



Examinations Board, should any clarification be required from the external examiners.

2.2.3. In all cases, the internal examiners are responsible for synthesising and submitting a joint feedback statement, which aligns with the agreed mark and which will be released to the student.

2.3. **Summative Assessments other than Major Projects** (*written exams, ICAs, etc*):

A variety of examiners should mark the answers to different questions in one examination.

Answers to individual questions / coursework can either be marked by a single examiner, or in the case of large numbers of candidates by a team of examiners (Appendix 2: Team Marking).

All marked answers should be sampled by an experienced marker (Appendix 3: Sampling; and below).

### 3. Marking: What are the examiners required to do?

3.1. **Coursework & Projects:** Examiners should provide feedback for students such that their rationale for awarding a specific mark from the appropriate grading scheme can clearly be linked to the descriptors on that grading scheme. They must also record their mark awarded on the work itself, or marking area.

3.2. **Examination Scripts:** Examiners must

4.6. All scripts and other work shall be available to the External Examiners together with the full mark sheet and the mean,

## Marking RVC Examinations – Appendix 1

### Guidance on recording marks on Written Scripts (annotation)

Long answer scripts, projects and coursework scripts must be marked in such a way that a second examiner (e.g. a sampler or an external examiner) can understand the rationale for the marks given. The points in an answer that the marker **feels relate to those required in the model or sample answer** should be recorded as the answer is marked. In the case where a question is team marked, all markers must use the same system for consistency. The RVC recommends the use of one of the following systems.

1. Clear legible annotation of the scripts, preferably using specific phrases linked to the model answer and the language in the grading scheme.
2. Simple symbol system: Markers use the simple symbol system below to highlight the points of the answer.

Symbol	Meaning
	Correct point Circle or underline text if appropriate
X	Incorrect point Circle or underline text
^	or / Omission Explain what (briefly) in the margin
?	Unclear, or irrelevant Circle or underline text that is unclear.
/	Cross sections through that are irrelevant or inappropriate to the question
©	Ringed number or letter indicating relevance to the equivalent section of model answer or marking grid, or a specific feedback point

3. Use a separate recording sheet based on the model answer to record the points correctly made in the answer. Marks should be made on the script to highlight points placed in the record. (The examinations office has copies of this spreadsheet if you want one to modify)

**Record sheet for long answer questions using common grading scheme**

#### **Please remember:**

All marks made on scripts must be clear and must be differentiated from the script itself.

Markers should review their record of the script before assigning an overall mark on the grading scheme NOT just simply make a numeric total of the points

Any ancillary record sheets should be returned to the exams office with the scripts as part of the permanent record

Any comments written on the scripts can be seen by the student concerned.

## **Marking RVC Examinations – Appendix 2 Arrangements for Team Marking**

The scripts from one question can either be marked by a single marker, or by a marking team.

Team marking is normally used when it is difficult for one marker to finish the scripts in the appropriate time.

All the markers in a team must use the same system to record (Appendix 1) the marks on the script

The team must “team mark” their first 10 scripts together, i.e. in the same room,

