Changes to the Guidelines for Examiners and Assessors – 2019-20 updates

The Guidelines have been updated to reflect the new examination boards at appropriate points

SECTION 3: INTERNAL MARKING AND MODERATION

Anonymous marking of dissertations:
Paragraph 3.1: A note has been added to the effect that dissertations/ projects must be marked anonymously as per the College guidance and cannot be given exemption from anonymous marking.

Paragraph 3.2: This has been updated to reflect the rewording of Section 13 (2) of the Regulations on the conduct of assessment. It has also been amended to indicate that work can be double-marked or blind double-marked or single marked with moderation/ sampling as per paragraphs 3.9 – 3.12. Any exceptions to the College guidance require approval by the relevant School Education Committee

Double marking of scripts where a candidate has failed a course unit
A paragraph on this has been removed as the Regulations on the conduct of assessment have been revised to reflect the fact that it is no longer necessary to double mark all substantive pieces of work where a student has failed a course unit. A reference to this practice in 3.2 has also been removed.

Stepped marking
Paragraph 3.4: This has been amended to reflect that all departments in the College are now using the steps X2, X5 and X8 in each 10 point marking band.

Paragraph 3.5: This has been amended to make clear the effects of certain penalties on work that is subject to stepped marking and also how the final course unit mark is calculated when there are different elements that may or may not have been subject to stepped marking.

Paragraph 3.17: This paragraph on how to resolve differences between first and second markers where work is double marked and ensure that the agreed mark reflects a mark on the stepped marking scale has been updated.

SECTION 4: MODERATION OF (MARKING) STANDARDS AND PROCESSES BY THE EXTERNAL EXAMINER(S)

Approving examination papers and assessments for SVAP
Paragraph 4.4: Has been amended to reflect the fact that External Examiners must approve any assessments taken in the Summer Vacation Assessment period as they would do for examinations/ assessments held in the main examination period in April/ May.

Unproven Academic misconduct
Paragraph 4.9: In response to External Examiner comments this section has an added piece indicating that where pieces of work submitted as part of the sample have been subject to an investigation of academic misconduct (unproven) this should be clearly noted on the piece of work.

SECTION 5: DEALING WITH STUDENT EXTENUATING CIRCUMSTANCES
This has been rewritten to reflect the new process for the submission and approval of extenuating circumstances.

SECTION 6: RESITS/ FIRST SITS – AVAILABILITY AND DESIGN
Paragraph 6.2: This has been amended to reflect the fact that all Postgraduate Taught programmes must offer summer resits.

Updated September 2019