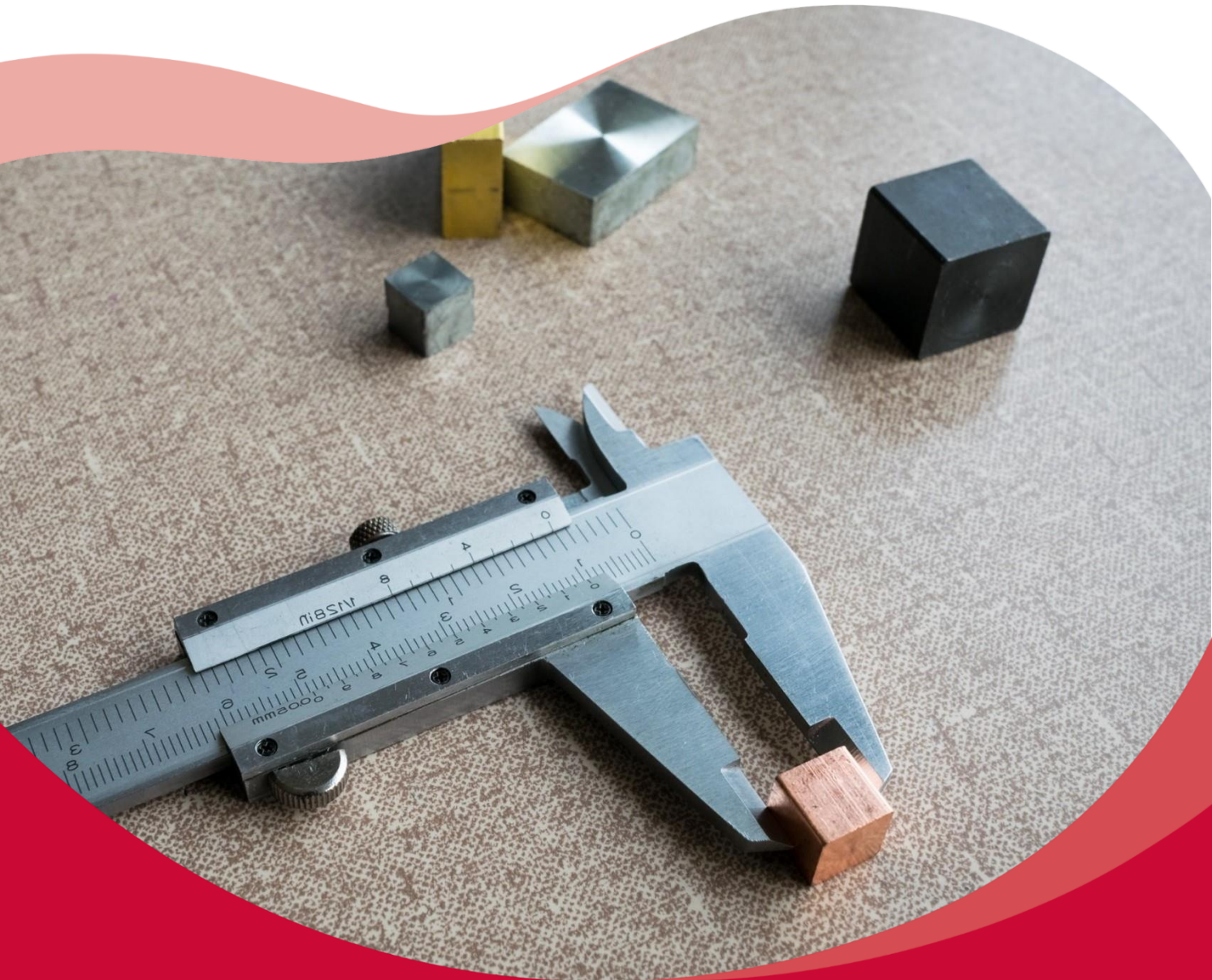




L-Università
ta' Malta

MATSEC
Examinations Board



Marking: Issues and Procedures

MATSEC


2024


MATSEC Guidelines: Marking Issues and Procedures

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 +356 2340 2814/5/6

 matsec@um.edu.mt

A. CONFIDENTIALITY

- A.01. Members of any MATSEC panel, including Markers' Panels, shall treat as confidential everything connected with the proceedings of their work.
- A.02. Members shall take all necessary precautions to prevent leakage of information on the question papers, mark schemes and examination scripts to third parties.
- A.03. Members shall disclose **no** comments on behalf of MATSEC related to MATSEC procedures, syllabi, examination papers, or other materials.

B. BEFORE MARKING

- B.01. Before the exam, the chairperson must inform MATSEC of the distribution of scripts (to the nearest fifty) amongst markers.
- B.02. Once the examination is over, candidates' scripts will be collected and returned to MATSEC. 'Absent sheets' will be furnished to note absentees.
- B.03. The upper part of examination scripts, containing the candidates' index number, will be removed. An office number will be attached to each script.
- B.04. Examination scripts will be sorted in batches of fifty.
- B.05. The chairperson will be informed of decisions taken by the Access Disability Support Committee (ADSC) of the University of Malta for candidates who applied for access arrangements. Measures to be adopted will be communicated via email.
- B.06. Approximately four working days after the examination, the chairperson will be informed that the scripts are ready to be collected.
- B.07. Before the examination, the marking Excel sheet for that subject will be sent to the Chairperson. This will be built according to the information given by the Chairperson when submitting the paper to MATSEC.

C. GENERAL INSTRUCTIONS

The markers must ensure that (i) the marking of scripts is clear, intelligible and that nothing is left in doubt, (ii) no errors have occurred in marking – e.g. errors in adding marks, failure to mark a question or a part of it – and (iii) no errors have occurred in the inputting of marks.

- C.01. Mark in RED (ball-point, ink); moderation is to be carried out in GREEN.
- C.02. Show evidence that every page has been marked.
