

Faculty of Arts, University of Peradeniya

Standard Operating Procedures (SOP) 2

Marking of End-semester Examination Papers

[Approved at 355th Meeting of Faculty Board of Arts – March 25, 2021]

1. One of the two following options shall be followed in marking end-semester examinations in the Faculty of Arts, University of Peradeniya:
 - 1.1. First-marking followed by Second-marking
 - 1.2. Panel-marking/Conference-marking
2. Each department shall decide which of the two options it would opt for in the case of each course for which marking/grading needs to be done. It shall also set internal/department deadlines for marking/grading answer scripts and submitting marks (1) taking into consideration the Faculty deadlines for submission of marks and (2) recognizing the need to allow the Examiners reasonable periods of time to complete marking/grading. Such decisions shall be made at a Department Staff Meeting, and they shall be duly minuted.

OPTION 1: First-marking followed by Second-marking

3. The first-marking and second-marking of the answer scripts for a given course shall be conducted only by those who have been approved by the Faculty Board of Arts as the First-examiner/s and Second-examiner/s for that course respectively. The Second-examiners for a given course shall always be different from the First-examiners for that course.
4. First-marking and second-marking shall be carried out based on the marking guide/rubric produced by the paper-setter.
5. In the case of those questions that generate subjective answers/responses, the Examiner/s shall be sensitive to the possibility of the candidates bringing in perspectives and approaches, which the Examiner/s may or may not identify with but are within the scope/framework of the question.
6. The First-examiner shall collect the relevant answer scripts (hardcopies/softcopies) from the Department Office or download them (softcopies) directly from the Faculty LMS once the internal/department deadlines have been decided upon. In the event the First-examiner is not the Course Coordinator (hereinafter referred to as ‘Coordinator’), the Coordinator shall arrange for the answer scripts to be collected/downloaded by the First-examiner. In the event there are multiple First-examiners (team-taught courses), the Coordinator, in consultation with the examiners, shall decide the order in which the answer scripts will be made available to the individual Examiners. When the answer scripts are marked in the softcopy form the Coordinator may arrange for the answer scripts to be marked simultaneously by the different Examiners.

7. The First-examiner shall indicate the marks assigned to a particular answer at the end of the answer, which shall then be copied to the front page of the script (the designated place for recording marks) by the same Examiner. S/he may also make marking notes on the script as they mark the answers. All the marks and marking notes by the First-examiner shall be given in RED.
8. The Coordinator shall ensure that first-marking is completed by the department deadline for first-marking.
9. Upon the completion of first-marking,
 - 9.1. [Marking in Hardcopy Form]
 - 9.1.1. The Coordinator/Examiner shall hand over the sealed answer script packets to the Department Office.
 - 9.1.2. The Second-examiner shall collect the answer script packets from the department office. In the event the packets are returned to the Department Office ahead of the deadline for first-marking, the Department Office shall inform the Second-examiner of the availability of the packets for collection immediately upon the receipt of the packets.
 - 9.2. [Marking in Softcopy Form]
 - 9.2.1. The First-examiner shall indicate the question-wise breakdown of the marks assigned to each answer script on the marksheet given in Annexure 1 and s/he shall then email the marksheet to the Second-examiner with the relevant Head-of-Department copied on that email. In the event there are multiple First-examiners, the Coordinator shall collect the marksheets from all of them and compile a single marksheet with the First-examiner marks and email that marksheet to the Second-examiner with the relevant Head-of-Department copied on that email. Alternatively, the Department may decide to set up a grade-book in the LMS or set up the marksheet on Google Drive and request the individual Examiners to enter marks directly there.
 - 9.2.2. The Coordinator shall arrange for the softcopies of the answer scripts marked by the First-examiner to be collected by the Second-examiner.
10. The goal of second-marking is primarily to verify the marks given by the First-examiner. The marks and any marking notes given by the First-examiner shall be made available to the Second-examiner.
11. Second-marking shall take the form of either marking the complete set of answer scripts (complete marking) or sample-marking. In the event the Second-examiner opts for sample marking, s/he shall inform both the Coordinator and the Head-of-Department of that decision upon the completion of marking.

- 11.1. In the event second-marking takes the form of marking the complete set of answer scripts,
- 11.1.1. The Second-examiner shall mark all the answer scripts of the relevant course.
- 11.1.2. The Second-examiner shall be eligible for marking fees (at the university-approved rates) for the total number of answer scripts for the course.

11.2. In the event second-marking takes the form of sample marking,

- 11.2.1. The sample shall not be less than or equal to 10 answer scripts or 10 percent of the total number of answer scripts for the course, whichever is higher.

Example Scenarios:

<i>Total No. of Scripts for the Course</i>	<i>No. of Scripts to be Second-marked</i>
10 or less	all answer scripts
11-100	a minimum of 10 scripts
More than 100	a minimum of 10% of the total no. of scripts

- 11.2.2. The sample shall be representative of the answer scripts with the top, mid, and low range marks awarded by the First-examiner.
- 11.2.3. The Second-examiner shall peruse the marks given by the First-examiner to see if the marking is reasonable. If the Second-examiner is in agreement with the First-examiner's marking as observed from the sample, the Second-examiner shall inform that to the Head-of-Department by submitting the duly filled declaration form given in Annexure 2. If the Second-examiner is not in agreement with the First-examiner's marking, the Second-examiner shall carry out complete marking of answer scripts of the concerned course.
- 11.2.4. The Second-examiner shall be eligible for marking fees (at the university-approved rates) *only* for the number of answer scripts marked.
12. The marks/signs/notes by the Second-examiner shall be in GREEN.
13. In the event the marks assigned by the Second-examiner are the same as the marks given by the First-examiner, s/he shall endorse the First-examiner's marks by placing a tick next to those marks and inform the Head-of-Department in writing that s/he is in agreement with the First-examiner's marking. In the event the Second-examiner undertakes complete marking, s/he shall record the marks next to the First-examiner's marks and then copy the same on to the front page, enter the marks in the marksheet shared by the First-examiner (Annexure 1), and email it to the Coordinator with the Head-of-Department copied on the email.

