

# 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>



1 a) Student writes answer here

3

b) Student writes answer here

0

c) Student writes answer here

12

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

20

2 ai) Student writes answer here

4

ii) Student writes answer here

6

b) Student writes answer here

11

21