



UNIVERSITY OF
LINCOLN

SECRETARIAT & LEGAL SERVICES

ACADEMIC POLICY SUMMARY SHEET

NAME OF ACADEMIC POLICY:	Double and Second Marking Policy
PURPOSE OF POLICY AND WHOM IT APPLIES TO:	<p>The policy sets out the University's approach and procedures to double and second marking for written work and live assessments which includes additional guidance for External Examiners.</p> <p>The policy applies to all academic staff and External Examiners.</p>
RESPONSIBLE BOARD/ COMMITTEE WITH ROUTE OF APPROVAL:	Academic Board approved the revised policy on 11 June 2008 and 16 December 2009.
LEAD STAFF MEMBER RESPONSIBLE FOR ITS UPDATE:	University Registrar
PERSONS CONSULTED IN DEVELOPING POLICY:	The policy has been considered by members of Academic Board, and the Academic Affairs and Teaching & Learning Committees.
POLICY FINALLY APPROVED BY:	Academic Board on 11 June 2008 and 16 December 2009.
DATE OF IMPLEMENTATION:	15 th September 2008.
DETAIL OF DISSEMINATION:	The revised policy was circulated to relevant staff in July 2008 and January 2010 and is available on the Secretariat's portal site.
PROPOSED DATE OF REVIEW	To be confirmed
SECRETARIAT OFFICER – MAIN CONTACT:	Officer to Teaching & Learning Committee
DATE:	4 January 2010

UNIVERSITY POLICY ON DOUBLE AND SECOND MARKING, AND THE ROLE OF THE EXTERNAL EXAMINER

PREAMBLE

The Academic Affairs Committee has reviewed the University's double and second marking procedures and approved a revised policy for written work and live assessments.

This applies to:

- all taught postgraduate programmes at masters (M) and doctoratal (D) level
- all undergraduate honours degree and ordinary degree programmes (BSc, BA, LLB, BEng, etc)
- Graduate diplomas
- all Foundation degrees
- all HND/HNC programmes
- all short courses HE level

Live assessments

This policy does not describe in detail how these procedures should operate for all cases of sampling live assessments as it is recognised that there may be situations where the procedures outlined below are not practicable. In these cases departments and tutors are encouraged to consider a range of possible approaches and where samples of live assessments cannot be recorded or marked simultaneously other means e.g. the provision of suitable artefacts, should be used to facilitate the process.

Work based and placement learning

Where work based or placement learning is formally included in a programme these elements should be double and second marked and externally examined as for all other modules of the same or equivalent level.

The role of the External Examiner

External Examiners must be sent adequate samples of students' work by the Faculty or partner college. The samples sent will cover all modules under the external examiner's remit and will reflect:

- a representative range of work, sufficient to make a judgement. The sample sent should include a sample of second and double marking as appropriate
- all assessments within each module
- all centres where students have taken the particular module

External Examiners can call for additional or all samples of student work to assist their deliberations. They are encouraged to have a dialogue with internal examiners in order to understand assessment strategy and marks/grades awarded. To assist, complete

marks lists and copies of the assessments involved should accompany the samples of work together with any evidence associated with the double marking process.

External Examiners are not empowered to change an individual student's mark unless they have reviewed the entire cohort's work. They can advise module co-ordinators and programme teams on the marks awarded, and, based on the samples of work and in agreement with the module co-ordinator, raise or lower all marks on an assessment or a module by a constant factor (arithmetic). External Examiners may present any comments they have on the work and marking they have sampled to the Board of Examiners, and in their annual report.

POLICY

The rationale for the use of double and second marking is as follows:

- to ensure standards are achieved and recognised through the award of appropriate marks;
- to assure students that their work is assessed objectively and against clearly defined, published, assessment criteria.

The following are the definitions of double and second marking and moderation for written assessments:

Double Marking

The marking of work independently by two tutors where both are unaware of each other's mark or comments.

Live assessments:

The independent but simultaneous marking of work by two tutors followed by the formulation of a jointly agreed mark.

Second Marking

The marking of work by two tutors where the second tutor is aware of the mark given by the first tutor.

Live assessments:

The checking of marked work against assessment criteria by an independent tutor either present during the live assessment or who reviews a recording.

Moderation

The review and potential adjustment of a set of marks for a particular module.

PROCEDURES

a) *Double Marking*

i) To ensure quality and consistency, random samples of all final Level or Level 3, Level M and Level D module assessments must normally be **double marked**.

Exceptionally a Board of Examiners may agree, for a specified module, to permit second marking to replace double marking. Such exceptions may include where specialist knowledge required for marking an assessment or assessments is limited to one member of staff, or where unexpected staff illness means that double marking is no longer possible. A clear rationale

must be provided in each case together with evidence of the second marking process for scrutiny by the relevant external examiner.

ii) All dissertations (irrespective of the level) and equivalent independently supervised work comprising at least 24 CATS points (or 30 CATS under the credit structure based upon 15 credit modules) and representing 100% of the unit assessment must normally be **double marked**.

