

CODE OF PRACTICE FOR MARKING AND CHECKING EXAM SCRIPTS

1. Markers of exam scripts must ensure that accurate marks are recorded for all students who take their course. They should not rely on administrative staff to find their mistakes. All marking must be done to a specified timetable, as determined by the Office.
2. The marks for each section of a question must be entered in the left hand margin only, in red ink. (If a student happens to have put a red-circled number in the margin, it should be scored out.) Only red, circled numbers in the left margin will be counted towards the total marks awarded during the checking process. Any other numbers entered anywhere on the script by the marker, including in the margin, will not be counted towards the total. It is possible that the students may ask to see the examination script and therefore avoid any unnecessary comments on the paper.
3. The total marks for each question should be entered on the front of the book, but there is no need to enter an overall total.
4. Where a detailed model answer with marking scheme exists (as is usual in Physics and Astronomy), markers do not need to include any comments or explanations on the scripts to indicate how marks have been assigned. Any notation required to clarify the marking should be kept to a minimum. Examiners should recall that students may ask to see their script.
5. All pages must be ticked in red ink at the bottom of the page within the left margin, to show that they have been seen by marker, whether or not any marks are awarded for the work.
6. All markers must fill in the Excel marks spreadsheet provided by the Office, and should use the results to help assess the exam and to complete the Unit Assessment form (also supplied by the Office). To ease this process, scripts will be delivered to markers in the numerical order in which they appear on the spreadsheet. Please keep them in this order.
7. **All marks at boundaries must be double-checked. For example, if the overall course unit mark is 28 or 29, the examiner should look again at the script to determine if the candidates understanding of the module is worthy of extra marks to change the result to 30. You will be asked to sign off marks of 28/29 and 38/39 on a separate sheet to confirm that these marks have been checked. They will be flagged by the spreadsheet. In core courses in years 1 & 2 the tutorial attendance marks, and mid-semester test marks where appropriate, should be already included in the spreadsheet when you receive it. Do not modify these.**
8. It is essential that anonymity of the scripts be maintained. If, for example, you have continuously-assessed marks that need to be combined with the exam marks, please send these to the office to be entered into the spreadsheet, before marking the exam.
9. Spreadsheets should be emailed to Suzanne when complete, with cc to the Year/Chief Examiner. Student feedback forms and bottom line answers are now generated online please go to: <http://theory.physics.manchester.ac.uk/feedback> (username - Feedback, password - Feedback2017).
10. The marker should also deliver the marked scripts to Suzanne Nightingale as soon as the marking is complete. The Office will check that all marks have been totalled correctly and entered correctly on the spreadsheets
11. Marks for all course units will be approved at the year panel meetings which all examiners must attend. The dates of these meetings can be found in the exam diary that has already been circulated.