 - a. If an answer begins on one page and continues on the next page but there is no reason to give a mark there, the marker is to leave a mark (as agreed with the chairperson) to evidence that the page has been seen.
 - b. Strike out any blank pages.

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- C.03. The chairperson is to instruct the markers on the use of ticks (✓) or other codes to indicate that the work has been assessed. Ticks (✓), crosses (✗) and other codes that have been agreed upon must be near the relevant part of the answer. A list of possible codes is presented at the end of this document.
- C.04. If the candidate answered more questions than asked for in the rubric, mark only the first answers that satisfy the rubric. Cross out extra answers and write 'RUBRIC' on them.
- C.05. If there is evidence of cheating or collusion, mark the scripts as all others and record the marks but inform the chairperson. The Chairperson will liaise with MATSEC.
- C.06. No marks are to be awarded for crossed out work. In the case of crossed out long answer that has **not** been replaced by other work, please consult with the Chairperson who will, in turn, liaise with MATSEC.
- C.07. In the case of non-language subjects, errors in spelling in the carrier language should not be penalized as long as the term is recognizable. However, the candidate should take extra care with similarly spelt terminology such as ethane, ethene and ethyne (Chemistry) and reflection and refraction (Physics) since such errors will be penalized.
- C.08. In the case of illegible script, or the candidate writing in pencil or ink that is not black or blue, the marker should inform the chairperson immediately. The chairperson will liaise with MATSEC for a decision.
- C.09. If there is evidence of a candidate trying to, in any way, disclose his/her identity, mark the scripts as all others and record the marks but inform the chairperson immediately. Evidence can include:
- * A visible index number on any page;
 - * A name, address, phone number or other personal information;
 - * A code, such as repeating a word or symbol on a number of pages.
- C.10. All questions and part questions should be awarded a mark (which could be a 0) on the right hand side of the script.
- C.11. The work of each candidate must be marked by more than one person.
- C.12. Scripts are to be retained by the members of the Markers' Panel until instructed by the MATSEC Support.

