# Marking of examination scripts
## Quality assurance process

**wjec cbac**

**eduqas**

Examiners attend a face-to-face training conference.

Examiners trained on how to apply the mark scheme including marking candidates' scripts.
Led by the Principal Examiner (PE) and/or Team Leaders (TLs).

**Scripts marked by item onscreen**

Examiners mark 8 'seeds' for each item. 'Seeds' have already been pre-marked by a senior examiner. The examiner cannot see the mark allocated.

If an examiner fails to accurately mark a sufficient number of seeds, they are stopped from marking.

Once stopped, the examiner discusses the issues with the TL or PE. They will need to mark further items before they can progress to live marking.

Once an examiner progresses to live marking, they will receive seeded items at various stages throughout the entire marking process.

If an examiner is not marking an item to the required standard, they are prevented from continuing to mark that item until they discuss the issues with their TL/PE. Some examiners may be permanently excluded from marking specific items. If they are not marking accurately on any items, they will cease to mark any items.

**Traditionally marked scripts**

The examiner marks 10 scripts from their allocation and sends these to the TL or PE.

The TL/PE provides feedback to the examiner. If there are any issues noted on their initial 10 scripts, the PE/TL may request additional scripts to review.

Once they are marking to the required standard, the examiner marks scripts and sends the first third of their marked scripts to the TL/PE.

The TL/PE reviews 25 of the first third of the examiner's marking across the range of marks. They complete a pro-forma and a feedback report on each examiner.

The Subject Officer (SO) and the PE review the feedback on each examiner's marking and decide if:

• the marks provided by the examiner will be awarded to the candidates
• the marks within a certain range or across the entire range will be adjusted
• the examiner's scripts will be re-marked by a senior examiner.

The SO will review the performance of each examiner which will inform the invitation process for the following series.