book it is. Instead, this is done as part of the checking process, after the exam has been marked.

\* Mark using a distinctive coloured pen, preferably **red** - if you find a student has used your favourite colour, please use a different colour, or a broader felt-tip, or some other distinguishing characteristic.

\* Ensure that your marking corresponds to your marking scheme; this is essential for external examiners, moderation and student feedback. Update your marking scheme if necessary and return the modified marking scheme along with the scripts. If your marks are not numerical please let us know how to interpret them.

\* For **Undergraduate** examination marking, please aim to obtain a mean mark of **65%** and a standard deviation **15%**.

\* For **Postgraduate** marking: please aim to obtain a mean mark for the overall assessment on the unit of **65%** and a standard deviation **15%**.

\* Mark in multiples of 0.5. Always round up question totals to the next integer. Where there is more than one marker for an exam, please could course unit leaders ensure that all markers round up.

\* For each part, or subpart of a question, indicate clearly in the left hand margin of the page the marks achieved for that part together with the total possible mark (eg 4/4, 0/3, 2/5). The numerators of these fractions should add up to give the total mark achieved for the question and the denominators the total mark available for the question (usually 20). Clearly indicate that you have marked a section of the page by drawing a red line, either through the marked work or alongside it in the margin. These two procedures will enable us more easily and reliably to identify unmarked work.

\* Give the total mark for each question clearly at the end of the answer and make it easily distinguishable different from any part marks (e.g. circle the total) and remember we always round a *total* with 1/2 marks up.

\* Students may view marked scripts so do not write anything on them which you cannot defend.

\* In cases where a student has not followed set instructions on an examination paper and has answered an incorrect number of questions or failed to answer a compulsory question, the following University guidance is given:-

- a) where a student has attempted too many questions, academic judgement should be used to decide which answers to mark and which should be disregarded. (Current School practice is to disregard the lowest marks.)
- b) where a student has failed to attempt a compulsory question (whether that be for the whole paper or within a section of a multi-sectioned paper), they will be awarded zero for that question. Academic judgement should then be used to decide what to mark and what to disregard from the remaining answers.

\* Transfer the mark for each answer to the front of the Answerbook and the marks list, and keep the answer books in student ID number order (the same order as the marks list). If several colleagues share the exam, the Course Unit Leader must total up the marks on the Marks Sheet before returning to Jennie/SSO.

\* Notify Jennie as soon as possible of any problems with meeting the marking deadline previously emailed out.