D. MARK ALLOCATION

- D.01. The marking scheme should be followed meticulously. If a reply seems correct but is not accounted for in the marking scheme, or a reply seems incorrect but will be awarded marks according to the marking scheme, mark as suggested in the marking scheme but inform the chairperson immediately.
- D.02.** A zero mark is to be noted by a **0**.
- D.03. The total mark for a question must appear ringed in the right-hand margin and be equal to the sum of the sub-totals in the right hand margin. 8
- D.04. All figures and marks must be clearly written. When the correction of a mark is required, cross out the first mark and write out and initial the correct figure above the original mark.
- D.05. Each marker is responsible for adding up the marks of the different question/s he/she is assigned.
- D.06. Double checking of totals in the script and on the front cover is to be carried out by the end marker (last person to mark the paper).
- D.07. Marks for **individual** questions that have a fractional part should **not** be rounded up.
- D.08. If the **global** mark of the script has a fractional part, the total should be rounded to the nearest whole number (e.g. from marks 59.5 upwards should be rounded to 60; marks from 59.4 downwards should be rounded to 59).

E. CHAIRPERSON'S DUTIES

In your role as Chairperson of the Markers' Panel, you are to take appropriate measures to ensure that the examination accurately reflects the candidates' performance in the examination. The Chairperson does not correct scripts, but moderates marking.

BEFORE THE MARKING PROCESS

- E.01. Before the examination session, liaise with MATSEC about the number of candidates sitting for the examination and the distribution of scripts (to the nearest fifty) amongst markers.
- E.02. When informed that the scripts are ready to be collected (approximately four working days after the examination), collect and distribute the scripts.
- E.03. The marking Excel book on which results will be inputted will be sent via email.
- E.04. Organize a standardization meeting where:
- a. A sample of scripts is marked by the markers and the marking scheme is finalized;
 - b. Members of the panel are directed to ensure that they carry out their work fairly and reliably;
 - c. A set of codes that will be used throughout the marking process is agreed upon (a list of suggested codes is presented at the end of this document);
 - d. Deadlines are reminded.

DURING THE MARKING PROCESS

- E.05. Moderate a sample of scripts from each marker to ensure that marks are awarded consistently and according to the marking scheme.
- E.06. Moderation should start as early as possible.
- E.07. Ensure that annotations and explanatory notes are provided on scripts wherever needed.
- E.08. Liaise with markers on any changes that might be required in the marking scheme.
- E.09. Ensure that a clerical check on the addition of marks is conducted.
- E.10. Inputting of marks is to be carried out on the Excel book with office numbers as provided by MATSEC.
 - a. For SEC IIA candidates, office numbers start from 1;
 - b. For SEC IIB candidates, office numbers start from 5001;
 - c. For AM candidates, office numbers start from 1;
 - d. For IM candidates, office numbers start from 4001.
- E.11. MATSEC may ask the Chairperson to identify a number of scripts from various grade levels. These will be kept in the archives for future reference as regard standards.

INPUTTING OF MARKS

Although a seemingly straightforward process, mark inputting is where most errors are made. As such, extra caution needs to be taken.

- E.12. Before starting the process of inputting the marks on Excel, please ensure that these steps have taken place:
 - a. All questions and parts of questions are scored according to the marking scheme agreed upon by the examiners;
 - b. All marks on each script are added up correctly and checked;
 - c. The marks for the different papers are totaled separately;
 - d. Every page of the script has a mark indicating that it has been seen;
 - e. Absent students are clearly marked as **abs** on the Excel sheet lists;
 - f. If your subject has an oral, project, and/or coursework component (school based assessment), you need to be given the respective marks of the candidates as well. In this case, there will be two copies of the marks on the Excel book:
 - * A 'reference sheet' which is blocked and which is to be used for reference only, and
 - * A 'working sheet' which is the working copy on which you add on the marks of the written examination paper/s.

