

# 4

GUIDANCE ON EXAMINING

## Your results

### **The marking of scripts is not the end of the story; those raw marks have then to be turned into a grade.**

Here's a six step guide to this process:

- 1** Once the scripts have been marked, the senior examiners come together once again to decide grade boundaries. This process is called 'Awarding'. A grade boundary is the minimum mark that a student must attain to receive a particular grade. These are set each year so that there is consistency over time and between the units of each specification.
- 2** With modular assessments (where a student has taken different units at different times), the 'raw marks' from each unit are transferred to a Uniform Mark Scale (UMS). The UMS balances out differences in difficulty between exams to ensure students get the correct grade, no matter when they took a particular unit. With linear exams that are taken at the same point at the end of a course, there is no need for raw marks to be converted onto a UMS.
- 3** Grade boundaries are decided using a combination of the examiners' expert judgement and statistics. This includes comparing previous years' papers to determine how the level of difficulty differs and looking at the students' previous achievements.
- 4** On key grade boundaries, the work of students on and around the boundary is looked at. The examiners individually scrutinise this work using a tick sheet to record whether a student should receive the lower or higher grade being considered.
- 5** Once approved, the grade boundaries are applied to students' marks to produce the grade.
- 6** Results are ready to be sent out to students.