

Version: 1.0

Valid from: February 2021

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Development

Approved by: Deputy Chief Academic Officer

## **Large Cohort Marking Procedures**

At the discretion of the Deputy Chief Academic Officer, the following procedures will be introduced for the marking of large cohorts. Large cohorts are typically defined as cohorts containing 100 or more students.

### **Assistance with First Marking**

If you believe you need assistance for the marking of any cohorts, it is the responsibility of the Module Leader to request assistance in grading at least two weeks before the submission of the assignment. Any requests are subject to available capacity.

If you are not a module leader but teach on a module (e.g. running tutorials), you may be asked to mark up to 50 papers without additional WLM hours being provided, as time for preparation and grading is already included in the calculation of these hours.

If you are asked to assist in first marking of a module that you are not teaching on, you will be assigned hours linked to your Work Load Model



























### **Assignment first marking**

- If multiple markers are marking a module, the Module Leader will mark the first 100 papers (Page 1 and 2 of the Turnitin submissions) after sorting by similarity
- To ensure accountability, a QuickMark must be left at the top right-hand side of the page indicating who carried out the initial marking
  - This will take the form of 'FIRST MARKING PERFORMED BY: [NAME]'
- The exams office will maintain a master list of which marker is marking which set of papers and inform additional markers that this is ready for them to begin marking

### **Assignment second marking and QC**

- Open the Canvas course that you are the second marker of, click the relevant assignment, and then wait until you see the Turnitin summary box appear under the assignment paper. This means your Turnitin account has been linked with this assessment.
  - Do not use the Speedgrader to do any second marking of assignments

- Login to [www.turnitin.com](http://www.turnitin.com) using your BUV email and password
- When you have opened the assignment section, sort all submissions by similarity from high to low. To do this, on the list of students, press the similarity box until the papers with the highest degree of similarity are displayed at the top

SIMILARITY	GRADE	RESPONSE
72% 		.
53% 		.
37% 		.
36% 		.
34% 		.
29% 		.
27% 		.
25% 		.
25% 		.
25% 		.
23% 		.
23% 		.
23% 		.

- After arranging the papers by similarity, second mark the 50 papers with the highest similarity, and the 50 papers with the lowest level of similarity.
- If after selecting the 50 samples with the highest level of similarity, there are still submissions with 10% or more similarity, then more samples will be taken from this group until there are no submissions with 10% or more similarity left. After this point, sampling will start from the lowest level of similarity.
- **Second markers must provide at least one moderation form for the sampled second marking.**
- The exams office will keep a record of these papers, please check with them if you are unclear as to the papers which you are expected to second mark.
- PL level QC will be carried out on the same sample. If significant issues (inappropriate/insufficient commentary, potential academic misconduct not flagged, suspected problems with grade allocation) are flagged at QC, then all papers that the first marker graded will be returned to first marker for correction
  - If this is necessary, a new sample set will be selected consisting of all the papers marked by that grader. This will be sent to the second marker and the process will start again until no significant issues are identified with any grading

### Examination second grading and QC

- 100 samples will be taken from the exam pack

- Exams are collected in a non-systematic order, so the selection of the sample does not matter

### **Notes**

- The exams office will record the papers sent to the first and second markers based on the rules above and inform all markers which papers are to be checked by them.