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- g. If you are responsible for a SEC subject, please keep the data sets for the IIA and IIB candidates separately. For this reason, the Excel book will have two sheets; one for the results of Paper I and Paper IIA and a separate sheet for Paper I and Paper IIB.
- E.13. The marks for each paper have to be inputted question by question on the Excel sheet. This ensures a second level of checking: **Please compare the paper total worked out by Excel with the sum total marked on the front of the scripts.** In the case where there are many short questions, please discuss the issue with MATSEC in order to come to a workable agreement.
- E.14. Inputting of marks needs to be completed by the date agreed upon with MATSEC.
- E.15. Marks should **never** be copied and pasted from files which are not in Microsoft Excel (e.g. Microsoft Word).
- E.16. The respective PSAO should be informed if marks are copied and pasted from other Excel books as validation restrictions will **not** hold.

AWARDING OF GRADES

- E.17. The inputting of marks must be ready by the date of the grade awarding meeting, as agreed with MATSEC.
- E.18. The Chairperson will attend a grade awarding meeting which will be chaired by MATSEC's Executive Director (Mr. Pirotta) or Principal Area Officer for Assessment, Research and Development (Mr. Zahra). The respective Principal Subject Area Officer (PSAO) will also be present. The grade boundaries are decided through this meeting.
- E.19. After the grade boundaries are allocated, ensure that the scripts of candidates who marginally fall below each significant grade are reviewed and a decision is taken as to which grade each of these candidates is to be given. These significant grades are:
 - a. Grades 5/6 for SEC subjects;
 - b. Grades C/D and E/F for AM and IM level subjects.
- E.20. Once the candidates' grades are finalized, please sign and fill in the required information on the Grade Boundary Form (Appendices A and B).

DOCUMENTS FOR MARKERS' PAYMENT

- E.21. In the same Grade Boundary meeting, also submit a markers' payment sheet, where you write down the names of the examiners and their role/s (Appendix A). As chairperson, your signature is required on the completed form.
- E.22. Payment of marking is per full paper. This should be taken into consideration when dividing the work amongst markers. You will be requested to indicate the exact number that each marker marked when submitting the payment form.

THE EXAMINERS REPORT

The marking process is considered complete once the Examiners' report is submitted. This report is to reach MATSEC by the end of August. Payment will not be effected until a satisfactory Examiners' report is submitted.

- E.23. The report focuses solely on the May session of the examination.
- E.24. It should involve input from the different markers.
- E.25. The Examiners' Report is to be divided into sections as follows:
 - a. **Part 1:** a brief overview of the examination, relevant statistics (such as the results obtained by candidates), and possibly a comparison with the candidates' performance in the previous year.
 - b. **Part 2:** specific comments on each paper, question by question or section by section. This should include comments about recurring difficulties encountered by candidates, which would be useful to help educators in preparing candidates for future examinations.
 - c. **Part 3:** comments about the school-based assessment and relevant statistics, where applicable.
 - d. **Part 4:** any comments and recommendations to the MATSEC Board about the administration and other matters concerning examination policy and practice. This section may be kept confidential by MATSEC.
 - e. **Appendix:** occasionally, it may be desirable to add an appendix in order to report on special issues, or to reproduce significant samples of the candidates' work.
- E.26. The reports should be written in formal U.K. English. It is advisable that the language in word processors be set as such. Colloquial terms, such as 'didn't', 'wasn't' and 'wanna', should not be used.
- E.27. The report makes inferences about the responses provided by candidates, and not about candidates themselves. 'Responses were poor' and 'Candidates' responses showed a poor understanding of' are better than 'Candidates are unable to'. Additionally, unsubstantiated conclusions about teaching and learning are to be avoided. Based on candidates' scripts, one cannot assume that educators did not give importance to specific topics.
- E.28. The report will be vetted by MATSEC and presented to the MATSEC Board for its consideration. The report will then be circulated to the schools by the Support Unit and posted on the MATSEC website.
- E.29. The chairperson is **not** authorized to circulate the report unless permission is obtained from the MATSEC Board.

