

CONFIDENTIAL
NANYANG TECHNOLOGICAL UNIVERSITY

**PROCEDURES FOR MARKING OF EXAMINATION SCRIPTS,
COMPILATION AND CHECKING OF MARKS**

I. EXAM SCRIPTS

(A) MARKING OF SCRIPT

1. Throughout the marking process, the coordinator/leading examiner shall ensure that all answer books are accounted for. Every examiner shall ensure the safekeeping of all answer books under his/her charge.
2. Where a student uses more than one answer book, these shall be tied together before collection from the student. Throughout the marking process, these books shall then not be divided into separate books/sections.
3. The blank pages of candidates' answer books are to be used only for candidates' rough work. Solutions or any other materials written on these blank pages should NOT be marked.
4. To facilitate checking, the person who marks an answer script shall indicate the marks clearly, and observe the following:
 - (a) Marks shall be written in red.
 - (b) For questions in which marks are awarded at different stages of the answer, the mark for each stage shall be stated on the right-hand margin. (see Appendix A)
 - (c) Zero marks shall be indicated for parts of questions not attempted or completely wrong.
 - (d) All pages examined shall show evidence of having been marked. If no mark is indicated on a page that has been examined, the page shall be ticked as evidence of marking (✓). The tick shall be placed at the right-hand bottom of the page.
 - (e) The total mark awarded for the answer to a question shall be rounded off to the nearest half mark. It shall be written boldly and circled in the right-hand margin against the start of the answer for that question.
 - (f) Attempts which have been cancelled by the candidate are to be excluded.
 - (g) Repeated attempts of the same question are to be marked with the word "excess" in the right-hand margin against the start of each superfluous attempt.
 - (h) The total mark awarded for each question shall be recorded in the appropriate space on the front cover of the main answer book. (see Appendix B)

- (i) The marks on the front cover of the main answer book shall be totalled by the last examiner in the group of examiners. Where a candidate has attempted more than the requisite number of questions in a section or in the paper, marks are to be totalled for the best attempted questions in the section/paper only. A line shall be ruled across the table on the front cover for any extra question which has not been included in the total mark. The word “excess” shall be written on the right of the mark which has been cancelled.

(B) CHECKING OF ANSWER BOOKS

The checking of examination scripts shall be carried out by those academic staff duly appointed by the Chair/Head of Division. The checking staff shall not be from the same group of examiners marking the scripts. The person who checks the script shall:

- (a) Ensure that the student’s matriculation number is written on the answer book.
- (b) Check all pages for evidence that they have been marked by the staff.
- (c) Verify that all answers have been marked.
- (d) Check addition of the marks for the individual questions.
- (e) Ensure that the marks stated on the front cover of the main answer book are correct.
- (f) Check addition of the total mark on the front cover of the main answer book.
- (g) Notify the course coordinator of any discrepancy found for correction and verify that the discrepancy has been corrected.
- (h) Place a tick at the right-hand bottom of the front cover of the main answer book once checking of the book has been completed.

II RECORD OF COURSEWORK

- (a) The course coordinator shall ensure that all assignments, projects and reports submitted by students are properly accounted for.
- (b) The course coordinator shall keep a Coursework Record to be used to record the coursework marks which will contribute to the final mark for the course. A format for the Coursework Record is suggested in Appendix C.
- (c) All staff members assessing their students for coursework shall keep a record of the marks for such coursework and shall arrange with the course coordinator to enter the marks into the Coursework Record. The course coordinator shall check that marks for the correct number of assignments/projects/reports have been transferred to the Coursework Record.
- (d) The course coordinator shall enter the marks from the Coursework Record and the appropriate weight according to their individual contribution to the

total coursework mark. Mark entry may be in alphabetical order or by tutorial grouping. A computerised Course Mark List for Coursework (Appendix D) shall then be obtained.

- (e) All the coursework mark records and the computerised List shall then be submitted to the appointed checking staff for checking of entries and calculation. The “calling over” method of checking is recommended, where an examiner reads and the checking staff checks the entries in the computerised list. A tick shall be made against the total obtained by each student to indicate completion of checking. When all checks are completed, the checking staff shall append his/her signature on the right-hand margin bottom of every page of the computerised Mark List for Coursework.
- (f) The final marks for the coursework shall be submitted to the Chair’s Office. If examinations are also held for the course, the coursework marks shall be merged with the marks for the examinations at the Chair’s Office. During merging, the coursework marks shall be further weighted according to their contribution to the total course mark.

III MARK LIST FOR EXAMINATION

- (a) For each course, the course coordinator shall enter all marks for the examination into the Mark Entry System and obtain the computerised Mark List for Examination from the Chair’s Office (Appendix E). He/She shall append his/her signature on the right-hand bottom of every page of the List. (Where there is a mark component for coursework, the marks shall be entered, and checked as described in section II above.)
- (b) The appointed checking staff shall check the completed Mark List for Examination. The staff shall check entries on the list against the examination scripts. The “calling over” method is recommended with an examiner reading from the examination scripts and the checking staff verifying the entries on the Mark Entry List. A tick shall be placed against the total mark obtained by each student to indicate completion of checking. The course coordinator shall be notified of any discrepancy and he/she shall then rectify the error. The correction shall be verified by the checking staff.
- (c) When all checks are completed, the checking staff shall append his/her signature on the right-hand bottom of every page of the list.

IV SUBMISSION OF RESULTS

The course coordinator shall then submit the ‘checked’ Mark List for Examination and Mark List for Coursework to the Chair’s Office.

V SECURITY OF DOCUMENTS

All examiners shall ensure that all examination scripts, mark records and print-outs are kept confidential and properly secured. All passwords are to be kept strictly confidential. Users to the Mark Entry System are advised to change their passwords regularly.

Question No:3.....
Write answers on this side of the paper only.

For Examiner's
use only

(13)

3 (a) - - - - -
- - - - -
- - - - -

2

(b) - - - - -
- - - - -

4

(c)

0

(d) - - - - -
- - - - -
- - - - -
- - - - -
- - - - -

4 3/4

(e) - - - - -
- - - - -

2

Nanyang

Technological University

Matriculation Number:

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Subject Code & Title:

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IMPORTANT INSTRUCTIONS TO CANDIDATES

Please comply fully with the instructions.

- Do not write your name on the answer book.
- Begin each answer on a fresh ruled page.
- Write the number of the question attempted at the top of every page used in your answer.
- The un-ruled left hand pages are to be used only for rough work related to your answers. Any answers or parts of answers written on these pages will not be marked.
- Fasten all extra sheets together inside the cover of the answer book that contains the related answer.
- No pages may be torn from any answer book.
- Circle the numbers of the questions that you have attempted in the first column of the table on the right hand side of this page.

Circle the numbers of the questions that you have attempted	FOR EXAMINER'S USE ONLY
	Marks
Question 1.	13
Question 2.	12
Question 3.	14
Question 4.	
Question 5.	10 1/2
Question 6.	11
Question 7.	5
Question 8.	
Question 9.	
Question 10.	
Total	60 1/2

ANSWER BOOK

Excess

This answer book, used or unused, must not be removed from the examination hall by a candidate.