

## The Marking Process

### Complete & Submit the Assessment

- Look very closely at the **marking criteria** for your degree programme while completing your assessments (available on the UG Resources pages of the SELLL website).
- Double check you've uploaded **the correct file** to Canvas.

### The Assessment is Marked

- Your assessment is **marked by a member of the teaching team** for your module (*i.e.* the module leader, another lecturer, or seminar leader). Marks are provisional until after the Exam Board.

### 'Quality Assurance'

- Moderation: a member of academic staff looks at a sample of module work to check the marking is **fair and consistent across the module** and standard across the School. They may suggest that all marks be scaled by an agreed amount.
- Second marking: two members of academic staff mark the assignment independently before agreeing a mark (applies to *e.g.* dissertations).

### External Examining

- External examiners (academics from other universities) look at a sample of work from every module to check that **marking is fair and consistent**, and follows the same standards as other similar universities.

### Moderation & Scaling Board

- The M&S Board compares each module's average mark to the average mark of that module in previous years, to other modules in that Stage, and to the average overall mark for students in that Stage.
- **Possible impacts on performance** are considered (*e.g.* industrial action, pandemic).
- If marks for the module as a whole are significantly out of line, we scale marks by an agreed amount. This is rare because of the other checks in place.

### Exam Board: Marks Confirmed

- The Exam Board takes place in June.
- Any marks that are returned to you before the Exam Board are provisional; **marks are confirmed** at Exam Board.