F. HANDLING THE MARKING EXCEL BOOK

PREPARING MARKING EXCEL BOOKS FOR INDIVIDUAL MARKERS

- F.01. Do not create excel sheets from scratch for your markers. This would bypass all validation rules built by MATSEC, greatly increasing the changes of clerical errors.
- F.02. Rather, create copies of the marker excel sheet sent by MATSEC for each marker. Name each file accordingly (e.g. SEC Chinese – Joe Borg).

INSTRUCTIONS TO MARKERS

- F.03. The only sheets that you need to use are those titled 'PAPER ...'
- F.04. Marks are to be inputted in the grey coloured cells.
- F.05. Markers are to manually enter data directly in the given file. Data is **not** to be inserted in another location to be pasted in the file sent by the Chairperson.
- F.06. Data should **never** be copied and pasted from different parts of the same excel sheet. Markers should have no need to copy and paste any data whatsoever. If the data of a candidate is mistakenly inputted for another candidate, this should be fixed manually **without** copy and paste.
- F.07. Absent candidates are to be marked **abs**. Marking **abs** in the first question of each paper/section is enough.
- F.08. The mark **0** means that the candidate attempted the item but scored no marks.

COLLATING MARKS FROM DIFFERENT MARKERS AND ATTENDING TO CHECKS/PROBLEMS

- F.09. If data is copied and pasted from the separate Marking excel sheets into the main Marking excel sheet, make sure that only data in the grey coloured cells is copied and pasted in grey coloured cells. If there are checks, totals, or any other white cells in between, data should be copied in multiple steps.
- F.10. Some MATSEC Marker excel files will check for problems according to the subject syllabus and examination paper (e.g. that candidates have answered a stated number of questions from a section).
- F.11. These fields will show the text 'PROBLEM' if a problem is detected.
- F.12. All 'PROBLEM's are to be attended to by the Chairperson. This is to be indicated using the column named 'CHAIR'S COMMENT' by selecting one of the following options accordingly:
 - a. Checked: The chairperson has checked the scripts and confirms that marks were inputted correctly (e.g. a PROBLEM shows because the candidate answered less than the required number of questions. The chairperson confirms that some questions were not attempted);
 - b. See e-mail: The chairperson has sent an email to detail the case to the respective MATSEC PSAO.

- c. Fixed: The chairperson has found and fixed an error by one of the markers (e.g. a PROBLEM shows because a candidate answered more than the required number of questions. The chairperson removes the item which was last attempted by the candidate. The PROBLEM will no longer show).

HOW TO DECRYPT AND ENCRYPT EXCEL FILES

Introduction

- F.13. Encryption is the converting of data into a code to minimise the risk of unauthorised access.
- F.14. In addition, some email applications will not allow you to attach a MATSEC file unless encrypted.
- F.15. If a MATSEC file is sent encrypted, a password will be provided by MATSEC by sms.
- F.16. Several applications can be used to encrypt files. Steps for different applications are provided in this document.

Decrypting files sent by MATSEC

- F.17. Download the attached zipped file
- F.18. Copy the file to your Desktop
- F.19. Right click on the file, and choose extract
- F.20. Type the password that was sent via sms

Encrypting files using Winzip

- F.21. Open Winzip
- F.22. Select Encrypt in the Actions pane
- F.23. Browse for the file from the left hand side
- F.24. Click and drag the file from the list to the white area named 'Empty Zip file – Drag files here'
- F.25. Click on File and save the file on your desktop (or another location on your computer)
- F.26. A video tutorial can also be accessed from the Winzip Official Page via the following link <https://www.winzip.com/win/en/learn/encrypt-and-protect-your-files-winzip18.html>

