

# GCE January 2008 Examination Principal Examiner's briefing for the Standardisation Meeting

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Unit/Paper 6663 - 01

Examination Series: 0801

## A. An explanation of the nature and significance of the standardisation process.

The QCA Code of Practice states: "The standardisation process is designed to make sure that all examiners mark candidates' work consistently and accurately. It establishes a common standard of marking that should be used to maintain the quality of marking during the marking period."

The process of marking practice and qualification sets is important to enable all examiners to mark in a reliable and accurate way.

## B. A briefing on relevant points arising from current examinations, drawing as necessary on relevant points made about previous examinations in chief examiners' reports and regulatory authority monitoring reports.

Examiners should note the importance of 'isw', ignoring subsequent working after an acceptable form of the answer has been achieved. Sometimes full marks are given for an unsimplified form of an answer, so in this case mistakes in attempting to simplify are ignored.

Recent examiners' reports have emphasised the importance of quoting a standard formula before using it. In many cases a method mark is given for attempting to use a correct formula. If the formula is not quoted and there are mistakes in the substitution of values, candidates will normally lose the associated method mark.

Given answers are indicated by an asterisk (\*) in the mark scheme. Where an answer is given, examiners need to ensure that candidates' responses are sufficiently convincing to satisfy the requirements of the mark scheme.

## C. Full consideration of the marking scheme to ensure a clear and common understanding of the range of acceptable responses each item being marked.

It is important that you study the final version of the mark scheme with notes incorporated before you start marking practice and qualification items. Please ensure that you have downloaded this final version from AA Online.

## D. Ensuring comparable marking of optional questions

Not applicable.

## E. The handling of unexpected, yet acceptable, answers

If you are not sure whether an answer is acceptable, please check through the mark scheme to see if an alternative scheme is given for the method used. If no such scheme is available, please send the item to your team leader via review.

#### **F. Any other comments**

Once you have finished the practice and qualification sets and start “live marking”, please ensure that you are re-reading the mark scheme and notes on a regular basis to ensure that you continue to mark to a consistent standard.

It is important that you check the whole of every page of each question to ensure that all of the candidates’ work is viewed.

If you see part of a question answered in the space for another question, do not mark the question, but send it to review as “out of clip”.

Please ensure that you spread the marking of each item over the whole marking period. Do not complete your whole allocation for each question before going on to mark the next question. If marking is not done evenly it causes problems both for the availability of items to all examiners and for regular supervision of marking.

Please make sure that you consult your team leader if you have any uncertainties about the mark scheme.

Your team leader will contact you to inform you of the questions for which you are to write a short report. A template for the report may be found on the AA Online website.

If you spot any particularly interesting responses on the questions for which you are not writing a report, please feel free to include comments on these as well. If you would like to give feedback on your experience of the remote standardisation process or any other points, please include this in your report.