The role of second markers

The College Examination Regulations for written assessments (Point 18.2) clearly state the requirements for second marking, as follows: “Every script [...] shall be marked by at least two College Examiners or by one [...] Assessor/Assistant Examiner and one College Examiner [...].”

Hence, second marking is a means of safeguarding and assuring academic standards by controlling that the first marking by the lecturer has been done correctly, ensuring consistency, accuracy and quality.

The duties of second markers

Following the ‘Protocol for Marking’ by the Quality Assurance Advisory Committee, the following practices for second markers have been established:

- Marking criteria for each assessment and model answers should be provided.
- All scripts should be annotated to show 1st and 2nd marking has taken place.
- Different coloured pens should be used by each marker.
- Each marker should initial each page to confirm it has been read.
- Check with the first marker if there are any special instructions for the paper.
- Check summation of the marks on every single page of every script and tick off.
- Check if marking scheme has been applied consistently to questions.
- Check for any pieces of writing that look like there are no marks assigned to them.
- Cross out any blank pages.
- Check if marks have been transferred correctly onto the title page of the scripts and tick the total on the cover sheet.
- Check if marks have been transferred correctly from the exam script into the electronic mark sheet provided by the first marker or Student Office and leave a second tick next to total mark on title sheet.
- Bring discrepancies to first marker’s attention.

Usual timeline

After an exam, the course leader marks the exam scripts (=first marking). Once the first marking is done, the exam scripts are handed over to the assigned second marker, of whom fairly prompt start of second marking is required as deadlines apply.

Any questions? Please do not hesitate to contact the Student Office (RSM 321c). (ext 45122 or b.ross@imperial.ac.uk OR ext. 45176 m.holloway@imperial.ac.uk)