Encrypting files using WinRAR

- F.27. Open WinRAR
- F.28. Browse to the folder where the Excel file is
- F.29. Hold down the Ctrl key and select the file
- F.30. Click the Add button at the top of the screen
- F.31. Type a name in the Archive Name box

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- F.32. Click Set Password and type in the password (Note: if the file will be sent to MATSEC, use the same password that was sent via sms)
- F.33. Re-enter the Password
- F.34. Tick the box next to Encrypt file names
- F.35. Click OK
- F.36. Click OK again

Encrypting files using 7-Zip

- F.37. Right click on the file
- F.38. Select 7-zip
- F.39. Add to Archive
- F.40. In the Archive Format, ensure it is .zip
- F.41. Enter the Password, and re-enter the Password under the Encryption section (Note: if the file will be sent to MATSEC, use the same password that was sent via sms)

Encrypting files using MS Excel

- F.42. This option should be used as a last resort if none of the above applications are available. This option is only available from Microsoft 2007 onwards.
- F.43. Open excel file
- F.44. Click on File
- F.45. Click on Info
- F.46. Select Protect Worksheet
- F.47. Select encrypt with password
- F.48. Enter Password (Note: if the file will be sent to MATSEC, use the same password that was sent via sms)
- F.49. Select OK

Encrypting files using MAC OS

- F.50. Type Disk Utility and launch the utility Click on Info
- F.51. Click on File
- F.52. Select New Image
- F.53. Select Image from Folder
- F.54. Select OK
- F.55. Browse to the required file and choose it

- F.56. In the Compression option, select 128 or 256 bit
- F.57. Enter Password given by MATSEC in the Enter the Password window
- F.58. Re-enter the Password given by MATSEC in the Verify Password window

G. ADMINISTERING AND CONDUCTING ORAL/PERFORMANCE EXAMINATIONS

- G.01. Invigilation staff is responsible for the orderly flow of candidates between the waiting area, preparation area, and the examination room.
- G.02. Only the candidate and the examiner are to be present in the examination room.
- G.03. Before the start of the oral/performance examination, the examiner shall review the marking sheet; if the examiner notices that they know any of the candidates, the examiner must inform the Head of Centre and make the necessary changes. Examiners must not conduct an oral/performance examination to a candidate who they know or have taught during the year in which the candidate is doing their oral/performance exam.
- G.04. Examiners must not use their mobile phone and any other smart devices.
- G.05. Examiners should make candidates feel at ease and must be polite at all times; MATSEC does not condone any acts of intimidation by examiners, including raising of voice or sarcastic comments at the candidates.
- G.06. Examiners must be sensitive when asking ice-breaking questions; questions that are considered discriminatory shall not be asked (e.g. What school do you attend?).
- G.07. Examiners should ask the candidate to indicate which text/question they chose/were given by the invigilator, whichever is applicable.
- G.08. Examiners must ensure that the marking sheet is properly filled in. This includes:
 - a. Marks are inputted for each component outlined in the marking sheet.
 - b. Absent candidates are marked as 'abs'.
 - c. The total mark for each candidate is inputted in the marking sheet.
- G.09. Invigilators will ensure that all required fields of the marking sheet have been filled in and that candidates who are listed as 'absent' on the attendance sheet are also listed as 'absent' on the marking sheet.
- G.10. The time allotted for the oral/performance examination should not be exceeded.
- G.11. Examiners must ensure that examination papers and all preparatory material, where applicable, are collected from the candidate before the candidates leave the examination room.
- G.12. Examiners are to inform MATSEC when they come across any issues; any action should be taken by MATSEC and not by the examiner or invigilation staff unless instructed otherwise by MATSEC.

H. REVISION OF PAPERS

PROCESS

The aims of the revision of papers are to check the accuracy and fairness of marking and to produce a report that justifies the final grade awarded.

