

Information sheet:

Marking Procedures 2022-23



Introduction

The purpose of this information sheet is to provide a summary of the changes to [Marking Procedures](#) that apply from September 2022 onwards.

The information sheet covers the following areas:

- Change to the application of penalties for late submission of work (Marking Procedures section 5.2)
- Change to marking and moderation rules for collaborative provision (section 8.1-8.4)
- Clarification about requirements for standardisation (sections 6.2iii and 6.6)
- Clarification about moderation of reassessment (sections 6.8 and 7.3).

A background to the changes

In 2021-22, the significant growth in the University's collaborative provision prompted a review of the academic and operational arrangements. Consequently, a Marking Procedures Working Group was formed to review the marking procedures. The working group was made up of senior colleagues from QSO, LTE, an academic representative from each Faculty, and a partnership lead from each Faculty. The group reported to the Learning Teaching and Assessment Working Group and Quality Monitoring and Review Sub-Committee. The working group recommended changes were approved by the Education and Student Experience Committee and/or the Academic Board.

The initial remit of the working group covered collaborative provision, however, during the group's deliberations, it was identified that the late work penalties also required review.

A quick overview of the changes

Change to the application of penalties for late submission of work

A minor change was approved to the penalties for late submission of assessed work in order to better support timely student progression.

The update states that the late penalty deduction (five per cent per day for up to seven days) will reduce the mark to no less than the pass mark, where the work would otherwise have passed.

Paragraph 5.2 reflects this change.

Some repetition was identified in paragraphs 5.2 and 5.3 and this has also been corrected.

Change to marking and moderation rules for collaborative provision

The previous procedures for collaborative provision were that, where assessment requires double marking, a CCCU member of staff acts as one of the markers.

The revised procedure is that affiliate examiners are permitted to undertake marking with CCCU required to undertake moderation and be involved in standardisation (where it is required).

Sections 8.1 – 8.4 of the Marking Procedures have been amended.

Clarification about requirements for standardisation

The requirements for standardisation have been made clearer.

A definition has been added to section 6, as follows:

“Standardisation is a pre-marking activity between the markers to agree standard application of the marking criteria. It is employed for any assessment that is double marked and/or where there is more than one first marker, to ensure consistency in marking and feedback.”

Standardisation is to be completed in advance of marking where double marking is required or where there will be more than one first marker.

Two paragraphs have been added to Section 6 setting out the definition of standardisation [6.2(iii)] and when it should be undertaken [6.6].

Clarification about moderation of reassessment

The fact that moderation applies to reassessment has been clarified. This was previously implied, but it is now stated more explicitly.

Paragraphs 6.8 and 7.3 reflect this update.

Find out more

The revised Marking Procedures document, which sets out the requirements in full, can be accessed [here](#).

Please address any queries to your [Faculty Director of Quality](#) in the first instance or quality@canterbury.ac.uk