Policy on Marking of Examinations

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As UG3 and UG4 Board of Examiners Chairs, we would like to propose the following policy for consideration by the next Teaching Committee.

It is our normal practice that lecturers set and mark the examinations for the courses they teach. Where, exceptionally, this is not the case then:

1. This is by advance agreement with the Head of School.

2. The marker is fully qualified to mark the examination. This should be verified by the course coordinator, with the provision of suitable documentary evidence.

3. The lecturer sets marking guidelines and takes ultimate responsibility for the final marks allocated, eg by checking a suitable sample of the papers.

Remark (not part of the policy). The point of the formalism is to ensure that students’ work is properly marked and in a way that can be formally asserted (e.g. at appeals committee meetings) to be in accordance with university rules and regulations.

The Head of School requirement is supposed to be consistent with the need for HoS approval for term time absence, and to emphasise the authority needed.