Student submits assessment to be marked
Anonymity:
Timed unseen exams only must be anonymous.
Anonymity is
- Removed for medical or concessionary evidence
- Maintained in progression and/or classification meetings (s 1-3)

Marking scales:
Use of categorical marking scale and appropriate assessment criteria mapped to classification bands
Illegible scripts referred (s 4-5; 12, 13, 15)

Samples to External Examiner:
- Has the right to see all work.
- Representative sample to include 10% (or at least 6 items if < 60 candidates) plus the highest and lowest marks; plus each marker; plus each class band and all fails (s 7, 10-11)

80% of work in contributing modules to be:
- Double marked by 2 internal examiners
OR
- Moderated by one internal examiner
(s 6-7)

Credit Framework Annex 6: Marking

Agreeing final marks
For coursework

Return of Coursework
- Normally within three calendar weeks of deadline (with exceptions) (s 26-27)
- Some work held for further examination (s 26)

Final marks
confirmed after the June/July meeting of Boards and progression/award information released.

Board of Examiners
Disagreements on double- or moderated-marking to be referred to Board of Examiners, Chief Examiner or External Examiner (s 8-9)
Board of Examiner reviews failures to submit and concessions (s 21-25)

Final module marks
Marks are rounded and finalised (s 16)
Zero marks and concessions are accounted for (s 19-25)

Finalise module marks

Before marking

After marking