

School of Mathematics

School Policy on Marking

- Marks available for courses will cover the full range 0% - 100%. What proportions of the marks are awarded for coursework and what for a final examination will depend on the individual unit, and will be stated on the unit webpage. Some units may involve 100% coursework, and others may be 100% examination.
- To ensure consistency when marking exam scripts, each examination will have a marking scheme which provides guidance for the person marking the exam. The mark for each question may simply be based on how much is correct, but it may also allow for a proportion of marks to be awarded for well-written solutions, and for demonstration of (deeper) understanding.
- Examination scripts will be marked anonymously, which means that a marker will not know the identity of the student whose paper they are marking.
- Examination papers will contain questions, or parts of questions, of varying difficulty, in order to test a range of ability and understanding.
- Exam papers may or may not offer a choice of questions; this will be stated explicitly in the rubric. If there is a choice of question on a paper, then alternative questions will naturally be of comparable difficulty.
- Exams are set by the *Examiner*, who is normally the Academic Lead (or lecturer) of the unit, and who is also responsible for the marking scheme. The Examiner is responsible for the marking of the (anonymous) scripts. After marking, an *Internal Reviewer* checks the scripts, to ensure the marking scheme has been adhered to and to check that each script has been marked in its entirety (i.e., nothing has been inadvertently omitted by the marker; for large courses, this checking is done by the Teaching and Learning Office).
- The raw marks obtained may be modified by a scaling procedure, to produce UMS marks (Uniform Mark Scale). The purpose of scaling in a particular unit is primarily to ensure as best as possible comparability between its marks and those of other units and other years. Scaling is first done by the Assessment Committee, and the examiner then has a chance to input their opinion, and the UMS mark is then finally determined by the Moderation Board.
- It may be possible for the final UMS mark to be affected by mitigating circumstances. This only occurs when mid-term coursework is affected (up to 30% of the total mark). If the Mitigating Circumstances panel agrees, it may recommend to the Exam Board to ignore the coursework mark, and to treat the UMS score as deriving solely from the final examination. Under University regulations, it is not possible to alter UMS marks for an individual student in any other way. For more details see the University policy on mitigation (referenced below).
- For Undergraduates, the class of degree awarded to individual students after the final year, or progression from earlier years, is determined by the Exam Board held in June.
- For M.Sc. students, the award of an M.Sc. is determined at the Exam Board held in October or November. The June Exam Board determines primarily whether students are permitted to progress to dissertation or not.

- The whole process is overseen by *external examiners*. These are academics from other Maths Departments in the country, appointed by the University to help ensure fairness and parity between institutions.

To clarify, the Moderation Board considers course units and outputs marks that are then considered at the Exam Board; the Exam Board considers individual students' progression

References:

- <http://www.tlso.manchester.ac.uk/map/teachinglearningassessment/assessment/sectionb-thepracticeofassessment/policyonmarking/> University policy on marking
- <http://www.tlso.manchester.ac.uk/degree-regulations/undergraduatedegree-regulations/> Undergraduate degree regulations
- <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=23163> Mitigating Circumstances Panels terms of reference