Course Work Marking Guidelines
Updated for session 2015/16

Feedback

Marking Due Date: _____

Marks and feedback on Informatics coursework should usually be given to students within two weeks of submission. Arrangements may be different for particular pieces of work: for example if the work is substantial, such as an extended essay; or the class is very large. The ITO will keep records of when we expect to receive your marks.

- Clearly write the (percentage) mark on the front of the submission.
- Provide written feedback that you are happy for the student to see, either on the submission or on a separate sheet.
- Complete the webmark form at https://webmark.inf.ed.ac.uk/group/tutadmin, recording the mark to be awarded in the "Awarded Mark" column.
- Record non-submissions as "NS" (recording zero indicates that the submitted assignment is marked as zero %).
- Late course work should be marked to provide feedback to the student. The original mark should appear in the "Raw Mark" column, with zero in the "Awarded Mark" column. An explanation that this is "late" should be included in the last column.
- The ITO and the students are aware of the intended return date for marked coursework (normally this is two weeks after the submission date) this should be honoured if at all possible. If you cannot honour the return date then you should inform the ITO and the students immediately providing a new date. Marks should be returned to the ITO on or before the publicised return date.
- Return coursework and feedback to students within two weeks of the submission deadline. Marked work must be returned to the ITO for collection by the students; sometimes it is necessary for ITO to take photocopies of submitted work.

IMPORTANT: If your course is assessed by course work only, copies of the marked work should be retained for External Examination. Please pass papers to ITO for copying before distributing to students.

IF YOU SUSPECT PLAGIARISM: Please follow the procedure document available at: http://www.ed.ac.uk/academic-services/staff/discipline/plagiarism.
The report cover sheet mentioned in the procedure document can also be found here.

Where the flow-chart says: "Complete an Academic Misconduct Cover Sheet and submit to the SAMO (School Academic Misconduct Officer)" you should either:

- complete the form online (for electronic submissions) and send it to the ITO via the support form with the title: "Suspected Plagiarism: Course Name". The support form is here: https://www.inf.ed.ac.uk/cgi-bin/iss/contact.cgi

- complete the form on paper, put all the evidence in a folder and hand it in to the ITO on level 4 of Appleton Tower.

The ITO will then log the case so we can report it in our annual return and will pass the information on to our SAMO.