- H.01. The Reviser is a **new** member of the original markers' panel.
- H.02. The Reviser coordinates with the chairperson of the markers' panel and receives the scripts, updated marking schemes, and, where present, oral/aural/project marks.
- H.03. The Reviser communicates his/her judgement to the chairperson and meets other members of the markers' panel as necessary.
- H.04. The Reviser:
 - a. Starts with a clerical check (confirm the office number; see that all question and part questions have been marked, marks add up correctly, and the grade was awarded correctly). As the Reviser is **not** to have access to the Excel sheet containing candidates' raw scores, s/he is to liaise with the Chairperson.
 - b. Goes through the script/s to see that marks were allocated as stated in the marking scheme and notes any changes, if any. Both additions and subtractions to marks are to be noted.
- H.05. Once the revision of papers exercise is finished, the Reviser is to communicate with the Chairperson. At this point, the chairperson can forward the grade boundaries to the Reviser or inform which candidates might have an upgrade. The Chairperson and the Reviser discuss these candidates' scripts and agree whether the upgrade is justified. Possible outcomes and appropriate actions:
 - a. The Reviser agrees with the original marks: A report is written for the candidate, shown to the chairperson, and sent to MATSEC.
 - b. The Reviser does not agree with the original mark, and this should change the grade given: No downgrading of grades is possible. The chairperson needs to be informed and if necessary met along with the marker(s) whose marks are in question. If consensus is not reached, contact MATSEC. A report is written for the candidate, shown to the chairperson, and sent to MATSEC.

THE REPORT

H.06. The report is to provide objective evidence to justify the mark awarded. It is to:

- a. Indicate areas of strength and weakness in the candidate's examination performance. The aim is not to advise the candidate on what/how to study or do better – It must stick to objective evidence culled from the scripts;
- b. Cover all sections/questions/components of the examination papers;
- c. Be one page long;
- d. Be written using the font Calibri with a size of 12pt;
- e. Be presented to MATSEC within the stipulated deadline as one editable word document;
- f. End with a clear statement that the original grade is confirmed or that it should be upgraded;
- g. Be taken as the report of the augmented markers' panel and is then sent to the candidate.

H.07. The report should **not**:

- a. Mention marks awarded, added or reduced;
- b. Make assumptions about the candidate, how s/he studied, or how s/he was taught;
- c. Make statements about performance which are inconsistent with the awarded grade. For instance, make statements about average performance and then state that Grade F is justified;
- d. Contain grammatical mistakes, spelling errors, or be written in an informal language.

H.08. The report is **not** to be offensive and should focus criticism on the attempt, not on the candidate.

Incorrect / Offensive	Better Worded
The candidate is weak.	The attempt is weak.
The candidate worked out calculations in a totally incorrect way.	Calculations were worked out incorrectly.
The "essay" was weak.	The essay was weak.
It seems the candidate was taught only to regurgitate knowledge.	The attempt is a mere reproduction of textbook facts.

H.09. Revisers are to send their report to MATSEC prior to the stipulated date by MATSEC. MATSEC aims to send revision of papers reports to candidates **by** the end of August, prior to the commencement of the September session.

I. SUGGESTED CODES

✓	The candidate's reply, or part of it, is correct
✗	The candidate's reply, or part of it, is incorrect
RUBRIC	The reply that has not been asked for in the rubric, i.e. candidates providing three options when the rubric asked for two
0	The candidate's reply is incorrect
6 (or any other number)	A partial mark
8 (or any other number)	A summative mark for a question
s.o.i.	Seen or implied
SR	Special ruling (a case where the standard marking scheme is varied in the light of a particular circumstance)
AG	Answer given on an alternate paper
SOS	See other solution (if a reply is crossed out and answered elsewhere)
f.t.	Follow through (following an incorrect answer to a previous question, the answer is incorrect but the working is correct)
PA	Premature approximation (the answer is incorrect due to a premature approximation, but the working and reasoning are correct)
ISW	Ignore subsequent working
amb	Ambiguous
ill	Illegible

