

EXAMINATION & ASSESSMENT REGULATIONS: MARKING AND FEEDBACK

1. General

- 1.1. The Head of Department will ensure that all staff responsible for teaching and/or assessment are able to demonstrate good practice in assessment and providing feedback, before they are involved in any assessment practices.
- 1.2. The Head of Department will be responsible for ensuring that systems are in place for mark verification and second marking. In particular:
 - a) where there are multiple markers for the same assessment artefact, systems must be in place to ensure consistency and equality of marking.
 - b) where the assessment piece is not a physical artefact e.g. presentations, oral assessments, performances.

2. Anonymous Marking

- 2.1. The University supports a policy of anonymous marking of all assessments (i.e. the name of the student is masked from the marker).
- 2.2. All assessments taken under examination conditions will be marked anonymously.
- 2.3. Where assessments are conducted and marked using computer aided assessment software, anonymity is assumed.
- 2.4. Wherever practicable, all non-examination assessments will be marked anonymously. The Module Coordinator must inform students whether or not "non-examination" assessments will be marked anonymously.
- 2.5. Where it is impractical for anonymity to be maintained these assessments should be verified. If it is not practical to do this at the time, then consideration should be given to making a copy or recording.
- 2.6. Examination answer books and coursework coversheets are provided with a fold-over adhesive flap. The candidates record their name on the top right-hand corner of and obscure this information by sealing the fold-over flap.
- 2.7. Candidates must also identify themselves on the answer book or coversheet by means of their Student Number, which is on their Student Campus Card.

3. Marking Scheme

- 3.1. Marking schemes are criterion-referenced and will enable internal assessors and External Examiners to distinguish between different categories of achievement and to justify marks awarded.
- 3.2. The Module Coordinator must use percentages where numerical marking schemes are used. The following qualitative criteria is used:
- a) first class honours or distinction standard - a mark in the range of 70-100;
 - b) upper second class honours or merit standard - a mark in the range of 60-69;
 - c) lower second class honours standard - a mark in the range of 50-59;
 - d) third class honours standard - a mark in the range of 40-49;
 - e) the student has demonstrated achievement of the learning outcome(s) of the module - a mark in the range of 40 to 100;
 - f) the student has not demonstrated achievement of the outcome(s) of the module - a mark in the range 0 to 39.
- 3.3. The University does not require pass standards or thresholds of achievement in particular components of assessment.
- 3.4. Professional and Statutory Regulatory Bodies may require pass standards or thresholds of achievement in particular components of assessment. Where this has been agreed as part of the accreditation process, an exemption from the regulations need not be sought. Students must be informed at the start of the module of the relevant pass standards or thresholds of achievement in particular components of assessment.
- 3.5. Any further variation to **3.3.** must:
- a) have the specific approval of the University Education and Student Experience Committee acting on the authority of Academic Council;
 - b) be recorded on the approved module description;
 - c) state clearly to which groups of students it shall apply.

4. Verification of Marks

- 4.1. All assessed work is subject to verification or double blind marking as follows:

Major Project Modules

All the assessed work must be "double blind" marked. This means that the two markers must mark the work without having sight of the mark awarded by the other marker. The markers must then determine an agreed mark and agree both the form and content of the feedback. If the two markers significantly disagree and the differences cannot be resolved by discussion, then the Head of Department must nominate a third marker to review the work, unaware of the previous marks. The final mark awarded should then be derived by discussion between all three markers.

All other modules

If a module is assessed by a single element with a single marker or if it is an assessment where it has been impractical for anonymity to be maintained, all assessments will be subject to verification. Otherwise, 10% of ALL assessments, with a minimum of 6 pieces and a maximum of 20 pieces, will be subject to verification. Verification means that a second member of staff scans the assessments to ascertain that the marks for the module are broadly appropriate and have been fairly arrived at as described within these regulations. The sample must include work covering a full range of marks. If significant discrepancies arise, then the Head of Department may require all assessed work to be reviewed or moderated.

- 4.2. If, after verification or double blind marking, an agreed final mark can still not be awarded then the assessment must be referred to the Subject External Examiner for an opinion. The Subject External Examiner will not determine the final mark but will report to the Module Assessment Board where the final mark will be determined.

5. Marking and Feedback

- 5.1. Except as provided within these regulations, the Module Co-ordinator will be responsible for ensuring students are provided with feedback on all assessed work. The Head of Department will monitor provision of feedback.
- 5.2. Feedback will be provided for all forms of assessment, including examinations. It should provide an indication of the extent to which the work has met the assessment criteria and intended learning outcomes. The minimum requirements for summative feedback are:
 - Major strengths of the work.
 - Ways in which the mark could have been improved
 - Original mark and any penalties that have been applied (where appropriate).
- 5.3. The precise nature of the feedback will vary according to departmental procedures and custom and practice in the subject area. However, feedback will be normally be typed. If oral feedback is used to supplement the written feedback, it may be delivered to individuals or to groups of students. Feedback on examinations and coursework may be written onto a proforma, a coversheet or directly onto the piece of work. The procedures adopted should not prejudice marking where the first mark is concealed from subsequent markers ("double blind marking").
- 5.4. The Module Coordinator will make feedback available within twenty working days of the submission deadline or the date of the examination except for distance learning, where feedback will be made available within twenty-five working days.
- 5.5. If feedback is unexpectedly delayed, the Module Coordinator must inform students of the reason(s) and the date on which they will receive the feedback. This information must also be reported to the Head of Department and the Module Assessment Board.
- 5.6. The mark or grade provided to a student as part of the assessment feedback is a provisional mark subject to change and/or moderation until it is finally determined by the Module Assessment Board.
- 5.7. A student who submits work after the published submission date forfeits the right to feedback on that work, unless there were valid extenuating circumstances.

6. Return of Assessed Work

- 6.1. The Head of Department must make provision for systems to ensure that the return of assessments to students is timely and secure.
- 6.2. Module Coordinators must ensure that work for their module is returned in a timely fashion and is either accompanied by feedback or feedback has been provided by alternative means.
- 6.3. Module Coordinators must ensure that a sample of work is either retained or photocopied so that it is available for scrutiny by the Subject External Examiner. In the former case, the retention of work must not prejudice the return of feedback.
- 6.4. Students' work must not be left unattended for collection. Work may be returned in a timetabled or non-timetabled session or it may be appropriate for students to collect the work from a central collection point in their Home Hub.
- 6.5. Where a student is unable to collect the assessment in person for a legitimate reason, a request can be made for either the assessment feedback sheet to be posted to the student or the student may identify in writing to the University a named third person to collect their work. This person must produce a form of identification to establish that they are the student's proxy.
- 6.6. Students must be informed that there will be a time limit for collecting their work, after which it will be confidentially destroyed. The work should be held long enough to allow students a reasonable opportunity to reclaim it. For guidance on retention periods for assessed work, please see the University's Retention Policy.

Navigating this document

This extract comprises one element of the University's Examination and Assessment Regulations. The overarching Examination and Assessment Regulations document and index is available at [Examination and Assessment Regulations](#).

Useful links

[Retention Policy](#)

[Academic Appeals](#)

[Grade Criteria – Levels 4-8](#)

[Current Definitive List of Approved Variations and Exemptions from the University Assessment Regulations and Policies](#)