

Guidelines for examiners of Mathematics modules

December 20, 2011

1 Continuous assessment

Modules should normally incorporate a continuous assessment component worth at least 20% of the overall module assessment.

2 Examination papers

Examination papers should normally be prepared by the lecturer(s) of a module and submitted, with solutions, to the School Office at least three weeks prior to the deadline for their submission to the Exams Office. If a repeat exam is likely to be needed, it should be submitted with the first paper. Repeat papers should not be made available to the library.

3 Examiners

Honours module exams should normally be graded by the lecturer(s). Examiners for other modules should have a PhD (or equivalent experience) in a mathematical discipline. Continuous assessment can be graded by graduate students, or others with a bachelors degree in a mathematical discipline.

4 Exam Marking

1. Students should be requested not to use red pens.
2. Examiners should normally use red pens.
3. A grade for each section of an answer should be placed in the exam script margin and the section should then be scored out.
4. All section grades for a given question should be totalled and the question total should be placed beside the question in the exam script margin and circled.
5. Circled question grades should be transferred to the front of the exam script and totalled.

6. Two checks should be performed after grading a script:
 - (a) All the section grades in the margins should be added to see that they give the same total as the circled question grades on the front of the exam script.
 - (b) Each page of the script should be checked to make sure that all answer sections have been scored out.

5 Green sheets

A green sheet should be printed on green paper and, for each student, include

- an overall percentage grade for the module,
- a continuous assessment grade,
- individual exam question grades,
- an exam grade.

The green sheet should also indicate maximum possible continuous assessment, question and exam grades.

All completed green sheets should be stored in the student records drawers in the School Office for use in dealing with student enquiries.

Two principal methods for producing green sheets are:

1. use the electronic spreadsheet ("white sheet") obtained from the Exams Office. Before printing onto green paper the print area needs to be temporarily changed, and the landscape print format might have to be used. If the electronic spreadsheet is to be used subsequently as a white sheet then the print changes should not be saved, and examiners should work in pairs when entering grades.
2. use the pdf version of a green sheet obtained from the exams office. This green sheet needs to be completed using a black or blue pen.

6 Extern's visit

A very short sheet of basic facts - including all important thresholds and the breakdown of marks between exam and continuous assessment - and basic statistics - including percentages of students above thresholds - should be prepared for each module. This sheet can be used by those presenting results to the Extern.

7 White sheets

After being approved by the External Examiner, students' module grades are returned to the Exams Office via electronic white sheets. Grades should normally be entered onto white sheets directly from student scripts and continuous assessment records. Examiners should work in pairs when entering grades, and a printout of the white sheet should be signed by both examiners before being placed in the students records drawers in the School Office.

If an examiner decides to adopt a different procedure for completing white sheets then he/she should provide a description of the checks used to ensure that grades have been correctly transferred from scripts/CA records to white sheets.