J. MARKING AND MODERATION OF COURSEWORK (WHERE APPLICABLE)

All forms of assessment, whether internal or external, involve human judgement which can vary from person to person, thus requiring some form of moderation. In MATSEC examinations, the moderation of coursework marks awarded by teachers is required (i) to optimise the reliability of the school-based assessment (SBA) and thus ensure fairness for individual candidates and schools; (ii) to ensure that the work that is being presented by candidates is of the expected level; and (iii) to gather information that is useful for making recommendations for improved practice. Currently, MATSEC adopts the process of moderation by inspection.

- J.01. The Chairperson is to receive mark sheets from MATSEC that identify the schools to be moderated.
- J.02. The Chairperson and moderators will agree upon the criteria to be used for moderation. For this process, the coursework of some private candidates may be marked to ensure uniform understanding of criteria.

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- J.03. No marking should be done on the candidates' work. Reasons for a change in the final mark (if any) should be done on the appropriate form. For private candidates, reasons for the final mark and the mark itself should be done on the appropriate sheet.

PROCEDURE FOR COURSEWORK (SCHOOL BASED ASSESSMENT)

- J.04. Moderation at schools should only happen during the time period stipulated in the time table issued by MATSEC.
- J.05. Moderators should contact the involved schools for an appointment.
- J.06. On visiting schools, moderators should contact a member of the SMT and identify themselves.
- J.07. **ALL** the workbooks in a school are to be moderated unless otherwise instructed by MATSEC.
- J.08. Marks should be confirmed or changed according to the criteria agreed upon.
- J.09. In cases where there is serious doubt whether the work was done by the candidates themselves, the chairperson is to report to MATSEC and action may be taken as necessary.
- J.10. Moderators are to fill in the appropriate checklists provided by MATSEC for the moderation of school-based assessment and return these to the Chairperson.
- J.11. Feedback to the schools is MATSEC's responsibility: Moderators and Chairpersons should not give feedback directly to schools.
- J.12. Moderator's comments are to be word processed and passed to the Chairperson who will pass these (hard and soft copies) to the concerned PSAO and use these when writing the Examiners' Report.
- J.13. The result of a candidate will be changed only if the difference between the original mark and that of the Moderator exceeds that shown in the table below. The Chairperson must be informed, who will, in turn, inform MATSEC.

Maximum Possible Mark	Maximum Permitted difference between Marks
15	1
20	2
30	3
40	4

- J.14. Any change in marks is to be documented along with the reason for this change. The Chairperson must be informed, who will, in turn, inform MATSEC.
- J.15. In case of mismatches between the school list of candidates and that of MATSEC, moderators are to enquire with the school SMT (**not** the subject teachers) and report to the Chairperson who shall report to MATSEC.

NOTES FOR PRIVATE CANDIDATES' COURSEWORK MODERATION

J.16. Private candidates' work with the word 'LATE' written on the envelope should have their mark deducted as follows. This should be indicated on the mark form.

Maximum Possible Mark	Marks to be Deducted for Late Work per Day
15	2
20	2
30	3
40	4

J.17. Private candidates will be asked to attend an interview about their work. The interviewing panel will include the Chairperson or his delegate and the concerned PSAO.

J.18. During interviews only information related to the candidate's work should be sought. Questions about one's hometown, favourite sports team, past school and the like should be avoided.

K. APPENDICES

APPENDIX A: PANEL MEMBERS' PAYMENT SHEET

**INFORMATION SHEET
FOR
PAYMENT OF EXAMINERS**

SESSION: _____

SUBJECT: _____

LEVEL: _____

CHAIRPERSON:

NAME AND SURNAME (CAPITALS)	ROLE/S

Signature of Chairperson: _____ Date: _____