Examination Marking

Updated at Teaching Committee April 2017

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.

Exam Paper:	Number of Scripts:
	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.

EXAM NUMBER	TO BE FILLED IN BY THE CANDIDATE	FOR STAFF USE ONLY	
PAPER NAME	QUESTION NUMBER	MARKS AWARDED	
DATE	la)	
INSTRUCTIONS TO CANDIDATES BEFORE EXAMINATION	16	3 20	
Put your university card face up on the desk.	10		
 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. 	2ai		
 By completing PART B of the script book you have accepted the University Regulations on student conduct in an examination. (See 	2aii	{21	
back cover) Details at www.ed.ac.uk/schools-	26)	
departments/registry			
DURING THE EXAMINATIO	A		
 Write clearly in ink. Number the answer with each question 	nulu		
question number. • Cross out material not to	only		
AT THE END OF THE EXAMINATION			
Fold over PART B and seal the gummed edge to cover your page.			
 Script books MUST N(
the examination venu Additional paper and Record overal	L		
required, should be a <u>percentage</u> cover. Write your exa	V		
top of each additiona		41	
	TOTAL	917	

Transfer or 17 and James Address		
(a)	Student writes answer here	5
(d	Student writes onswer here	0
c)	c) Student writes answer here	
	Record marks for part questions in margin, then <u>circle</u> the total for whole question	(2
2ai)	Student writes answer here	4
(ii	Student writes answer here	6
5)	Student writes answer here	11
		(2