

## **B6. PRODUCTION AND MARKING OF EXAMINATION PAPERS**

### **B6.1 Aim**

To ensure consistency, accuracy and efficiency in the production and marking of examinations.

### **B6.2 Responsibilities**

Staff involved:

- Module Leader (ML)
- Faculty Office (FO)
- Internal Moderator (IM)
- External Examiner (EE)

The Internal Moderator is an academic colleague, normally from the same subject area as the Module Leader. Where two or more members of staff are involved in the delivery of a module and/or the setting of the exam paper, then moderation should take place between them. In these circumstances, an additional moderator is not required.

The **Module Leader** is responsible for:

- Producing the exam paper, answers, formulae, figures, tables, etc., in collaboration with other staff if appropriate.
- Identification of any special requirements (e.g. IT, case study material...).
- Appointment of internal moderator from within subject group.
- Liaison with Student Administrator to check accuracy at all stages of production.
- Completion of PEX3 form.
- Responding to comments by moderator and external examiner.
- Producing of referred papers as required.
- Security of material relating to exam when in his/her possession.

The **Internal Moderator** is responsible for:

- Reviewing of papers and solutions.
- Feedback to module leader.
- Consultation with Course Co-ordinator if any doubts about context and level arise.

The **Faculty Office** is responsible for:

- Maintaining a list of current Module Leaders and Internal Moderators.
- Preparation of packs for each module.
- Ensuring the module leader is aware of timetable for preparation.
- Regular liaison with module leader to ensure accuracy.
- Dispatch of papers to relevant external examiners.
- Distribution of external examiner's comments to module leader.

- Dispatch of final papers to Faculty/Registry staff.
- Security of exam documents when in Dept. office.

### **B6.3 Procedure**

The progress summary sheet is signed and dated at each of the stages marked below.

At the start of each year, FO prepares packs for each examination. These include:

- Progress summary sheet with deadline dates entered.
- Blank forms for solutions.
- Blank form for EE's comments.
- Blank PEX3 form.

1. ML prepares draft of exam paper, plus solutions, figures and any other material as required. May be submitted to FO as manuscript or Word files on disc (not E-mail). (The solutions supplied by the ML should convey the standard necessary to obtain full marks and their allocation, in sufficient detail for a colleague to mark the paper should the need arise.)
2. Exam paper typed and/or formatted by FO. The standard format uses specified fonts, identification of the marks available for each question, and clear, labelled diagrams.
4. Draft paper checked, corrected if necessary and approved by ML.
5. IM reviews paper, giving feedback directly to ML.
6. ML makes any modifications arising from IM's comments, makes a final check for accuracy and ensures the PEX3 form is complete.

(Steps 7 to 9 apply to Stage 2 and 3 papers only.)

7. FO forwards paper to EE.
8. FO passes EE's comments to ML.
9. ML modifies paper, and/or responds directly to EE.
10. ML makes final check on paper and associated material.
11. FO forwards the final paper to the Examinations Office.

### **B6.4 Security**

The security of examination questions and papers must be maintained at all times. Before the examination, staff should not leave draft or final versions of material (in

either paper or electronic form) where it may be seen by students, nor leave it unattended in an accessible location or displayed on a computer screen. Old computer files should be deleted or protected. Old paper copies should be shredded.

Paper versions of each examination paper and its associated material must be kept together in the packet provided. When not in use by an authorised member of staff, these packets and any computer discs must be locked in the Faculty Office.

## **B6.5 Marking Exam Papers**

The **Lecturer who set the questions** is responsible for:

- \* Marking those s/he set.
- \* Indicating pages that have been marked by drawing a red line down the left hand edge of the paper.

The **Module Leader** is responsible for:

- Ensuring that scripts are marked clearly and accurately by relevant staff.
- Communicating marks to the Faculty Office as required.

The **Internal Moderator** is responsible for:

- Performing a check on marking accuracy.

### **Procedure**

1. ML collects scripts from the Faculty Office staff, or directly from Exams Office. In either case, a receipt is signed.
2. Scripts are marked clearly in a distinctive colour. Marks for each question and the total mark for the paper should be entered on the front cover of the answer book.
3. IM verifies that those scripts scoring less than 40%, plus a random selection of 10% of the remaining scripts, have been fully marked and correctly totalled. IM should indicate which scripts have been checked. If an error is found, all scripts are returned to ML for checking.  
Where scripts have been checked / marked again, this should be indicated and notated by marking in a different colour ink (preferably green), including a line down the left hand edge of the paper.
4. Exam scripts are returned to FO.
5. ML submits marks to the Student Administrator in the Faculty Office by the agreed deadline.