Deadlines

In order to ensure the organised and accurate entry and checking of marks, the following exam marking deadlines have been agreed. For courses with:

- **up to 70 scripts** - please return your marking within **5 working days** of the exam.
- **over 70 scripts** - please discuss your marking plan with ITO to discuss the return of marked scripts in batches. It is hoped that the first batch is received within **5 working days** and the last batch within **10 working days**.

**IMPORTANT – If the BoE meeting is scheduled within this time, deadlines for marking are limited accordingly to meet University mark publication, August exam diet, and Graduation deadlines.**

Marking Due Date: ____________________

Marking

Every page that a student writes on should be marked in [coloured] pen in some way (tick/mark) to **indicate it has been seen.** The External Examiner needs to be convinced that you have considered each page of the exam booklet.

- Write the marks awarded for each part of a question in the margin and write the total for the whole question at the end of the question, ideally inside a circle.
- Write the total for each question on the front of the script book and write the **percentage mark** in the box marked “Total” on the front page.
- Whenever marks are deducted, some indication should be made, such as a cross, exclamation mark or an underline; pejorative remarks should not be made.

Examples of best practice for exam marking and front cover completion can be found at: http://web.inf.ed.ac.uk/infweb/student-services/ito/staff/exams-boe
EXAMINATION SCRIPT BOOK

IMPORTANT PLEASE READ CAREFULLY
Please print your name and matriculation number clearly in the fold over panel running down the right hand side of this booklet. Complete all exam details below.

PART A
EXAM NUMBER ____________________________
(as shown on your university card)

PAPER NAME ____________________________

DATE ____________________________

INSTRUCTIONS TO CANDIDATES BEFORE EXAMINATION
• Put your university card face up on the desk.
• Put name, examination number (from your university card) and exam details on each answer book to be used.
• Sign the attendance slip and leave on your desk for the invigilator to collect.
• By completing PART B of the script book you have accepted the University Regulations on student conduct in an examination. (See back cover)
Details at www.ed.ac.uk/schools-departments/registry

DURING THE EXAMINATION
• Write clearly in ink.
• Number the answer with the question number.
• Cross out material not to be marked.

AT THE END OF THE EXAMINATION
• Fold over PART B and seal the gummed edge to cover your personal details.
• Script books MUST NOT be removed from the examination venue.
• Additional paper and rough work, if required, should be attached to the back of your answer book. Write your exam number at the top of each additional sheet.

TO BE FILLED IN BY THE CANDIDATE

<table>
<thead>
<tr>
<th>QUESTION NUMBER</th>
<th>MARKS AWARDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a</td>
<td>20</td>
</tr>
<tr>
<td>1b</td>
<td></td>
</tr>
<tr>
<td>1c</td>
<td></td>
</tr>
<tr>
<td>2ai</td>
<td>21</td>
</tr>
<tr>
<td>2aii</td>
<td></td>
</tr>
<tr>
<td>2b</td>
<td></td>
</tr>
</tbody>
</table>

Total for each question only

Record overall percentage

TOTAL 82.4
1a) Student writes answer here
   b) Student writes answer here
   c) Student writes answer here

2a) Student writes answer here
   ii) Student writes answer here
   b) Student writes answer here

Record marks for part questions in margin, then circle the total for whole question.  

(20) 8 0 12

4 6 11 21