POSTGRADUATE MARKING POLICY (2019-2020)

SCHOOL OF HISTORY, CLASSICS AND ARCHAEOLOGY

The following marking policy is in accordance with University Postgraduate Examination conventions.

This document is to clarify the School’s policies for marking and moderation of postgraduate assessments (examinations, coursework and other assessments).

1. ALL assessments in postgraduate modules in the School are double-marked apart from research training modules, which are moderated. The same also applies to postgraduate students enrolled in undergraduate modules (e.g. PGTs taking UG language modules).

2. For double-marked written assignments, the student submits two hard copies of their work, and one electronic copy to be submitted through Turnitin via Blackboard. The first and second markers receive a copy of the work at the same time and then have 3 weeks to mark the work. Once both markers have marked the work, they will then confer to agree a final mark. The rationale will be noted in the appropriate box on the copy of the second marker’s mark sheet within the stated deadline.

3. The markers should return all marked work and feedback to the School Office within the appropriate time limit in accordance with Faculty guidelines for student feedback.

All marks will be recorded in the School database.

4. The first and second marker must always discuss the marks and decide on an agreed mark, even if both marks are in the same classification. Differences should be resolved between the two markers and under no circumstances sent to the External for adjudication. In those exceptional cases where agreement cannot been reached, the two markers should refer the matter to the appropriate Degree Programme Director for a third opinion, and alert the Chair of the Board of Examiners should a resolution not be forthcoming after referral to the Subject Head. The Chair will recommend a course of action according to the specific circumstances of each case.

5. For research training modules, the School Office will select a sample for moderation following first marking. These will comprise component marks ending in 9’s, 0’s, distinctions and fails, and from representative parts of the marking range, making the sample generally 25% of the work submitted for moderation. The overall module mark is not used for sampling work for internal marking at postgraduate level.

6. If the moderator’s marks differ consistently and significantly from those of the first marker there should be discussion between the two markers in consultation with the Chair of the Board of Examiners to decide whether a complete remark of the work for
the module is necessary. Full double-marking should take place where the first marker is a new and/or inexperienced member of staff, or where the External Examiners request it. A ‘new member of staff’ is defined as a member of staff who is new to teaching at Newcastle University (irrespective of prior teaching experience at another Higher Education Institute), and who has been employed by the University for less than one year (i.e. two semesters).

All dissertations are blind double-marked. In such circumstances, the regulations set out in the University’s Policy and Guidance on Moderation and Scaling will apply.

7. The summative feedback on ALL coursework is to be typed, not hand written.

8. Students will receive timely and appropriate feedback via the final mark agreed between first and second supervisor, and the first and second marker’s comments. If requested, they may see the second marker’s mark and the External Examiner’s comments (as appropriate) in line with the Data Protection Act.