

## Marking, sampling and moderating - quick guide

### MODULES WITH ONE FIRST MARKER AND ONE SAMPLE MARKER

FIRST MARKER	SAMPLE MARKER	MODERATOR
<p><b>Before sample marking:</b></p> <ul style="list-style-type: none"> <li>Record marks &amp; feedback in Canvas</li> <li>Let the sample marker know when they're ready, mentioning any tricky cases</li> <li>DO NOT press 'send to moderator' until sample marking (and adjustment of marks and feedback as appropriate) has been completed</li> </ul> <p><b>After sample marking:</b></p> <ul style="list-style-type: none"> <li>Pull marks through to Sussex Direct and press 'send to moderator'</li> </ul>	<p><b>On your own:</b></p> <ul style="list-style-type: none"> <li>Complete relevant parts of Sample Marking Form</li> <li>Consider statistical distribution and run of marks</li> <li>Consider specific marks and feedback (is it friendly and helpful?)</li> </ul> <p><b>With the 1st marker:</b></p> <ul style="list-style-type: none"> <li>Have a chat with the 1st marker</li> <li>Offer helpful and collegial comments</li> <li>Agree a systematic adjustment if appropriate</li> <li>Finalise Sample Marking Form</li> </ul> <p><b>After sample marking:</b></p> <ul style="list-style-type: none"> <li>Email electronic copy of Sample Marking Form to moderator</li> </ul>	<p><b>Always:</b></p> <ul style="list-style-type: none"> <li>Consider statistical distribution and run of marks</li> <li>Consider specific marks and comments</li> <li>Consider general comments</li> </ul> <p><b>Sometimes:</b></p> <ul style="list-style-type: none"> <li>Go back to marker and sample marker if anything looks odd and there is no explanation as to why</li> <li>Ask them to update the marks, feedback and Sample Marking Form as necessary</li> </ul> <p><b>Once satisfied:</b></p> <ul style="list-style-type: none"> <li>Copy and paste relevant parts of Sample Marking Form into moderation comments box in the online system (email to external if necessary)</li> <li>Add a sentence saying marking and sample marking process has been followed and the marks are appropriate</li> <li>Press 'send to external'</li> </ul>

**SMALL MODULES WITH TWO OR MORE CO-MARKERS**  
(e.g MA Modules, including Dissertation Modules)

MODULE CONVENOR	ALL MARKERS	MODULE CONVENOR	MODERATOR
<ul style="list-style-type: none"> <li>• Create an unpublished “Marking and Sample Marking” page on the Canvas site with a table for everyone to record marks and comments (this provides a record for the moderator and the external examiner of how marks were agreed, but should be hidden from students)</li> <li>• In agreement with markers, allocate first-marking and sampling duties on basis of 'best fit and fair distribution' (remembering the 7-day / 14-day late submission period)</li> </ul>	<ul style="list-style-type: none"> <li>• For scripts where you are first marker: (i) record marks and comments for students in Canvas as usual, and (ii) record marks in the “Marking and Sample Marking” table in Canvas , adding comments for the sample marker if necessary (e.g. mentioning tricky issues, directing them to consider specific aspects of the submission)</li> <li>• For scripts where you are second marker, read scripts and look at first marker's marks and comments, post your own brief comments in the “Marking and Sample Marking” table, either agreeing the mark or suggesting a change</li> <li>• Comments should be added by 1<sup>st</sup> &amp; 2<sup>nd</sup> marker until agreement has been reached, at which point the first marker records the agreed mark in the table and adjusts the student’s mark and feedback as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Together with the other markers, discuss the statistical distribution and run of marks and check that all have marked to roughly the same standard, and that all have given comparable amounts and quality of feedback</li> <li>• Pull marks through to Sussex Direct and press ‘send to moderator’</li> <li>• Email the moderator a link to the hidden page in Canvas</li> </ul>	<ul style="list-style-type: none"> <li>• As above, but include the link to the “Marking and Sample Marking” page in the moderator box so the external examiner has access to it</li> </ul>

## NOTES

**Work Weighted 30% or Below:** The sample marker for the module is the person to consult for advice, but moderation /external examining does not take place.

**1st Year Work:** Moderation /external examining does not take place, but “Sample Marking Light” can be helpful: assign a sample marker to look at the statistical distribution and all submissions with a mark of 45-or-under and check the feedback for students is friendly and encouraging.

**Large Multi-Marker Modules:** A Sample Marking Form should be used for each marker to ensure consistency, but sample marking takes place within the group and no additional sample marker is needed.

**Double-Blind Marking:** Individual markers’ marks and comments, as well as agreed marks and comments, should be passed to the moderator and then the external examiner so there is a record of how marks were agreed.

**Doctoral Tutors etc.:** Doctoral Tutors should be mentored by a member of faculty and should reflect on their own marking patterns by looking at an ordered run of marks and a statistical distribution chart.

**Physical Submissions (e.g. exams):** The process outlined above can be adapted for physical submissions by recording marks and comments on a Feedback Form and passing everything over to the sample marker, then the moderator, then the Course Co-ordinator.

**Questions:** If you have any questions, ask your Department Exams Officer in the first instance.

**In Case of a Serious Problem:** If there is a serious problem, scripts will need to be remarked, so please inform your Head of Department and the Department Exams Officer, who may alert/consult with the School Director for Exams and the CAO team.