14. Upon the completion of second-marking, the Coordinator or a member of the Office Staff nominated by the Head-of-Department shall then collect the answer scripts and tally the marks.
15. In the event there is a discrepancy in the marks assigned by the First-examiner and the Second-examiner and the discrepancy is less than 10 marks for the whole answer script, the Coordinator/Office Staff-member shall calculate the average of the two marks and take that as the final marks for the script. In the event the discrepancy is more than 10 marks for the whole answer script, the Coordinator/Office Staff-member shall immediately bring the situation to the attention of the Head-of-Department, and the Head-of-Department shall convene the Department Scrutiny Board to take a decision. In such situations, the Department Scrutiny Board shall either arrange for the First-examiner and Second-examiner to revisit their marking and see if a compromise could be reached, or, when such a compromise is not reachable, to send the answer scripts to a Third-examiner for marking. In the event third-marking is performed, the average of the marks given by all three Examiners shall be taken as the final marks for the answer script.
16. Any marks/notes on the answer scripts by the Department Scrutiny Board or the Third-examiner shall be made in PURPLE.
17. Upon the completion of the marking, the Coordinator shall finalize the C-3 form and submit it to the Department Office in a sealed envelope, along with the sealed packet of answer scripts on or before the department deadline for marks.
18. The C-3 forms shall be approved by the Department at a Department Scrutiny Board comprising the members of the permanent cadre of the Department, before provisional results can be displayed on the Department notice board and the official C-3 forms can be submitted to the Office of the Dean.
19. Any decision to standardize marks shall be made at the Department Scrutiny Board, and such decision, along with the justification, shall be properly minuted/documentated.

Panel-marking/Conference-marking

20. The panel-marking/conference-marking of the answer scripts for a given course shall be conducted only by those who have been approved by the Faculty Board of Arts as the First-examiners and Second-examiner/s for that course.
21. Panel-marking/Conference-marking shall be carried out based on the marking scheme/markings key/rubric produced by the paper-setter.
22. Panel-marking/Conference-marking involves the Examiners for a given course marking the answer scripts of that course at one designated location over a designated period of time. The Examiners have the advantage of bringing to the notice of the rest of the Examiners any grading related issues that arise during the process of grading and resolving them collectively as and when they arise.

23. In the event panel-marking/conference-marking involves marking answer scripts in the softcopy form, the Faculty/Department shall ensure that an adequate number of computers are available at the designated location for the task.
24. In the event the Department has decided to go for the option of panel-marking/conference-marking and the Examiners are unable to meet at the designated location for a valid reason, the Examiners shall meet virtually (via Zoom or a similar platform) and carry out the marking.
25. The Coordinators shall coordinate and be in charge of the panel-marking/conference-marking sessions.
26. The Coordinators shall tabulate the final marks, prepare the C-3 forms, and submit them to the Head-of-Department on or before the department deadline for the submission of marks.
27. No second-marking is required for answer scripts that have been panel-marked/conference-marked. However, departments may decide to carry out second-marking for panel-marked/conference-marked scripts if such move is deemed appropriate/necessary. In the event a department decides to carry out second-marking, the requirements stipulated for second-marking shall apply *mutatis mutandis*.
28. The C-3 forms shall be approved by the Department at a Department Scrutiny Board comprising the members of the permanent cadre of the Department, before provisional results can be displayed on the Department notice board and the official C-3 forms can be submitted to the Office of the Dean.
29. Any decision to standardize marks shall be made at the Department Scrutiny Board, and such decision, along with the justification, shall be properly minuted/documentated.

Annexure 1

[The following marksheet is to be used only where marking of answer scripts is carried out in softcopy versions.]

Preliminary Marksheet

Course Code and Name			
Academic Year		Semester:	
Name of First-examiner			
Name of Second-examiner			

Index No.	Student Registration Number	Question-wise Marks												Total Marks	
		Q.1 (%)		Q.2 (%)		Q.3 (%)		Q.4 (%)		Q.5 (%)		Q.6 (%)		Total (%)	
		1 st Examiner	2 nd Examiner	1 st Examiner	2 nd Examiner	1 st Examiner	2 nd Examiner	1 st Examiner	2 nd Examiner	1 st Examiner	2 nd Examiner	1 st Examiner	2 nd Examiner	1 st Examiner	2 nd Examiner
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[The following declaration form is to be submitted only in those instances where second-marking involved sample marking AND the Second-examiner agrees with the First-examiner's marking.]

Faculty of Arts, University of Peradeniya

Second-Marking of Examination Answer Scripts

Declaration Form

Department: _____

Year and Semester of Examination: _____

Course Code and Title: _____

I declare that I second-marked _____ randomly selected answer scripts out of the total _____ answer scripts for the above course and find that there are no discrepancies requiring complete marking.

Name of Second-Examiner:

Signature of Second-Examiner:

Date: