



## **UCL Student Experience Transformation**

### **Being assessed**

Challenge 4

Assessment & exams journey

This session will start at  
five past the hour.

Please note this session  
is being recorded.

**Exam marker training, April-June 2021**

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# Marking centrally managed exams in 2021

## Marking processes

- Centrally managed in-person examinations replaced by 24 hour papers submitted online
- Students submit PDF documents via AssessmentUCL or “Wiseflow” platform, in accordance with their exam timetable
- But what then happens to the papers...?
- Similar process to last year, with a range of marking options

## New this year

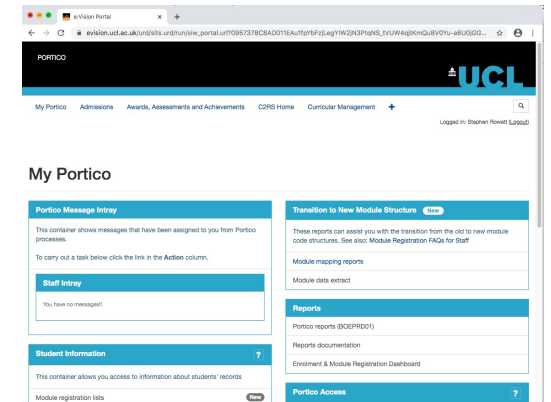
- Timed duration exams with SoRA adjustments built in
- Larger file sizes: up to 200MB per PDF submission
- Candidate numbers are automatically recorded on submission
- Markers can export all submissions as PDFs (no need to request)
- Option to mark online using in-line comments, highlighting, stamps and drawings
- Anonymous, double blind marking, check marking and sample marking supported

Student submits  
exam paper



Marking  
process

Student grades entered



Student submits exam paper

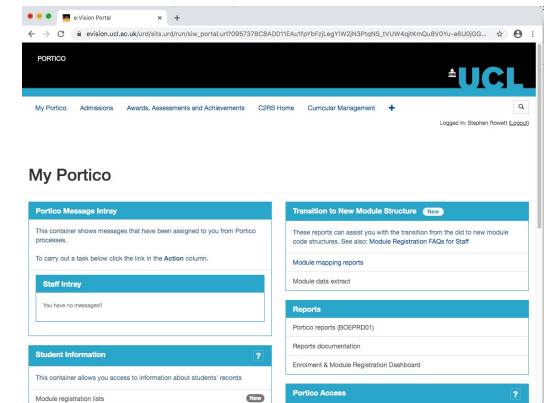


- Permit ways of marking specified in the Academic Manual
- Store a record of the marking process in case of query or complaint
- Give feedback to students

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- Use institutional tools
- Respect different forms of marking in different disciplines
- Be mindful of 'platform fatigue'

Student grades entered



## Academic manual requirements on second marking

### 7.6 Second Marking

#### 7.6.1 Minimum Requirements

1. All modules must be subject to a form of second marking.
2. All dissertations/ research projects must be subject to Full, Independent, second-marking.
3. Faculties or Department may determine and publish policies on the appropriate use of different forms of second marking within the disciplinary context over and above UCL's minimum threshold requirements.
4. The options for second marking are:
  - a) Second marking may be Full or Sampled:
    - i. Full second-marking: second markers mark or check all assessments.
    - ii. Sampled second-marking: Second markers mark or check a sample, based on defined criteria, of the full set of assessments.
  - b) Second marking may be Independent or done by Check Marking:
    - i. Independent marking (also known as double marking): Each marker assigns a mark. The two marks are subsequently reconciled to agree the mark for the assessment.
    - ii. Check marking: The second marker determines whether the mark awarded by the first marker is appropriate, but does not give a separate mark. The second marker confirms the mark if appropriate, and brings it to the attention of the first marker if not. Check marking will usually only be appropriate for quantitative or multiple-choice assessments in which answers can be scored objectively rather than requiring qualitative judgement on the part of the markers.
  - c) Second marking may be Blind or Open:
    - i. Blind second-marking: The second marker is not informed of the first marker's marks and/ or comments.
    - ii. Open second-marking: The second marker is informed of the first marker's marks and comments before commencing and can take these into account.
  - d) Second marking may be Live:
    - i. Live marking: Where an assessment is conducted 'live' (e.g. oral examinations, presentations, exhibitions, laboratory work, marking clinical work with patients, portfolios of work, group work etc.) the assessment should include provisions for second-marking, internal moderation and External Examiner scrutiny of either the full set of assessments or an appropriate sample. This may take the form of having two or more markers present, inviting the External Examiner to observe the event, recording the event or asking students to submit notes, slides and/ or visual material for these purposes.

“All modules must be subject to a form of second marking.”

“Second marking may be Full or Sampled.”

“Second marking may be Independent or done by Check Marking”

“Second marking may be Blind or Open”

“Second marking may be Live”

## Propose a 'menu' of four marking options

1. Mark using the annotation and grading tools in AssessmentUCL.
2. Download PDF scripts from AssessmentUCL and mark with a PDF annotation tool (e.g. an iPad)
3. Read scripts on AssessmentUCL and record grades and marker's notes in an external file (e.g. an Excel or Word document).
4. Download and print, then mark on paper.

But you are not restricted to these options and departments have local flexibility to work with these options as they wish.



# Option 1: Marking on AssessmentUCL

## **Option 2: Downloading PDFs and using PDF annotation software**

## Student and marker support

- Blog post: <https://blogs.ucl.ac.uk/digital-education/2021/03/22/marking-centrally-managed-exams-in-2021/>
- Training sessions for exam markers
- Additional support hours for students submitting papers
- Moodle assessments also available (please notify Digital Education in the usual way)

**Questions?**