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| **Faculty name** |
| **Independent Marking Record Sheet1** |

**APPENDIX 1: INDEPENDENT MARKING RECORD SHEET TEMPLATE**

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| **Unit title:**  |  |
| **Assignment title:** |  |
| **Level:** |  |
| **Department:**  |  |
| **Unit Leader:**  |  |
| **Sample size2:** |  |
| **Independent marking method (double or second marking)**  |  |
| **First Marker(s):**  |  |
| **Independent Marker(s):**  |  |
| **Third Marker(s):**  |  |

| **Anonymous number** | **Student Name** | **Student** **ID Number** | **Original mark** | **First Marker** | **Second mark**  | **Independent Marker**  | **Third mark** | **Third Marker3** | **Agreed mark**  | **Justificatory comments 4** | **Included in EE moderation sample?**  | **If yes, EE sent to** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Firsts/****Distinctions** |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Upper Seconds/****Merits** |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Lower Seconds** |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Thirds** |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Fails** |  |  |   |   |   |   |   |   |   |   |   |   |
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| **Independent Marker's synoptic comments (include name if more than one):** |
|   |
| **Signed5:** | **Date:**  |
| **First Marker's Response to Independent Marker's Comments (include name if more than one):** |
|  |
| **Signed5:** | **Date:**  |
| **Third Marker's comments as appropriate (include name if more than one):**  |
|   |
| **Signed5:** | **Date:**  |

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| **Notes for completion *(these notes are for guidance and should be removed from the form before the Assessment Board when the form has been completed)***1. For second marking , the independent marker marks in awareness of the first mark and comments. Double marking involves two markers who mark independently of each other. If there are no significant differences the first mark stands as the agreed mark. If a differential trend is identified through the sample (e.g. marking high or low) the markers may agree to change all the marks in the set. In this situation it may be appropriate for a further sample to be marked to test the consistency of the differential. If there is no pattern to the discrepancy the whole set must be second marked. A note on this sheet should state what has been done and why.
2. The minimum sample size for second and double marking varies. The requirements are outlined in Section 6.4 of *6D - Marking, Independent Marking and Moderation: Policy and Procedure.*
3. Third markers are not normally required. Where they are appointed due to two markers not being able to reach an agreed mark on a student’s work, the details should be listed here.
4. Justificatory comments should be recorded only when there are significant differences between the marks awarded to an individual student by two markers (see Note 1 above) or where a third marker has been appointed.
5. Entering names in the signature boxes will be accepted as an electronic record.
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