

School of Informatics Exam Marking Policy

The current exam marking policies for non-honours and other programmes do not include a section on responsibilities for the control of examination scripts during the marking period. This section is missing in both policies because they date from a time when examination marking was almost exclusively carried out by the course lecturers. Now, for many of our largest courses, examination marking is carried out by a team and this means that the scripts may pass through many hands and consequently the opportunities for loss are higher.

The proposal is to add the following section to the end of both policies:

Control of Examination Scripts

This section sets out the policy for the control of examination scripts during marking:

1. During the period when examination scripts are outside the ITO for marking their physical security is the responsibility of the course organiser(s).
2. If the course lecturers are all members of academic staff and they are the only markers for the examination, they are permitted to carry out this task in locations other than School of Informatics premises.
 - a. If a course lecturer proposes to take examination scripts outside Edinburgh to undertake their marking task, the ITO should be informed of this.
3. If the course will be marked by a team that extends beyond the course lecturers, the course organiser will arrange a “marking party” to take place inside School of Informatics premises. Examination scripts will be in School of Informatics premises at all times during marking.
 - a. If the examination marking period includes days when University premises are closed the deadline for completion of marking will be extended to take account of those days of closure.

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