Marking Policy

Policy and Procedures

Purpose

The purpose of the policy is to ensure equality and fairness in the treatment of candidates and consistency of practice in relation to marking procedures across all CLT International examinations and assessments.

Marking

All assessments must be marked by a Marker and an agreed sample reviewed by an External Examiner, where relevant.

All assessment tasks should be designed within the programme syllabus and related to the learning outcomes.

Examinations should be accompanied by guidance for the purposes of internal examining and review by an Internal and/or External Examiner.

CLT International has procedures for checking that all sections of assessed work have been marked, that marks have been totalled correctly and that total marks have been transferred correctly to a mark list.

When following correct procedures, it should also be possible to identify cases where an individual student's mark on one assessment, deviates significantly from those the student achieved for other assessments, or for other students within a cohort.

In cases where a student has not followed set instructions on an examination paper and has answered an incorrect number of questions the following guidance is given:

a.   where a student has attempted too many questions, examiners will mark all responses to all questions and credit students with the marks awarded for their best responses
b.   where a student has failed to attempt sufficient questions, they will be awarded zero for the unanswered questions

In cases where a student has not followed the set of instructions for an assignment question and has exceeded the stated word count, penalties will be applied. Penalty guidelines are made available to students on assignment-based courses via the online learning platform and confirmed in the 'Word Count' section of this policy.

All formal written assessments must be marked anonymously. However, it is recognised that this may not be possible for all assessments, (e.g.) assessed oral presentations.

The policy and procedures on Mitigating Circumstances distinguish between a stage for determining whether a student has established sufficient grounds for mitigation and a subsequent stage for determining what mitigation will be applied to the outcomes of the student's assessments. The assessment results of students who apply for Mitigating Circumstances can be delayed as result of the associated procedure.

Examination Boards must make their decisions from an anonymous mark list.

Examination results are released as soon as reasonably possible following marking, moderation

and approval of the results by the Examination Board (approximately six weeks after the date of the examination). An automated examination results email will be sent to students.

Where students may have had a penalty applied to their result, or are being investigated under the Academic Malpractice Policy, a confirmation email shall be sent on the day of results being released.

Moderation

Once internal first marking has taken place, internal moderation will normally take the form of moderation of a sample of the work, through the full range of marks awarded.

On programmes with a large number of students where the marking is undertaken by multiple markers, a small sample of papers will be marked by all markers and they will compare the mark distribution to reveal any significant inconsistencies in marking or issues with question setting. Once agreed and approved the markers will proceed to mark the remaining scripts.

Marking disputes will be referred to the Chair of the Examination Board, who has the authority to recommend further interventions or a resolution. The proposed model of internal moderation is the minimum standard expected.

The External Examiner will moderate a sample of work to ensure consistency in marking between markers.

Borderlines

CLT International will make efforts to avoid awarding grades at a borderline level. Borderline marks are defined as marks from one percentage points below the grade boundary up to the boundary itself. All borderline marks will be moderated by the first marker and subsequently the examiner if required.

Grade boundaries

70+ Distinction
60-69 Merit
50-59 Pass
Below 50 Fail

The STEP Diploma can be awarded at Pass, Merit and Distinction level. In order to achieve a Merit overall, a student must achieve an average of 60% or more across the papers that make up their chosen Diploma route. To achieve a Distinction overall a student must achieve an average of 70% or more. If a student is exempt from one or two of the Diploma papers, then they may be awarded a Merit if they achieve an average of 60% or more across the two/three papers taken, or a Distinction if they achieve an average of 70% or more across the two/three papers taken.

Word Count

CLT International has procedures in place for applying a penalty if the word count exceeds the specified limit in an assignment. Penalties will be articulated clearly to candidates in assessment briefs and via the online learning platform

Penalties will be applied for excessive word count as follows:

Penalty to be applied (deduction)	
1 - 50% over the specified word limit	10% deduction
In excess of 50% over the specified word limit	The work will not be marked and a mark of zero will be recorded

Penalties will be applied based on the available marks for your assignment. By way of example, a 10% deduction for an assignment with 100 available marks would incur a 10-mark deduction.

Feedback

CLT International has procedures for providing clear and useful feedback to indicate how marks have been assigned. Markers will be aware that comments made about exam scripts during the marking process are personal data that students have a legal right to see.

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