Reconciliation of Marks for Projects

There will be two assessors for each project. They will independently propose marks and then the Examiners will consult the assessors in order to agree a mark, wherever possible. The procedure for the reconciliation of marks is described below.

(1) The two assessors and the supervisor each read the project; the assessors independently write reports and produce preliminary marks. The supervisor is invited to indicate a 10-mark range, and may write a short report.

(2) If the reports are broadly in agreement, and the two assessor marks differ by no more than 10 marks, and the average of the two assessor marks is within the range suggested by the supervisor, the examiners can take this average as the provisional mark. In these circumstances the Examiners will normally inform the assessors that they intend to do this and give the assessors a chance to object.

(3) If (2) does not apply then the Examiners will ask the assessors to confer on the standard of the work, with a view to agreeing a mark. Email discussions may be enough in simple cases, providing nothing is said that breaches exam security. The Examiners will make the supervisor’s range available to the assessors. The assessors may use their discretion whether or not to include the supervisor, and/or an Examiner, in the discussion. The focus will be on identifying the reasons for any difference in the proposed marks. An extreme example might be “X noticed a catastrophic error in the proof of the main theorem, but Y did not spot it.” The supervisor’s comments may be particularly important where a candidate is borderline or the two assessor marks straddle a class boundary.

(4) If the two assessors agree on a mark under (3), they report the agreed mark to the Examiners who will normally take the agreed mark as the provisional mark.

(5) If the two assessors cannot agree under (3), they send a summary of the discussion in (3) to the Examiners. The Examiners will appoint a third assessor who will independently assess the project before receiving the marks from the other assessors and the supervisor. The third assessor will make a recommendation to the Examiners.

Final mark: The provisional mark is subject to confirmation at the Examiners meeting. All marks are strictly confidential until they are released to candidates.

Plagiarism: Assessors should be alert to the possibility of plagiarism and should report any suspicion they may have that plagiarism has occurred, and the evidence for this.

Any comments made should appear on the report form. No comments should be made solely on the essay or dissertation itself.