Double marking of dissertations or major projects is consistent with practice generally across the sector and this is the expected practice. Exceptionally however a Board of Examiners may agree, for individual students, to permit second marking to replace double marking. Such exceptions may include where a piece of work is very specialised and there is only one member of staff with sufficient knowledge of the relevant topic or where unexpected staff illness means that double marking is no longer possible. A clear rationale should be provided in each instance together with evidence of the second marking process. All such cases will be included in the sample provided to the relevant external examiner for scrutiny.

iii) Level 1 and Level 0 module assessments must only be **double marked** when it is a requirement of professional qualifications or in other extraordinary circumstances.

iv) Where double marking for final Level or Level 3, Level M or Level D module assessments does not capture marks on the borderline of a grade, classification, pass or fail, then the borderline work must be **second marked**.

b) Second Marking

i) A sample of all Level 2 module assessments must be **second marked**.

ii) Level 1 and Level 0 module assessments must be **second marked** when it is a requirement of professional qualifications, for Foundation Degrees and HNDs for example, or in other extraordinary circumstances.

c) Moderation

The marking of all modules, regardless of the Level of assessment, should be **moderated**.

d) Student Results

It is the **agreed** mark, following second or double marking and moderation, that is released to students. Student should be reminded that this mark remains provisional until ratified by the relevant Board of Examiners.

e) Sample size

The minimum sample size should be work produced by 8 students for cohorts of 50 students or fewer and work produced by 16 students for cohorts greater than 50 students. Where cohorts comprise 8 students or fewer, all pieces of work must be second or double marked as appropriate.

f) External Examiners

The sample of student work sent to External Examiners shall be sufficient to show the full range of marks awarded and must include work that evidences double and second marking as appropriate. All dissertations, projects or equivalent independently supervised work at postgraduate level must be externally examined.

g) Resolution of Differences in Internal Moderation and Independent Double Marking

In cases where universal independent double-marking has taken place, irresolvable differences can occur on individual marks and/or the overall level of marks. In such cases the chair of the relevant Board of Examiners shall nominate a third tutor to review the individual pieces of work and/or a purposive sample of all work, respectively. The third tutor makes recommendations to the chair of the Board, who then takes a decision based on all three tutors' marks and comments. The chair's decision is final in that it is the Chair's decision which is forwarded to External Examiners as the set of internal marks.

In cases where samples of work have been independently double-marked or internally moderated, irresolvable differences can occur on the overall level of marks only. Individual marks cannot be amended through a sampling exercise without the first marker's agreement. The chair of the Board can ask the second marker/internal moderator to consider the whole of the students' assessed work for the module, and then proceed as described for universal double marking above **or** ask a third tutor to review the same sample of work as the second marker/internal moderator and make recommendations. The chair of the Board shall then take a decision based on all three tutors' marks and comments. This decision is final in that it is the Chair's decision which is forwarded to External Examiners as the set of internal marks.

Double and Second marking, Internal Moderation and External Examiner scrutiny.

Programme type	Internal Moderation	Second marking	Double marking	External Examiner scrutiny
Taught Doctorate	The marking of all modules, regardless of level of assessment should be moderated.	Borderline work not captured by 'double marking' must be second marked.	Samples of all D level assessments must be double marked.	A representative range of work, across the entire mark range and covering all areas under the Examiner's remit, sufficient to make a judgement. It should include examples of double and second marking.
Taught Masters	The marking of all modules, regardless of level of assessment should be moderated.	Borderline work not captured by 'double marking' must be second marked.	<p>Samples of all M level assessments must be double marked.</p> <p>The dissertation or project component shall be marked by at least two members of staff, one of whom shall be the dissertation or project supervisor.</p> <p>Exceptionally a Board of Examiners may agree that second marking replaces double marking – see Procedures a) Double Marking.</p>	<p>A representative range of work, across the entire mark range and covering all units under the Examiner's remit, sufficient to make a judgement. It should include examples of double and second marking.</p> <p>All dissertations, projects or equivalent independently supervised work at postgraduate level must be externally moderated.</p>
Undergraduate honours and ordinary degrees	The marking of all modules, regardless of level of assessment should be moderated.	<p>Sample of level 2 work must be second marked.</p> <p>Borderline work at level 3 not captured by 'double marking' must be second marked.</p>	<p>Sample of level 3 work must be double marked.</p> <p>All dissertations, projects or equivalent independently supervised work must be double marked.</p> <p>Exceptionally a</p>	A representative range of work, across all classification bands and covering all units/modules under the Examiner's remit, sufficient to make a judgement. It should include

			Board of Examiners may agree that second marking replaces double marking – see Procedures a) Double Marking.	examples of double and second marking.
Foundation degrees	The marking of all modules, regardless of level of assessment should be moderated.	Sample of level 1 work must be second marked. Borderline work at level 2 not captured by 'double marking' must be second marked.	Sample of level 2 (final level) work must be double marked. All dissertations, projects or equivalent independently supervised work must be double marked.	A representative range of work, across the entire mark range and covering all units under the Examiner's remit at both levels 1 and 2, sufficient to make a judgement. It should include examples of double and second marking.
HND/HNCs	The marking of all modules, regardless of level of assessment should be moderated.	Sample of level 1 work must be second marked. Borderline work at level 2 not captured by 'double marking' must be second marked.	Sample of level 2 (final level) student work must be double marked. All dissertations, projects or equivalent independently supervised work must be double marked.	A representative range of work, across the entire mark range and covering all units under the Examiner's remit at both levels 1 and 2, sufficient to make a judgement. It should include examples of double and second marking.
Short courses	The marking of all modules, regardless of level of assessment should be moderated.	Level 2 at undergraduate level must be second marked. Borderline work at level 3 not captured by 'double marking' must be second marked.	Level 3 (final level) at undergraduate, all M level and all D level modules must be double marked.	A representative range of work, across the entire mark range and covering all units under the Examiner's remit, sufficient to make a judgement. It should include examples of double and second marking as appropriate.